

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
REORGANIZATION MEETING MINUTES
February 10, 2021**

The reorganization meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held virtually on the above date via Microsoft Teams. Executive Director Bongiovanni called the meeting to order at 4:32 p.m.

ROLL CALL

Members Present: David Runfeldt, Thomas Boorady, Raymond Verdonik, Arthur Schmidt, David Kohle, Anthony Campisi, Robert Voorman

Absent: Jerry Notte (*excused*)

Also Present: Robert Bongiovanni, Executive Director; Thomas Bongiovanni, Assistant Executive Director; Ernest DeGraw, Plant Superintendent, Karen Napolitano, Secretary to the Board; John Napolitano and Victoria Leblein, 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, 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, Record and Suburban Trends newspapers. Notice of the change to remote meeting was posted on the Authority website on Sunday, February 7, 2021.

This meeting of The Pequannock, Lincoln Park and Fairfield Sewerage Authority is being held remotely due to the COVID-19 pandemic and is in compliance with the provisions of Executive Orders 103 and 104; the Open Public Meetings Act; and N.J.A.C. 5:39-1.1 to 1.7. Notice of this remote meeting was published in The Record, The Herald News, and The Progress on November 5, 2020, and the Suburban Trends on November 8, 2020, posted at the Authority's administration building, and posted on the Authority's website. The public notice included the dial-in/log-in information necessary for members of the public to participate in and access this meeting remotely. A copy of the agenda for this meeting was made available on the Authority's website with the posting of the meeting notice. Members of the public wishing to comment during the public portion of the meeting may use Microsoft Teams audio, or click on the appropriate "Microsoft Teams" button to raise their hand. The Authority will address you by name or by the last 4 digits of your telephone number to state your comment. The Authority will unmute your microphone. You must state your name and address prior to making a public comment. You may also mute and unmute yourself by pressing the microphone icon on Microsoft Teams or by pressing *6 on your telephone keypad. The Authority will not accept comments made through the "chat" feature available on Microsoft Teams. Members of the public were also permitted to submit written comments prior to the meeting via mail or e-mail, which will be read during the public comment period. This meeting is being recorded.

OATH OF PUBLIC OFFICERS

Chairman Voorman turned the meeting over to Attorney John Napolitano to give the Oath of Office to Anthony Campisi, Jr. of Fairfield, Thomas Boorady of Lincoln Park, and David G. Kohle of Pequannock, all reappointed/reappointed for 5-year terms. The Board congratulated them.

NOMINATING COMMITTEE:

Chairman Voorman called for the report of the Nominating Committee. Mr. Schmidt presented the nominations: Chairman: Robert A. Voorman; Vice Chairman: Arthur J. Schmidt; Treasurer: Jerry J. Notte; Secretary: David A. Runfeldt

Chairman Voorman asked if there were any other nominations from the floor. There were none.

A motion was made by Mr. Verdonik, seconded by Mr. Schmidt, to close the nominations.

AYES: Verdonik, Schmidt, Runfeldt, Boorady, Kohle, Campisi, Voorman

ABSENT: Notte

A motion was made by Mr. Verdonik, seconded by Mr. Campisi, to approve the slate of nominees as presented.

AYES: Verdonik, Campisi, Runfeldt, Boorady, Schmidt, Kohle, Voorman

ABSENT: Notte

Appointed Officers: Chairman - Robert A. Voorman, PRBRSA
Vice Chairman – Arthur J. Schmidt, Pequannock
Treasurer - Jerry J. Notte, Fairfield
Secretary - David A. Runfeldt, Lincoln Park

The appointees were congratulated by the Board. Mr. Voorman continued in the role of Chairman.

APPOINTMENT OF COMMITTEES

Chairman Voorman noted the list of current committees. He requested that the Board Members complete and return the committee preference sheets and he will make the committee appointments at the next meeting.

RESOLUTIONS FOR REORGANIZATION MEETING

Mr. R. Bongiovanni addressed the first four resolutions that pertain to the Reorganization Meeting. He noted that the next three Board Meetings are scheduled to be held remotely. Resolutions #21-009, Designation of Signatories for Disbursements, Resolution #21-010, Designation of Official Newspapers, Resolution #21-011, Schedule of Meetings and Posting Procedures, and Resolution #21-012, Interest Rate for Late Payment of Annual Charges, were approved by the following vote:

MOTIONED BY: Mr. Runfeldt; SECONDED BY: Mr. Schmidt

AYES: Runfeldt, Schmidt, Boorady, Verdonik, Kohle, Campisi, Voorman

ABSENT: Notte

RESOLUTION #21-009: Designation of Signatories for Disbursements

WHEREAS, the Regulations of the State of New Jersey, Department of Community Affairs, Division of Local Government Services, require three signatories for the payment of claims, issued by check, drawn on the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority");

NOW, THEREFORE, Be It Resolved that the Authority designates the following three signatories for the payment of claims by check drawn on the treasury of the Authority, which signatories are officially recorded below:

1. Chairman, Robert A. Voorman, and in his absence, Vice-Chairman, Arthur J. Schmidt
2. Treasurer, Jerry J. Notte, and in his absence, Secretary, David A. Runfeldt
3. Executive Director, Robert N. Bongiovanni, and in his absence, Assistant Executive Director, Thomas Bongiovanni, or Secretary to the Board, Karen Napolitano

Signatories:

Robert A. Voorman, Chairman

Arthur J. Schmidt, Vice Chairman

Jerry J. Notte, Treasurer

David A. Runfeldt, Secretary

Robert N. Bongiovanni
Executive Director

Thomas Bongiovanni
Assistant Executive Director

Karen Napolitano
Secretary to the Board

RESOLUTION #21-010: Designation of Official Newspapers

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority") is desirous of designating newspapers of general circulation within this area as the Official Newspapers for the publication of all required notices;

BE IT THEREFORE RESOLVED that the following newspapers are so designated:

1. THE PROGRESS
100 South Jefferson Road, Suite 104
Whippany, NJ 07981
2. THE SUBURBAN TRENDS
One Boonton Avenue
Butler, NJ 07405
3. THE RECORD
1 Garret Mountain Plaza
P.O. Box 471
Woodland Park, NJ 07424
4. HERALD NEWS
1 Garret Mountain Plaza
P.O. Box 471
Woodland Park, NJ 07424

BE IT FURTHER RESOLVED, that the Secretary of the Authority is authorized and directed to submit any and all required publications to any of the above designated newspapers.

RESOLUTION #21-011: Schedule of Meetings and Posting Procedures

WHEREAS, the Open Public Meetings Act, Chapter 231 of the laws of 1975, requires all public bodies covered by said Act, at least once each year, and within seven days following the annual organization or reorganization meeting of such body, to post and maintain posted through the year as

set forth in the Act, a schedule of the regular meetings of the public body to be held during the succeeding year.

NOW, THEREFORE, BE IT RESOLVED, by the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), as follows:

1. The schedule of regular and conference meetings of the Pequannock, Lincoln Park and Fairfield Sewerage Authority as set forth in the schedule annexed hereto be and the same is hereby adopted.

2. The Authority Secretary is hereby authorized and directed to prominently post said schedule in at least one public place reserved for such announcements and to post on the official Authority website.

3. Said schedule shall be mailed, emailed, faxed or hand delivered by the Authority Secretary to the following official newspapers of the Authority:

- a. The Progress
- b. The Suburban Trends
- c. The Record
- d. Herald News

4. Said schedule shall be placed on file with the Authority Secretary and the Municipal Clerks of the Borough of Lincoln Park and the Townships of Fairfield and Pequannock and the offices of the PRBRSA.

5. Special meetings may be held as and when necessary, with notice to be given as provided for in the Act and meetings involving urgent matters may be held as provided for in Section 4b of the Act.

6. In the event that the annexed schedule is hereafter revised, the revised schedule shall be posted, mailed and filed by the Authority Secretary in the manner described hereinabove.

RESOLUTION #21-012: Interest Rate for Late Payment of Annual Charges

WHEREAS, Section 9 of the December 20, 1985 Agreement, Amending and Supplementing the Service Contracts for the Participants of the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), requires that the Authority charge an interest rate of eight percent (8%) per annum for the first \$1,500.00 of any delinquent payment made by a Participant after the tenth (10th) calendar day following the date which payment was due; and

WHEREAS, Section 9 of the December 20, 1985 Agreement, Amending and Supplementing the Service Contracts for the Authority, further requires that the Authority annually at its Reorganizational Meeting set an interest rate on the delinquency of any payment by a Participant after the 10th calendar day following the date upon which it is due, on any amount in excess of \$1,500.00; and

WHEREAS, said rate was previously set by the Authority at its Reorganization Meeting of February 12, 2020.

NOW, THEREFORE, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that for the fiscal year 2021 the interest rate on any delinquent payments by the Participants received by the Authority after the 10th calendar day following the date upon which it is due shall be twelve percent (12%) per annum on any amount in excess of \$1,500.00 and be calculated in accordance with Section 9 of said Agreement from the original due date;

BE IT FURTHER RESOLVED, that a copy of the Resolution be provided to each of the Participants in accordance with the requirements of Section 9 of the Agreement.

REAPPOINTMENT OF PROFESSIONAL STAFF

Mr. R. Bongiovanni addressed the next three resolutions for the appointment of professional staff, noting that the Authority only received one proposal for each of the RFP's for Professional Services. He referred to the summary of proposals that was previously emailed to the Board and discussed each proposal. Resolutions #21-013, Authorize Award of Contract for General Engineering Consulting Services, Resolution #21-014, Authorize Award of Contract for Auditing Services, and Resolution #21-015, Authorize Award of Contract for General Legal Services, were approved by the following vote:

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

RESOLUTION #21-013: Authorize Award of Contract for General Engineering Consulting Services

WHEREAS, there exists a need for General Engineering Consulting Services, including LSRP, IPP Management Services and GIS Services, for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"); and

WHEREAS, pursuant to the Local Public Contract law (NJSA 40A:11-5) a contract for professional services may be let without public bidding thereof; and

WHEREAS, the Authority has received one (1) proposal from Mott MacDonald, LLC for these professional services; and

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. The January 20, 2021 proposal received from Mott MacDonald, LLC for the Authority's General Engineering Consulting Services is acceptable and Mott MacDonald is retained in accordance with its proposal, commencing on March 1, 2021 for a period of one (1) year, in an amount not to exceed \$71,600.00, plus any additional services required at the direction of the Authority, in accordance with the hourly rates set forth in the proposal, in an amount not to exceed \$50,000.00.

2. The Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.

4. Notice of this contract shall be published in one of the official Authority newspapers.

RESOLUTION #21-014: Authorize Award of Contract for Auditing Services

WHEREAS, there exists a need for Auditing Services for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

WHEREAS, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5), a contract for professional services may be let without public advertising and bidding thereof; and

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. The firm of Wielkocz & Company, LLC is retained in accordance with its proposal dated January 5, 2021 as Authority Auditor, commencing on March 1, 2021 for a period of one (1) year, in an amount not to exceed \$21,500.00 plus any additional services required in connection with NJEIT projects or GASB compliance at the direction of the Authority, in accordance with the hourly rates set forth in the proposal, in an amount not exceed \$10,000.00.

2. The Executive Director is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded in compliance with the requirements of N.J.S.A. 19:44A-20.4 et seq.

4. Notice of this contract shall be published in one of the Official Authority Newspapers.

RESOLUTION #21-015: Authorize Award of Contract for General Legal Services

WHEREAS, there exists a need for an attorney to provide General Legal Services for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

WHEREAS, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5) a contract for professional services may be let without public bidding thereof; and

WHEREAS, the Authority has received one (1) proposal for these professional services; and
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. The January 15, 2021 proposal of Cleary Giacobbe Alfieri Jacobs, LLC for General Legal Services is acceptable and the firm of Cleary Giacobbe Alfieri Jacobs, LLC is retained as Authority Attorney, in accordance with its proposal, commencing on March 1, 2021 for a period of one (1) year, in an amount not to exceed \$75,000.00.

2. The Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.

4. Notice of this contract shall be published in one of the Official Authority Newspapers.

MINUTES APPROVAL: (Regular & Closed Session)

Mr. Verdonik called for a motion to approve the Regular & Closed Session Minutes of January 13, 2021, seconded by Mr. Schmidt.

AYES: Verdonik, Schmidt, Campisi, Voorman

ABSENT: Notte

ABSTAINED: Runfeldt, Boorady, Kohle

REPORTS OF COMMITTEES

FINANCE

Mr. R. Bongiovanni presented the Treasurer's Report for the month of February (copy attached), the monthly financial reports for Mott MacDonald and Cleary Giacobbe, and the vouchers. He recommended the vouchers be paid as presented. He noted the Milliman report has been completed and submitted in accordance with GASB 75 requirements evaluating our OPEB responsibilities and noted that not much has changed since the last one.

PURCHASING and PERSONNEL

Mr. R. Bongiovanni presented the February Personnel Actions for the month of February. He noted that the only item up for approval is the Wage and Salary Guide, and the current Wage & Salary report and the TBSA Organization Chart were also provided. Mr. R. Bongiovanni also noted the Schedule of Meeting Dates as well as the Board Members Contact Information were forwarded to the Board. He requested the Board Members review the contact information and let us know if there are any changes.

Mr. Verdonik called for a motion to approve the Personnel Actions for February, seconded by Mr. Schmidt.

AYES: Verdonik, Schmidt, Runfeldt, Boorady, Kohle, Campisi, Voorman

ABSENT: Notte

PLANT OPERATIONS

Mr. Schmidt referenced the Operating Report forwarded to the Board, noting that the flows are slightly higher this month. Mr. DeGraw noted the Pressure Filter #1 is still offline and the repair of the media is now pushed back two weeks due to the weather. We are seeing the effects on the effluent quality due to Pressure Filter #1 being down. He went on to explain the other three filters are having trouble keeping up with solids. The volume of polyaluminum chloride has been increased in order to facilitate increased solids removal and to ensure the UV system is able to meet E.Coli permit limits. To date, no permit limits have been exceeded. An affirmative defense has been filed with the State.

PLANNING and EXPANSION

Mr. Notte was absent. Mr. R. Bongiovanni mentioned there was a last minute item added to the agenda which will be discussed under new business.

CONSTRUCTION

Mr. Verdonik noted the Construction Report which was forwarded to the Board. Mr. T. Bongiovanni reported he received two proposals for the Force Main study. He is hoping to have a recommendation for award at the next meeting.

INSURANCE and LEGISLATIVE REVIEW

Mr. Runfeldt had nothing to report.

LEGAL and PUBLIC RELATIONS

Mr. Campisi had nothing to report. Mr. Napolitano mentioned a Senate/Assembly bill was passed requiring additional information on sewer and water bills. The bill has not yet been signed by the Governor.

EXECUTIVE DIRECTOR'S REPORT

Mr. R. Bongiovanni had no formal report. He referenced the 2021 Objectives List that was provided in the packet, noting that Tom Bongiovanni anticipates making functional, visual, and some minor content edits for future presentations. Mr. R. Bongiovanni also mentioned honoring our past Board Members and how difficult it is to make a formal presentation in person with the pandemic situation. Plaques will be presented at a later date to Mr. Phelan and Mr. Kerwin to thank them for their time as Board Members.

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.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. T. Bongiovanni reported there have been preliminary discussions with West Caldwell regarding capacity and we recently received correspondence requesting information from TBSA. West Caldwell may be looking to divert some of their flow to TBSA. He will update the Board when more information is available.

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

RESOLUTION #20-021 Pressure Filter #1 Emergency Repairs, CM-001 - \$4,040.00

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority has entered into a contract with Allied Construction for Pressure Filter #1 Emergency Repairs; and

WHEREAS, it has been determined that it is necessary to increase the contract for additional work; and

WHEREAS, the Project Engineer, Chuck Cuyulis, has reviewed and approved Contract Modification CM-001; and

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 that Contract Change Order CM-001 is hereby approved as follows:

CM-001 - contract amount not to exceed \$4,040.00

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Schmidt

AYES: Verdonik, Schmidt, Runfeldt, Boorady, Kohle, Campisi, Voorman

ABSENT: Notte

RESOLUTIONS

A motion was made by Mr. Schmidt, seconded by Mr. Verdonik, to approve Resolution #21-016, Authorize Award of Contract for Safety and Health Training Services, and Resolution #21-017, Authorize Award of Contract for Special Legal Services for Environmental Services.

AYES: Schmidt, Verdonik, Runfeldt, Boorady, Kohle, Campisi, Voorman

ABSENT: Notte

RESOLUTION #21-016: Authorize Award of Contract for Safety and Health Training Services

WHEREAS, there exists a need for a firm to provide Safety and Health Training and other safety related services for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

WHEREAS, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5) a contract for professional services may be let without public advertising and bidding thereof; and

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. The firm of Skyline Environmental, Inc. is retained in accordance with its proposal dated January 7, 2021 for Safety and Health Training and Safety Related Services, commencing on March 1, 2021 for a period of one (1) year in an amount not to exceed \$65,790.00 plus any additional services performed at the direction of the Authority, in accordance with the hourly rates set forth in the proposal, in an amount not to exceed \$10,000.00.

2. The Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded in compliance with the requirements of N.J.S.A. 19:44A-20.4 et seq.

4. Notice of this contract shall be published in one of the Official Authority Newspapers.

RESOLUTION #21-017: Authorize Award of Contract for Special Legal Services for Environmental Services

WHEREAS, there exists a need for Special Legal Services for addressing matters related to the Authority's NJPDES discharge to surface water permit, settlement agreement related to that permit, ongoing and new environmental regulations and policies and various environmental compliance issues for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

WHEREAS, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5) a contract for professional services may be let without public bidding thereof; and

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. The January 19, 2021 proposal of Maraziti Falcon, LLP for Special Legal Counsel is acceptable and the firm of Maraziti Falcon, LLP is retained in accordance with its proposal, commencing on March 1, 2021 for a period of one (1) year, in an amount not to exceed \$20,000.00.

2. The Executive Director is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.

4. Notice of this contract shall be published in one of the Official Authority Newspapers.

RESOLUTION #21-018: Authorize Assistant Executive Director's Contract

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority") wishes to enter into an employment contract with Thomas Bongiovanni to serve as Assistant Executive Director, and subsequently serve as Executive Director upon the current Executive Director's retirement; and

WHEREAS, the proposed employment contract is incorporated by reference in this resolution and is on file with the Authority; and

WHEREAS, this contract is made pursuant to N.J.S.A. 40:14A-5.

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

1. The Chairman is hereby authorized and directed to execute the proposed employment contract.

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Schmidt

AYES: Verdonik, Schmidt, Runfeldt, Boorady, Kohle, Campisi, Voorman

ABSENT: Notte

RESOLUTION #21-019: Payment of Operating Vouchers (copy attached)

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Schmidt

AYES: Verdonik, Schmidt, Runfeldt, Boorady, Kohle, Campisi, Voorman

ABSENT: Notte

RESOLUTION #21-020: Payment of the Construction Vouchers (copy attached)

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Schmidt

AYES: Verdonik, Schmidt, Runfeldt, Boorady, Kohle, Campisi, Voorman

ABSENT: Notte

ADJOURNMENT:

There being no further business to come before the Authority, on motion by Mr. Verdonik, seconded by Mr. Campisi, and all in favor, the meeting was adjourned at 5:10 p.m.



David A. Runfeldt, Secretary

Dated: February 10, 2021



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 2/10/21

Period Ending January 31, 2021

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$13,373,074.28	
Operating Checking Account	35,527.68	
Payroll Checking Account	52,169.88	
Renewal & Replacement	<u>6,095,631.96</u>	\$19,556,403.80

CONSTRUCTION AND GENERAL

Construction Improvements	\$3,206,279.22	
General	<u>236,924.07</u>	<u>3,443,203.29</u>

TOTAL FUNDS JANUARY 31, 2021

\$22,999,607.09

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$406,869.82 *	
Payroll - Salaries & Wages	188,716.74	
- Benefits	38,277.71 *	
- Taxes	<u>14,155.71</u>	\$648,019.98

CONSTRUCTION

7,124.69 *

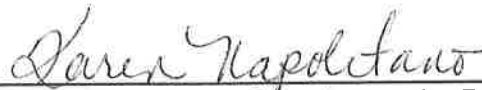
TOTAL EXPENDITURES FOR JANUARY 2021

\$655,144.67

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

 for

Jerry J. Notte, Treasurer



Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

February 10, 2021

Approve 2021 Wage & Salary Guide

See Attached

Also Attached:

Current Wages and Salaries List

2021 TBSA Organizational Chart

OPERATING
RESOLUTION #21-019

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 #21505 through #21575 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.		21505	89.17	Pest Control Jan'21	51.41
ADP, Inc (Louisville)		21506	287.05	Payroll Processing	31.38
AEA		21507	5,516.00	Regular Member Dues	31.22
Allen Paper & Supply Co.		21508	1,074.64	Cleaning Supplies	51.41
Allmax Software, Inc.		21509	3,380.00	Renew Software Support Contract	51.52
Amazon		21510	1,144.65	Heated Snow Melting Mats	51.31
American Express		21511	74.63	Renewal/Microsoft Office 365	31.22
American Wear		21512	287.24	Uniforms	51.43
Borough of Lincoln Park Water & Sewer		21513	1,611.17	Two Bridges Road (10/1-12/31/20)	51.14
Cintas First Aid & Safety		21514	147.72	Lens Wipes/Shop	51.44
Cleary Giacobbe Alfieri Jacobs, LLC		21515	3,619.50	General & Retainer/Dec'20	51.58
Cooper Electric Supply		21516	14.49	PVC Parts/Shop Supplies	51.31
Costello's Hardware		21517	51.88	Parts/Shop Supplies	51.31
Costello's Hardware			45.78	Wipes/Hand Sant./Operations	51.41
ENGIE Power & Gas LLC		21518	41,494.88	Plant (12/18-1/19/21)	51.11
Engineered Solutions Corp.		21519	43.75	Monthly MS Office Online	51.52
Engineered Solutions Corp.			89.95	Monthly Domain Name/Reflexion	51.52
Engineered Solutions Corp.			100.00	Monthly Off-Site Backup Storage	51.52
Engineered Solutions Corp.			1,021.36	Equip/Operations/SCADA Workstations	51.52
Engineered Solutions Corp.			8,265.00	Computer Support/Operations	51.52
Engineered Solutions Corp.			1,500.00	Instrumentation Troubleshooting	51.56
Environmental Resource Assoc.		21520	258.72	Lab Samples	51.65
Environmental Resource Assoc.		21521	679.72	Qtrly Lab Samples/1 of 4	51.65
ESS, Inc.		21522	348.00	6 Unit Multi Charger/Shop Supplies	51.31
Fairfield Maintenance Inc.		21523	298.00	Monthly UST Inspection Dec'20	51.65
Fairfield Maintenance Inc.		21524	310.00	Monthly UST Inspection Jan'21	51.65
Fairfield Maintenance Inc.		21525	2,000.00	Annual A/B Operator/USTs	51.65
Fisher Scientific		21526	677.39	Lab Supplies	51.42
Garden State Laboratories		21527	300.00	Chemical Analysis/Dec'20	51.65
Grainger, Inc.		21528	3,839.86	Parts/Shop Supplies/Switchboard Mat/DPS	51.31
Grainger, Inc.			127.20	Tube Grease/Shop Supplies	51.34
Grainger, Inc.			106.15	Container Dolly/Dry Wipes/Shop Supplies	51.41
Grainger, Inc.			344.31	Safety Supplies	51.44
Hartford Steam Boiler		21829	130.00	Certification Fee/Air Tanks	51.48
Idexx Laboratories		21530	491.80	Lab Supplies	51.42
Jersey Central Power&Light		21531	15,668.97	Plant	51.11
Jersey Central Power&Light			4,984.86	Pumpstations	51.12
Loraine Tuohy		21532	700.00	Retiree Health Benefits Feb'21	21.12R
Maresca		21533	10.08	Screwbacks/Shop Supplies	51.31
Maraziti Falcon, LLP		21534	1,606.00	NJPDES Permit/Jun'20	51.68
McMaster-Carr Supply Co.		21535	1,633.22	Parts/Enclosure/Shop Supplies	51.31
Michael E. Solla		21536	700.00	Retiree Health Benefits/Feb'21	21.12R
Mott MacDonald Group, Inc.		21537	1,850.00	General Consulting/Jan'21	51.53
Mott MacDonald Group, Inc.		21538	3,196.12	Switchgear Maintenance	51.53
Mott MacDonald Group, Inc.		21539	878.96	IPP Services/Jan'21	51.63
Mott MacDonald Group, Inc.		21540	270.00	Unit Substations	61.10
Mott MacDonald Group, Inc.		21541	2,364.74	Medium Voltage Transformer/Construction	61.10
Mott MacDonald Group, Inc.		21542	6,159.87	Interceptor Sewer Rehab	61.24
Nestle Pure Life		21543	559.53	Water/Jan'21	51.14
New Jersey Manufacturer's Insuranw		21544	6,136.00	W. Comp/Pym't #2 of 11	51.48
NJ Advance Media		21545	1,349.00	Ad/Executive Director's Position	31.32
North Jersey Media Group Inc .		21546	88.96	Public Notice/Bid- Garbage & Debris	31.32
North Jersey Pump & Controls, LLC		21547	294.28	Parts/ABS Pump	51.31
Omni Services, Inc.		21548	1,687.00	50' Hoses/Shop Supplies	51.31
One Call Concepts		21549	68.28	One Call Messages/Dec'20	51.62
Optimum (Cablevision)		21550	181.04	Internet Service (1/16-2/15/21)	31.35

Parker Publications	21551	112.84	Legal Notice/NJM & ESC Contracts	31.32
Passaic Valley Sewerage Commission	21552	33,440.00	Liquid Sludge 1/1-1/31/21	51.55D
PSE&G	21553	1,939.62	PS/Jane & Fairfield Rds.	51.12
PSE&G	21554	2,928.60	PS/Glenroy Rd.	51.12
R&D Trucking	21555	18,304.00	Sludge Removal (1/1-1/30/210	51.55H
Recchia Landscaping, Inc	21556	1,050.00	Tree & Shrub Work	51.54
Staples	21557	16.99	Office Supplies/1099 Forms	31.33
State of New Jersey	21558	45,719.91	Health & Dental Benefits	21.11
Syna-Flow Technologies	21559	1,997.00	Ser/Bi-Annual/ML Blowers	51.33
TBSA/Karen Napolitano	21560	257.94	Office/Plant Supplies	31.33
Travis, Inc.	21561	138,770.45	Contract 2019-4-Medium Voltage Transformer	61.10
United Cooling & Refrigeration Inc.	21562	842.00	Ser/Calibrated Thermostat/Switch Gear Bldg.	51.33
United Equipment & Fabricators	21563	17,864.00	Pre-Fab Field Office/Loading Sludge Trucks	61.10
USA Blue Book	21564	1,675.50	Lab Supplies	51.42
USALCO Baltimore Plant, LLC	21565	12,850.65	Polyaluminum Chloride	51.25
Verizon	21566	742.69	Telephone (1/13-2/19/21)	31.35
Verizon Wireless	21567	385.00	Modems/Dec-Jan'21	31.37
W. B. Mason Co., Inc.	21568	218.99	Desk Chair	31.31
W. B. Mason Co., Inc.		475.40	Office Supplies	31.33
Wallington Plumbing & Heating Supply	21569	87.88	Parts/Shop Supplies	51.31
Waste Mgmt. of New Jersey, Inc.	21570	3,602.03	Dumpsters	51.51
Wayne Auto Supply	21571	132.15	Wiper/Air Panel/Battery/Truck	51.36
Wayne Electrical Supply Company	21572	160.32	Parts/Shop Supplies	51.31
WEB Insurance Consultants	21573	2,750.00	ConsultSer/Review Policies	51.48
William Murphy	21574	700.00	Retiree Health Benefits Feb'21	21.12R
Willis of New Jersey	21575	35,408.85	Insurance Renewal/Auto	51.48
2021 BUDGET TOTAL		452,589.73		

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 February 10, 2021.

Dated: February 10, 2021


Robert A. Voorman, Treasurer-Chairman


Jerry J. Notte, Treasurer


Karen Napolitano, Secretary to the Board


CONSTRUCTION
RESOLUTION #21-020

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 #1047 through #1047 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.

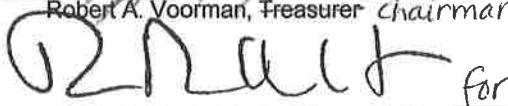
2021 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Mott MacDonald Group, Inc.		1047	7,124.69	Site Restoration	84.23
2021 BUDGET TOTAL			7,124.69		

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 February 10, 2021.

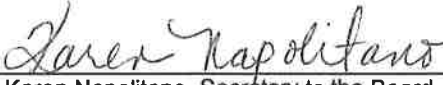
Dated: February 10, 2021



Robert A. Voorman, Treasurer *chairman*



Jerry J. Notte, Treasurer *for*



Karen Napolitano, Secretary to the Board