

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
January 11, 2023**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, January 11, 2023 at 4:30 p.m. in the Administration Building, 188 Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Voorman called the meeting to order at 4:30 p.m.

ROLL CALL

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

Absent: Dave Runfeldt (*excused*)

Also Present: Thomas Bongiovanni, Executive Director (*attended remotely*), Ernest DeGraw, Plant Superintendent; Brian Carey, Authority Engineer; Karen Napolitano, Secretary; Victoria Holmes, Cleary Giacobbe; Kevin O'Brien, 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, 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 serving notice thereof to The Progress, Herald News, Record, and Suburban Trends newspapers.

MINUTES APPROVAL: December 14, 2022 (Regular Meeting)

Mr. Kohle called for a motion to approve the Regular and Closed Session Minutes of December 14, 2022, seconded by Mr. Verdonik.

AYES: Kohle, Verdonik, Boorady, Schmidt, Voorman

ABSTAINED: Notte, Campisi

ABSENT: Runfeldt

REPORTS OF COMMITTEES

FINANCE

Mr. Notte presented the Treasurer's Report for the month of January (copy attached), the monthly financial reports for Mott MacDonald and Cleary Giacobbe, and the vouchers. He recommended the vouchers be paid as presented.

Ms. Napolitano followed up on the previously approved purchase of Certificates of Deposit from TD Bank. She reported after further research the Authority intends to purchase several CDs with varying terms. She noted that the rates are currently in the low to mid 4% range. If rates continue at this level the Authority will see significant increase in interest for the year.

PURCHASING and PERSONNEL

Mr. Campisi presented the Personnel Actions for the month of January (attached).

PLANT OPERATIONS

Mr. Schmidt referred to the Operations Report on the table noting that Fairfield and PRBRSA's flow were above their budgeted amounts. Mr. DeGraw reported the new channel grinder was installed at Southside Pump Station. Today, the post aeration high flow effluent pump was put back into service, which was upgraded to a more corrosion-resistant stainless steel alloy for increased service life. The removed pump components have been tested and evaluated for corrosion. The report has been received and is currently being reviewed by TBSA staff.

Mr. Carey reported that National Water Main performed a one-year follow-up inspection on the sewer rehab work. A new leak was located and repaired. The Authority is also doing some sewer TV inspections in Lincoln Park in response to reported road settling in the area.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik had nothing to report.

INSURANCE and LEGISLATIVE REVIEW

Mr. Kohle had nothing to report

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt was absent. Mr. Bongiovanni and Mrs. Holmes had nothing to report.

MANAGEMENT REPORT

Mr. Bongiovanni referred to the FY 2023 Annual Objectives of the Executive Director list on the table. He stated that there are 146 tasks, of which 14 items are not due in FY 2023. There are 4 items completed, and 3 items pending completion. He reviewed some of the items that are new to the list, including the air monitoring program. This program tests the air coming out of our odor control systems at both the pumps stations and the plant. He also noted that he will begin pursuing a QPA license in an effort to create redundancy and to offer flexibility in succession planning.

Mr. Bongiovanni referred to the Licenses & Course Work tracker on the table, which provides the employees' current positions, licenses, anticipated retirement window, as well as license coursework and anticipated license testing. This list will be one of the tools that the TBSA will use to encourage staff to pursue additional licensing. A discussion ensued regarding the availability of testing opportunities.

Mr. Bongiovanni updated the Board on the Service Agreements revisions, noting that he hopes to meet with the committee following next month's meeting.

ENGINEER'S REPORT

Mr. O'Brien 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: Appointment of Nominating Committee

Chairman Voorman appointed the following Board Members to the Nominating Committee: Jerry Notte as Chairman, Arthur Schmidt, Raymond Verdonik, and David Runfeldt.

NEW BUSINESS: Schedule FY 2023 for Board Meeting Dates

The Board discussed the scheduling of the 2023 Board Meetings, including moving the May meeting to the 3rd Wednesday to accommodate the NJWEA conference, and the November meeting to the 7th.

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

RESOLUTION #23-001: Authorize Renewal of Contract for Computer Systems Engineering Services

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

WHEREAS, Engineered Solutions Corporation ("ESC") has submitted a proposal dated December 16, 2022 to perform said services; and

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

WHEREAS, a contract for professional services may be let without the requirement for bidding as set forth in the New Jersey Public Contract Law; 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 Engineered Solutions Corporation is hereby retained in accordance with its proposal dated December 16, 2022 for computer systems engineering services, in an amount not to exceed \$76,000.00, commencing on February 1, 2023 for a period of one (1) year.

2. The Authority 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

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

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

ABSENT: Runfeldt

RESOLUTION #23-002: Authorizing Renewal of Contract for Instrumentation Engineering Services

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

WHEREAS, Engineered Solutions Corporation ("ESC") has submitted a proposal dated December 16, 2022 to perform said services; and

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

WHEREAS, a contract for professional services may be let without the requirement for bidding as set forth in the New Jersey Public Contract Law; 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 Engineered Solutions Corporation is hereby retained in accordance with its proposal dated December 16, 2022 for instrumentation engineering services, in an amount not to exceed \$34,000.00, commencing on February 1, 2023 for a period of one (1) year.

2. The Authority 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

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

RESOLUTION #23-003: Payment of Operating Vouchers (copy attached)

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

RESOLUTION #23-004: Construction Fund Vouchers Approval (copy attached)

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

At this time, Mr. Voorman thanked the Board for their support during his time as Chairman, particularly during these challenging years as a result of the pandemic. The Board thanked Mr. Voorman for his service as Chairman.

ADJOURNMENT:

There being no further business to come before the Authority, on motion by Mr. Kohle, seconded by Mr. Verdonik, and all in favor, the meeting was adjourned at 4:50 p.m.



David A. Runfeldt, Secretary
Dated: January 11, 2023



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 1/11/23

Period Ending December 31, 2022

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$13,933,701.53	
Operating Checking Account	57,413.28	
Payroll Checking Account	229,657.63	
Renewal & Replacement	<u>5,516,776.36</u>	\$19,737,548.80

CONSTRUCTION AND GENERAL

Construction Improvements	\$5,830,791.04	
General	<u>236,924.07</u>	<u>6,067,715.11</u>

TOTAL FUNDS DECEMBER 31, 2022

\$25,805,263.91

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$241,577.43 *	
Payroll - Salaries & Wages	176,779.25	
- Benefits	45,003.20 *	
- Taxes	<u>11,934.23</u>	\$475,294.11

CONSTRUCTION

997.10 *

TOTAL EXPENDITURES FOR DECEMBER 2022

\$476,291.21

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



Jerry J. Notte, Treasurer



Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

January 11, 2023

3-Month Review

Julia Skowronsky
Current Position:

Employed:
Lab Technician:

3 Months
3 Months

Effective Date

1/16/2023

Collin Hernandez
Current Position:

Employed:
Operator Trainee:

3 Months
3 Months

1/17/2023

OPERATING
RESOLUTION #23-003

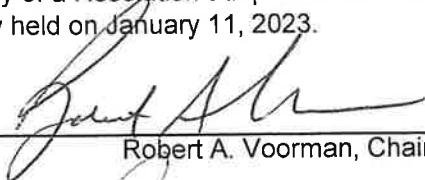
BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #23353 through #23424 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

Payee	Check #	Voucher #	Amount	Description	Account
2022 BUDGET					
Applied Analytics, Inc.		23353	2,485.00	4 of 4 Calibration Flow Meter (11/30/22)	51.56
Borough of Lincoln Park Water		23354	450.00	Two Bridges Hydrants (9/1-11/30/22)	51.14
Cleary Giacobbe Alfieri Jacobs		23355	3,300.00	General and Retainer/Nov'22	51.58
Eastern Lift Truck Co., Inc.		23356	238.49	PM Forklift/Safety Check	51.33
Eurofins Lancaster Labs		23357	2,019.00	WW/Sludge PFAS Testing	51.65
Jersey Central Power&Light		23358	5,340.64	Pumpstation Electric	51.12
Garden State Laboratories		23359	330.00	Chemical/Analysis/Nov'22	51.65
McMaster-Carr Supply Co.		23360	108.15	Shop Supplies	51.31
Mott MacDonald Group, Inc.		23361	101.00	Odor Control	51.53
Mott MacDonald Group, Inc.			285.00	Operations Support	51.53
Mott MacDonald Group, Inc.		23362	2,089.00	Solid Disposal Building Boiler	61.10
Nestle Pure Life		23363	534.64	Water/Nov'22	51.14
North Jersey Media Group Inc .		23364	70.60	Bid Notice/Lab Analyses	31.32
PSE&G		23365	2,194.46	Jane & Fairfield Roads	51.12
PSE&G		23366	2,751.36	Glenroy Road	51.12
Rentals Unlimited Inc.		23367	1,200.00	Rental/Bobcat (11/28)	51.38
Township of Fairfield		23368	125.00	Water/DPS & JPS (10/1-1/1/23)	51.14
United Cooling & Refrigeration Inc.		23369	1,021.50	Labor/Lab HVAC Pump Motor	51.33
2022 BUDGET TOTAL			24,643.84		
2023 BUDGET					
Accurate Pest Control, Inc.		23370	89.17	Pest Control/Dec'22	51.41
American Wear		23371	311.20	Uniforms	51.43
AP/Certified Testing		23372	500.00	Field Test/Backflow Preventor/Plant&PS	51.65
Cintas First Aid & Safety		23373	338.52	Re-Stock First Aids Kits	51.44
Costello's Hardware		23374	18.78	Starter Cord/Shop Supplies	51.31
Costello's Hardware			115.11	Janitorial/Shop Supplies	51.41
Cummins Inc.		23375	1,665.49	PM Service/Generator/Plant UV	51.33
CY Drake Locksmiths, Inc.		23376	375.00	Door Closer/Front Door	51.31
Direct Energy Business		23377	70,931.50	Plant Electric (11/19-12/19/22)	51.11
Donna Peteja		23378	577.19	Retiree Health Benefits Jan'23	21.12R
Engineered Solutions Corp.		23379	13,554.00	Computer Support/Operations	51.52
Engineered Solutions Corp.			1,881.00	Instrumentation Troubleshooting	51.56
Field Environmental Instruments		23380	858.18	Analyzer Rental	51.38
Fisher Scientific		23381	1,222.21	Volumetric Flasks/Chemicals/Lab	51.42
Flow Assessment Services LLC		23382	5,132.00	Calibration/Train 1&2/1st Stage Meters	51.56
Grainger, Inc.		23383	385.86	Shop Supplies	51.31
Grainger, Inc.			1,376.52	Safety/PPE Supplies	51.44
Home Depot		23384	59.97	Ceramic Heater/Operations	51.31
Home Depot			99.00	Cordless Drill/Shop Tools	51.31
Institute for Prof. Development		23385	50.00	NJ Prevailing Wage Act Webinar/K.Napolitano	31.24
Jersey Central Power&Light		23386	14,148.97	Plant Electric	51.11
Loraine Tuohey		23387	700.00	Retiree Health Benefits Jan'23	21.12R
McMaster-Carr Supply Co.		23388	977.13	Shop Supplies	51.31
Michael E. Solla		23389	1,400.00	Retiree Health Benefits Dec'22/Jan'23	21.12R
Mott MacDonald Group, Inc.		23390	2,000.00	General Consulting/Dec'22	51.53
Mott MacDonald Group, Inc.		23391	660.00	IPP Services 2022-2023	51.63


Payee	Check #	Voucher #	Amount	Description	Account
Mott MacDonald Group, Inc.		23392	1,596.00	Permitting Tasks	51.63
New Jersey Hills Media Group		23393	62.95	Legal Notice Contract Award (Willis & NJM)	31.32
New Jersey Manufacturers		23394	8,691.00	Workers Comp/Pym't #1 of 11	51.48
NJDEP/Physical Connection		23395	200.00	Renewal/Physical Connection Permit	51.62
One Call Concepts		23396	35.75	One Call Messages/Dec'22	51.62
Optimum (Cablevision)		23397	180.88	Internet Service (12/16-1/15/23)	31.35
Passaic Valley Sewerage		23398	39,496.25	Liquid Sludge (12/1-12/31/22)	51.55D
Pitney Bowes Credit Corp.		23399	184.44	Postage Meter Lease/Oct-Jan'23	31.34
Primepoint, LLC		23400	319.12	Payroll Processing/Dec'22	31.38
R&D Trucking		23401	22,687.48	Sludge Removal (12/1-12/30/22)	51.55H
Rare The Steak House		23402	2,400.00	Board Holiday Dinner	51.47
Robert N. Bongiovanni		23403	700.00	Retiree Health Benefits/Jan'23	21.12R
Russell Reid/United Site Services		23404	1,246.04	Waste Disposal/Dec'22	51.51
Seton		23405	130.87	No Trespass Signs/Shop Supplies	51.31
Shimadzu Scientific Instruments		23406	335.00	Printer Paper/Phosphorus Analyzer	51.42
State of NJ/Pensions & Benefits		23407	51,784.04	Health & Dental Benefits	21.12
Suburban Energy Services		23408	269.37	Propane & Tank Rental (1 Year)	51.26
TBSA/Karen Napolitano		23409	86.47	Office Supplies/Plant/Admin	31.33
TBSA/Petty Cash		23410	6.75	Mileage/PO&Bank	31.21
TBSA/Petty Cash			10.77	Keys/Admin	31.36
TBSA/Petty Cash			114.34	Food/Board Mtg (12/14)	31.36
TBSA/Thomas Bongiovanni		23411	929.72	Employee Holiday Luncheon (12/9)	51.47
Township of Randolph		23412	1,100.00	2023 Morris County Co-op Membership	31.22
United Business Systems/LEAF		23413	678.00	Copier Lease	31.31
United Equipment & Fabricators		23414	786.08	Cartridge Air Filters/Hoffman Blowers	51.31
United Rentals		23415	1,291.90	Rental/Boom Lift/H2S Testing	51.38
USA Blue Book		23416	320.88	Chemicals/Lab	51.42
USALCO Baltimore Plant, LLC		23417	10,925.51	Polyaluminum Chloride	51.25
Verizon		23418	734.50	Telephone (12/17-1/27/23)	31.35
Verizon Wireless		23419	380.94	Pump Station Modems (11/2-12/1)	31.37
W. B. Mason Co., Inc.		23420	381.49	Office Supplies	31.33
W. B. Mason Co., Inc.			34.50	Janitorial/Admin	51.41
Wallington Plumbing & Heating		23421	423.40	Hot Water Heater/DPS	51.31
Wayne Auto Supply		23422	25.34	Absorbant/Shop Supplies	51.31
Wayne Electrical Supply		23423	41.05	Shop Supplies	51.31
William Murphy		23424	700.00	Retiree Health Benefits/Jan'23	21.12R
2023 BUDGET TOTAL			268,717.63		
2022 BUDGET TOTAL			24,643.84		
2023 BUDGET TOTAL			268,717.63		
GRAND TOTAL			293,361.47		

IT IS HEREBY CERTIFIED, this is a true and correct copy of a Resolution adopted on Roll Call at a Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority held on January 11, 2023.

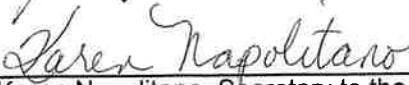
Dated: January 11, 2023



 Robert A. Voorman, Chairman



 Jerry J. Notte, Treasurer



 Karen Napolitano, Secretary to the Board

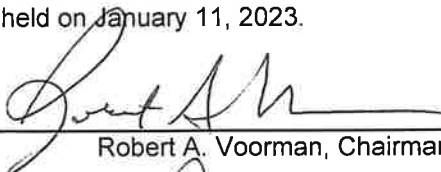
CONSTRUCTION
RESOLUTION #23-004

BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #1066 through #1066 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

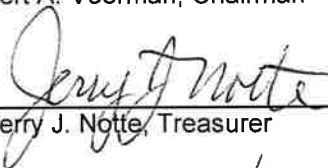
Payee	Check #	Voucher #	Amount	Description	Account
Engineered Solutions Corp.		1066	997.10	Control Enhancements/Headworks	81.10
2023 BUDGET TOTAL			997.10		

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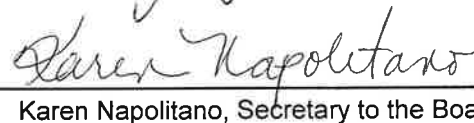
Dated: January 11, 2023



Robert A. Voorman, Chairman



Jerry J. Nofte, Treasurer



Karen Napolitano, Secretary to the Board