

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
FEBRUARY 8, 2017 6:00 pm REORGANIZATION MEETING

The Reorganization Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, February 8, 2017 at 6:00 p.m. in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Notte called the meeting to order at 6:02 p.m.

ROLL CALL:

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

ABSENT: Robert Voorman (*excused*)

ALSO PRESENT:

Cleary Giacobbe: Mitchell Jacobs
Mott MacDonald: John Scheri
TBSA: Robert N. Bongiovanni, Ernest DeGraw, 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 by mailing said notice and agenda to the following official newspapers:

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

OATH OF PUBLIC OFFICERS:

Mr. Voorman was absent. Oath of Office will be administered at next meeting.

REPORT OF NOMINATING COMMITTEE:

Chairman Notte called for the report from the Nominating Committee. Mr. Verdonik presented the nominations: Chairman: Raymond T. Kerwin; Vice Chairman: Richard Phelan; Treasurer: Robert A. Voorman; Secretary: Anthony G. Campisi, Jr.

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

A motion by Mr. Verdonik, seconded by Mr. Phelan, to close nominations was approved by the following vote:

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

A motion by Mr. Verdonik, seconded by Mr. Phelan, to approve the slate of nominees as presented was approved by the following vote:

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

Appointed Officers: Chairman – Raymond T. Kerwin/Lincoln Park
Vice Chairman – Richard Phelan/Pequannock
Treasurer – Robert A. Voorman/PRBRSA
Secretary – Anthony G. Campisi, Jr./Fairfield

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The appointees were congratulated by the Board and Mr. Kerwin took over as Chairman. Chairman Kerwin thanked Mr. Notte for a job well done as Chairman.

APPOINTMENT OF COMMITTEES:

Chairman Kerwin recommended that the Committee appointments remain the same, noting that Mr. Notte would replace Mr. Kerwin in his current committee assignments.

RESOLUTIONS FOR REORGANIZATION MEETING:

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #17-007, Designation of Signatories for Disbursements, was approved by the following vote:

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

RESOLUTION #17-007

Designation of Signatories for Disbursements

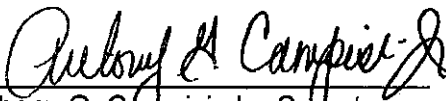
WHEREAS, the Regulations of the State of New Jersey, Department of Community Affairs, Division of Local Government Services, require three signatories for the payment of claims, issued by check, drawn on the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority");

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

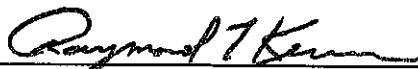
1. Chairman, Raymond T. Kerwin, and in his absence, Vice-Chairman, Richard Phelan
2. Treasurer, Robert A. Voorman, and in his absence, Secretary, Anthony G. Campisi, Jr.
3. Executive Director, Robert N. Bongiovanni, and in his absence, Secretary to the Board, Karen Napolitano

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017




Raymond T. Kerwin, Chairman

Signatories:

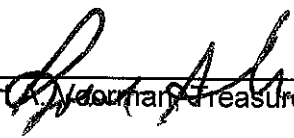


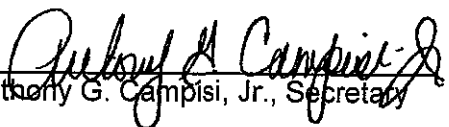
Raymond T. Kerwin, Chairman




Richard Phelan, Vice Chairman

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
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Robert A. Voorman, Treasurer


Anthony G. Campisi, Jr., Secretary


Robert N. Bongiovanni
Executive Director


Karen Napolitano
Secretary to the Board

On motion by Mr. Phelan, seconded by Mr. Runfeldt, Resolution #17-008, Designation of Official Newspapers, was approved by the following vote:

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

RESOLUTION #17-008

Designation of Official Newspapers

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

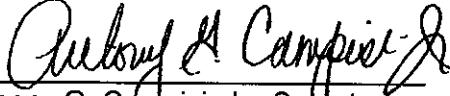
BE IT THEREFORE RESOLVED that the following newspapers are so designated:

1. CALDWELL PROGRESS, INC.
6 Brookside Avenue
Caldwell, New Jersey 07006
2. THE SUBURBAN TRENDS
One Boonton Avenue
Butler, NJ 07405
3. THE NORTH JERSEY MEDIA GROUP, INC.
P.O. Box 18862
Newark, NJ 07191-8862

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.

PEQUANNOCK, LINCOLN PARK AND
FAIRFIELD SEWERAGE AUTHORITY

ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017


Raymond T. Kerwin, Chairman

On motion by Mr. Phelan, seconded by Mr. Campisi, Resolution #17-009, Schedule of Meetings and Posting Procedures, was approved by the following vote:

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

RESOLUTION #17-009

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 meeting 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, 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 Caldwell Progress
- b. The Suburban Trends
- c. The North Jersey Media Group, Inc.


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.

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

ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017


Raymond T. Kerwin, Chairman

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
FEBRUARY 8, 2017 6:00 pm REORGANIZATION MEETING

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #17-010, Interest Rate for Late Payment of Annual Charges, was approved by the following vote:

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

RESOLUTION #17-010

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

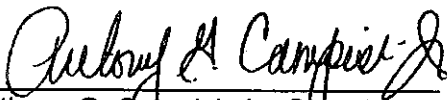
WHEREAS, said rate was previously set by the Authority at its Reorganizational Meeting of February 10, 2016.

NOW, THEREFORE, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that for the fiscal year 2016 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.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017


Raymond T. Kerwin, Chairman

REAPPOINTMENT OF PROFESSIONAL STAFF:

On motion by Mr. Runfeldt, seconded by Mr. Phelan, Resolution #17-011, Reappointment of the Authority Engineer, Resolution #17-012, Reappointment of the Authority Auditor, and Resolution #17-013, Reappointment of Authority Attorney, were approved by the following vote:

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

RESOLUTION #17-011

Authorizing Award of Contract for General Engineering Consulting Services

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

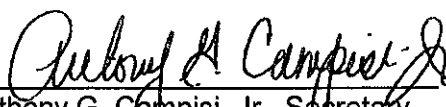
WHEREAS, the Authority has received one (1) proposal for these professional services;

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

1. The January 9, 2017 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, 2017 for a period of one (1) year.
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.

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

ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017


Raymond T. Kerwin, Chairman

RESOLUTION #17-012

Authorizing 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;

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

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FEBRUARY 8, 2017 6:00 pm REORGANIZATION MEETING

1. The firm of Ferraioli, Wielkotz, Cerullo and Cuva, P.A. is retained in accordance with its proposal dated December 21, 2016 as Authority Auditor, commencing on March 1, 2017 for a period of one (1) year, in an amount not to exceed \$22,750 plus any additional services required in connection with NJEIT projects or GASB compliance, in accordance with the hourly rates set forth in the proposal.
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.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017


Raymond T. Kerwin, Chairman

RESOLUTION #17-013

Authorizing 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;

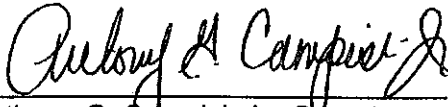
NOW, THEREFORE, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

1. The December 29, 2016 proposal of Cleary Jacobbe Alfieri Jacobs, LLC for General Legal Services is acceptable and the firm of Cleary Jacobbe Alfieri Jacobs, LLC is retained as Authority Attorney, in accordance with its proposal, commencing on March 1, 2017 for a period of one (1) year.
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.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017


Raymond T. Kerwin, Chairman

MINUTES APPROVAL:

On motion by Mr. Verdonik, seconded by Mr. Campisi, the Regular and Closed Session Meeting Minutes of January 11, 2017 were approved by the following vote:

VOTED AYE: VERDONIK, CAMPISI, SCHMIDT, NOTTE, KERWIN

ABSTAINED: PHELAN, RUNFELDT

ABSENT: VOORMAN

REPORTS OF COMMITTEES:

FINANCE:

Chairman Kerwin presented the Treasurer's Report for the month of February (copy attached) along with the vouchers and the monthly financial reports for Mott MacDonald and Cleary Giacobbe.

PURCHASING and PERSONNEL:

Mr. Phelan presented the Personnel Actions for the month of February. On motion by Mr. Phelan, seconded by Mr. Campisi, the Personnel Actions as well as the 2017 Wage & Salary Guide were approved by the following vote:

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

ABSENT: VOORMAN

PLANT OPERATIONS:

Mr. Schmidt referred to the Operating Report on the table, reporting that the phosphorous levels continue to remain low. Mr. DeGraw noted that the Authority is well prepared for the new upcoming phosphorous permit limits.

PLANNING and EXPANSION:

Mr. Notte had nothing to report.

CONSTRUCTION:

Mr. Verdonik referred to the construction report on the table. He reported that Project 1 is at 60%, Project 2 is at 80% and Project 3 is currently at 0%. With regard to Project 1, Mr. DeGraw reported that after several meetings with the contractor and the subcontractors, a resolution to the generator enclosures issue has been reached. Mr. Bongiovanni noted the letter from Worth on the table regarding this issue. Mr. DeGraw also reported that the concrete work is continuing and is good quality work. The pump station project is moving along and will hopefully be completed in April or May.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt had nothing to report.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi had nothing to report.

EXECUTIVE DIRECTOR'S REPORT:

1. NJPDES Discharge Permit – Request for Hearing

In mid-December the Office of Administrative Law (OAL) notified us of a telephone prehearing conference with the OAL Judge, scheduled for 2:00 pm on February 9th. Subsequently, the Deputy Attorney General (DAG), Jacobine Dru, scheduled a conference call with the DEP and us to discuss outstanding issues that may be resolved. That call was originally scheduled for Jan 30th, then moved to Feb 1st. The DEP agreed with our position on 3 of the 5 issues and we were able to agree on the remaining 2 issues shortly thereafter. Having the basis of a verbal settlement, the next steps are for DEP to issue a permit modification and then for us to withdraw our May 2015 request for Adjudicatory Hearing.

2. AEA Conference

This conference is scheduled for March 14-15 at Bally's in Atlantic City. Further information will be mailed and posted on the AEA website later this week.

Mr. Bongiovanni also noted that the WEA Conference conflicts with our May Board Meeting and asked the Board to consider a meeting date change.

ENGINEER'S REPORT:

Mr. Scheri distributed copies of the monthly Engineers Report and brought the members up-to-date on all on-going projects. Mr. DeGraw reported that as a part of the interceptor project a large section of debris along Deepavaal Brook was cleared. This revealed many manhole covers which will need attention. The area will be gated to discourage trespassing and dumping.

UNFINISHED BUSINESS:

None

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:

There was no public present.

CHANGE ORDERS:

None

RESOLUTIONS:

On motion by Mr. Schmidt, seconded by Mr. Phelan, Resolution #17-014, Renewal of Contract for Safety and Health Services, was approved by the following vote:

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

RESOLUTION #17-014

Authorizing 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;

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 5, 2017 for Safety and Health Training and Safety Related Services, commencing on March 1, 2017 for a period of one (1) year in an amount not to exceed \$39,045.

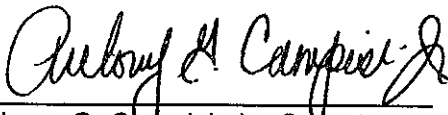
2. The Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

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.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017



Raymond T. Kerwin, Chairman

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #17-0015 Renewal of Special Legal Services Contract for Environmental Counsel, was approved by the following vote:

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

RESOLUTION #17-015

Authorizing Award of Contract for Special Legal Services for Environmental Counsel

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

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
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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;

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

1. The December 27, 2016 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, 2017 for a period of one (1) year.


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.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017


Raymond T. Kerwin, Chairman

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #17-016, Approval of TBSA Personnel Policies Manual, was approved by the following vote:

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

RESOLUTION #17-016

Approval of Personnel Policies Manual

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority") has found the need to update its personnel policies; and

WHEREAS, The Authority has prepared and reviewed a proposed comprehensive Personnel Policies Manual;

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


1. The Authority's Personnel Policies Manual dated February 8, 2017 is hereby approved; and

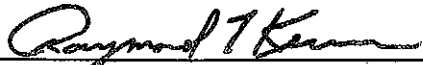
2. Said Personnel Policies Manual shall supersede all prior policies, guidelines, memos, agreements and understandings, whether written or oral, issued by the Authority.

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**PEQUANNOCK, LINCOLN PARK AND
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ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017


Raymond T. Kerwin, Chairman

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #17-017, Payment of the Operating Vouchers, was approved by the following vote (copy attached):

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

On motion by Mr. Verdonik, seconded by Mr. Phelan, Resolution #17-018, Payment of the Construction Vouchers, was approved by the following vote (copy attached):

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

On motion by Mr. Phelan, seconded by Mr. Verdonik, and all in favor, Resolution #17-019, Closed Session was approved.

RESOLUTION #17-019

Closed Session

WHEREAS, The Open Public Meeting Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting at which the public body discusses certain matters for which confidentiality is required as permitted in Section 7b of the Act;

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

1. The following matters are to be discussed by the Authority on a confidential basis as provided for in Section 7b of the Act:

- a) General Legal Matters
- b) Professional Services Contracts
- c) Succession Planning


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**

ATTEST:

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
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Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017

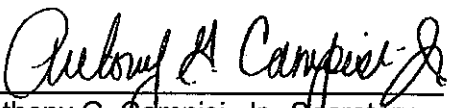


Raymond T. Kerwin, Chairman

The meeting went into Closed Session at 6:33 p.m. and was reconvened to the public at 6:48 p.m.

ADJOURNMENT:

On motion by Mr. Phelan, seconded by Mr. Schmidt, and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 6:48 p.m.



Anthony G. Campisi, Jr., Secretary
Dated: February 8, 2017



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 2/8/17

Period Ending January 31, 2017

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$8,991,832.77	
Operating Checking Account	\$20,108.93	
Payroll Checking Account	\$211,859.31	
Renewal & Replacement	<u>\$3,914,387.53</u>	\$13,138,188.54

CONSTRUCTION AND GENERAL

Construction Improvements	\$2,924,670.34	
General	<u>236,924.07</u>	<u>\$3,161,594.41</u>

TOTAL FUNDS JANUARY 31, 2017

\$16,299,782.95

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$378,140.28 *	
Payroll - Salaries & Wages	\$161,762.08	
- Benefits	\$40,630.41 *	
- Taxes	<u>\$12,086.07</u>	\$592,618.84

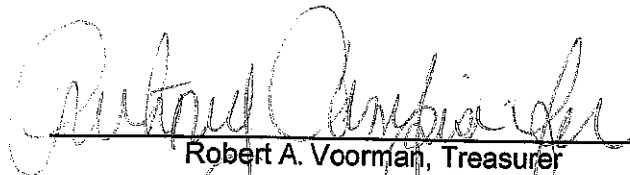
CONSTRUCTION

\$630,269.51 *

TOTAL EXPENDITURES FOR JANUARY 2017

\$1,222,888.35

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


Robert A. Voorman, Treasurer


Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

February 8, 2017

			<u>Increase</u>	<u>Effective Date</u>
<u>Commemorating 25 Years of Service</u>				
Donna Lee Peteja	Lab Manager			
<u>Anniversary</u>				
Joe Gibson	Employed:	33 Years	2.5%	2/19/2017
	Chief Operator:	12 Years		
<u>6-Month Review</u>				
Tyler Mrocka	Operator Trainee:	6 months	\$500.00	2/16/2017
Andrew Nix	Repairman Trainee:	6 months	\$500.00	3/6/2017

Approve 2017 Wage & Salary Guide

Also Attached:

Current Wages and Salaries List

TBSA Organizational Chart - 2017

OPERATING

RESOLUTION #17-017

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 #17709 through #17786 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.


2016 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Aqua Pro-Tech Laboratories		17709	2,292.00	Chemical Analysis/Rec'd 5/6/-5/25/16	51.65
Borough of Lincoln Park Water		17710	915.84	Two Bridges Rd 10/1/16-1/10/17	51.14
The Home Depot		17711	73.30	Paint Supplies	51.35
The Home Depot			19.94	Cleaning Supplies	51.41
Siemens		17712	556.29	Spare Transducer/UV	51.31
2016 BUDGET TOTAL			3,857.37		

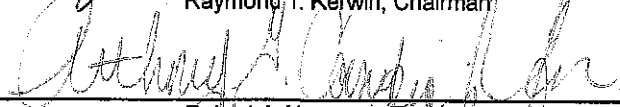
2017 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
A E A		17713	5,200.00	Regular Member Dues	31.22
AA Electric - NJ		17714	1,676.75	Relays/SPS/CPS	51.31
Accurate Pest Control, Inc.		17715	89.17	Pest Control/Jan'17	51.41
ADP, Inc (Louisville)		17716	85.00	ADP YE Seminar Registration/Tresca	31.24
ADP, Inc (Louisville)			289.41	Payroll Processing Chrg	31.38
AGL Welding Supply Co.,inc.		17717	254.12	Welding Supplies	51.31
Allen Paper & Supply Co.		17718	1,506.34	Cleaning Supplies	51.41
American Express		17719	10.00	EZ Pass/Business Expenses	31.21
American Express			130.75	Lunch/TBSA Mtg (12/30)	31.21
American Express			74.80	Renewal/Microsoft Office 365	51.52
American Wear		17720	359.10	Uniforms	51.43
Applied Analytics, Inc.		17721	867.75	Process Indicator/Effluent Pumps#2&3	51.31
Applied Analytics, Inc.		17722	26,538.40	VFDs/Effluent Pumps#2&3	61.10
Aqua Pro-Tech Laboratories		17723	1,342.00	Chemical Analysis/Rec'd 12/9-12/29/16	51.65
Beyer Ford		17724	36,105.00	2017 Ford F250	61.10
Cablevision		17725	146.77	Internet Service 1/16-2/15/17	31.35
Cleantek Water Solutions		17726	1,146.76	Spare Brush Set/Roto Sieve	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		17727	1,292.30	Ser/Gen'l & Retainer thru Dec'16	51.58
Constellation NewEnergy, Inc.		17728	37,197.93	Plant (12/21/16-1/20/17)	51.11
Constellation NewEnergy, Inc.			1,645.04	Pump Stations (12/3/16-1/4/17)	51.12
Cooper Electric Supply Co.		17729	1,935.61	Battery/Timer Relays/SPS/CPS	51.31
Costello's Hardware		17730	57.25	Shop & Operations Supplies	51.31
Costello's Hardware			26.06	Paint Supplies/SPS/JPS	51.35
Country Road Automotive		17731	606.40	Repl & Mount Tires/Trailer & F350	51.36
Engineered Solutions Corporation		17732	30.00	Monthly Off-Site Backup Storage - N/C	51.52
Engineered Solutions Corporation			17,622.00	Comp Supp/Operations	51.52
Engineered Solutions Corporation			9,658.00	Instrumentation Troubles	51.56
Environmental Resource Assoc.		17733	499.56	Qtrly Lab Samples/1 of 4	51.42
Fairfield Maintenance Inc.		17734	260.00	Monthly UST Inspection/Dec'16	51.65
Finch Fuel Oil Co., Inc.		17735	4,985.67	Fuel Oil/PS'	51.13
Fisher Scientific		17736	1,239.47	Lab Supplies	51.42
GE Intelligent Platforms, Inc.		17737	7,459.78	Renewal/Support iFIX SCADA Software	51.52
Grainger, Inc.		17738	1,310.48	Pts/Shop Supplies/Lighting	51.31
Grainger, Inc.			54.24	Shop Towels	51.41
Grainger, Inc.			101.46	Lab Supplies	51.42
Grainger, Inc.			57.40	Rain Jacket	51.43
Grainger, Inc.			90.12	Mechanics Gloves	51.44
Interstate Waste Services		17739	1,242.12	Service/Dec'16	51.51
Jersey Central Power&Light		17740	15,045.02	Plant (Actual)	51.11
Jersey Central Power&Light			4,924.97	PS' (Actual)	51.12
Kaman Automation, Inc.		17741	2,335.04	PLC Software Support Contract	51.52
Maraziti Falcon, LLP		17742	22.80	NJPDES Permit - Dec'16	51.68
Mark Lindsay & Son Plumbing		17743	379.50	Rebuild/Relief Valve/Backflow Preventor	51.33
McMaster-Carr Supply Co.		17744	905.08	Pts/Shop Supplies/JPS	51.31
Michael E. Solla		17745	700.00	Retiree Health Benefits Feb'17	21.12R
MKG Sales Associates, Inc.		17746	1,401.38	Cleaning Supplies/Operations	51.41

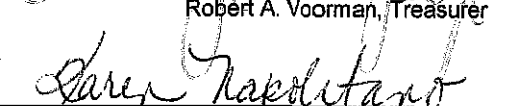
Motion Industries	17747	41,808.06	Gearbox/2nd Stage	61.10
Mott MacDonald Group, Inc.	17748	1,650.00	Gen'l Consulting/Jan'17	51.53
Mott MacDonald Group, Inc.	17749	3,255.79	Intermediate Settling Tank	51.53
Mott MacDonald Group, Inc.	17750	120.00	Permit Assistance	51.63
Mott MacDonald Group, Inc.	17751	2,224.41	PCB Monitoring	51.63
Mott MacDonald Group, Inc.	17752	3,135.66	IPP Services/Dec'16	51.63
Mott MacDonald Group, Inc.	17753	3,792.64	Groundwater LSRP Service	51.63
Mott MacDonald Group, Inc.	17754	4,534.77	Groundwater LSRP Service	51.63
Nestle Pure Life	17755	868.89	Water/Jan'17	51.14
New Jersey Manufacturers Ins. Co.	17756	6,031.20	W.Comp/Pym't #2 of 11	51.48
North Central Laboratories	17757	71.61	Lab Supplies	51.42
One Call Concepts	17758	40.00	One Call Messages/Dec'16	51.62
Passaic Valley Sewerage Commission	17759	28,800.00	Liquid Sludge 12/16-1/15/17	51.55D
PSE&G	17760	176.21	PS/Jane Rd. (Actual)	51.12
PSE&G	17761	344.83	PS/Fairfield Rd. (Actual)	51.12
Pumping Services, Inc.	17762	654.81	PLC Module Input Card/SPS	51.32
R&D Trucking, Inc.	17763	21,344.00	Sludge Removal 1/2-1/31/17	51.55H
Reuter & Hanney, Inc.	17764	2,440.00	Fabricate 5KV Switch Operating Rods	51.31
Reuter & Hanney, Inc.	17765	2,742.45	Consulting & Elec Ser/Rpr for Worth Construction	51.32
Samson Metal Service	17766	1,467.75	Aluminum Plate/Perforated Sheet/Shop Supplies	51.31
Sherwin Williams	17767	441.33	Paint Supplies	51.35
Skyline Environmental, Inc.	17768	2,925.00	Safety & Health Training	51.64
St. Jude Children's Hospital	17769	100.00	Memorial Donation/J. Bongiovanni	31.21
State of NJ/Pensions & Benefits/SHBP	17770	1,948.78	Dental Benefits	21.12
State of NJ/Pensions & Benefits/SHBP		48,673.15	Health Benefits	21.12
Suburban Energy Services	17771	182.13	Propane/Forklift Tanks	51.31
Syna-Flow Technologies	17772	1,845.00	Ser/Bi-Annual/ML Blowers	51.33s
TBSA/Karen Napolitano	17773	74.90	Mileage/AEA Meeting (1/13)	31.21
TBSA/Karen Napolitano		67.44	Digital Recorder/Board Mtgs	31.31
TBSA/Karen Napolitano		39.99	Admin & Board Mtg Supplies	31.33
TBSA/Petty Cash	17774	118.32	Reimbursements/Food Board Meeting 1/11	31.36
TBSA/Petty Cash		60.00	Registration/Title Ford F250	51.36
The Home Depot	17775	61.79	Various Supplies	51.31
The Progress	17776	146.91	Affidavits & Awards	31.32
Toshiba Business Solutions	17777	625.00	Copier Maintenance Contract 2/6/17-2/5/18	31.31
United Cooling & Refrigeration Inc.	17778	1,098.75	PM/Nov'16-Jan'17/Pym't 2 of 4	51.33
USA Blue Book	17779	276.43	Lab Supplies	51.42
Verizon	17780	553.99	Telephone 1/17	31.35
Verizon		2,228.12	Lease Lines 1/17	31.37
W. B. Mason Co., Inc.	17781	56.19	Office Supplies	31.33
Wallington Plumbing & Heating Supply	17782	1,237.16	Pt/Shop Supplies	51.31
Water Works Supply Co.Inc.	17783	1,952.15	Victaulic Cross/Cap & CPLG/Plant Sewer Drain	51.31
Wayne Electrical Supply Company	17784	1,035.41	Pts/Shop Supplies/PS'	51.31
Willis of New Jersey, Inc.	17785	16,815.50	Renew/Boiler & Machinery	51.48
Willis of New Jersey, Inc.		27,952.10	Renew/Package w/Auto Pym't #1	51.48
Wizard Printing	17786	179.42	Envelopes & Letterhead	31.33
2017 BUDGET TOTAL		424,904.84		
2016 BUDGET TOTAL		3,857.37		
2017 BUDGET TOTAL		424,904.84		
GRAND TOTAL		428,762.21		

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 8, 2017.

Dated: February 8, 2017


Raymond T. Kerwin, Chairman


Robert A. Voorman, Treasurer


Karen Napolitano, Recording Secretary

CONSTRUCTION

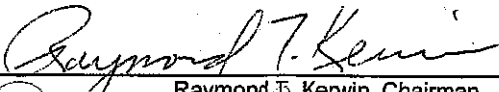
RESOLUTION #17-018

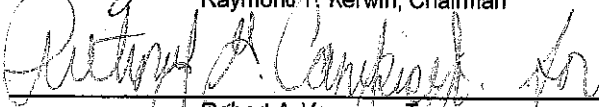
BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #0784 through #0787 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.


2017 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Black & Veatch		0784	47,267.37	Project#1/Construction Phase	84.23
Cleary Giacobbe Alfieri Jacobs, LLC		0785	1,599.00	Plant Improvements/Dec'16	84.41
DeMaio Electrical Co., Inc.		0786	64,188.31	PPS Modifications	84.34
Worth and Company, Inc.		0787	517,214.83	WWTP Improvements	84.24
2017 BUDGET TOTAL			630,269.51		

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 February 8, 2017.

Dated: February 8, 2017


 Raymond T. Kerwin, Chairman


 Robert A. Voorman, Treasurer


 Karen Napolitano, Recording Secretary