

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
JULY 11, 2018 **6:00 pm** **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, July 11, 2018 at 6:00 p.m. in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Kerwin called the meeting to order at 6:02 p.m.

ROLL CALL:

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

ABSENT: Robert Voorman (*excused*), Richard Phelan (*excused*)

ALSO PRESENT:

Cleary Giacobbe: Mitch Jacobs
Mott MacDonald: John Scheri, Ryan Gourley
TBSA: Robert N. Bongiovanni, Ernest DeGraw, Tom Bongiovanni, Karen Napolitano

OPEN MEETING STATEMENT:

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by filing written notice and agenda with the Authority Secretary and Municipal Clerks of the Borough of Lincoln Park, and the Townships of Fairfield and Pequannock and the Pequannock River Basin Regional Sewerage Authority, by having said notice and agenda posted on the public bulletin boards in the respective municipal buildings and by serving said notice thereof to The Progress, Herald, Record and Suburban Trends newspapers.

MINUTES APPROVAL:

On motion by Mr. Verdonik, seconded by Mr. Schmidt, the Regular and Closed Session Meeting Minutes of June 13, 2018 were approved by the following vote:

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

At this time, the meeting moved to Closed Session.

On motion by Mr. Schmidt, seconded by Mr. Notte, and all in favor, Resolution #18-048, Closed Session, was approved.

RESOLUTION #18-048

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. Project 1 Construction Issues

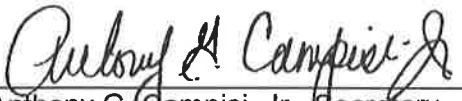
PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
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2. The matters will be considered at this meeting and the public shall not be admitted to this discussion.

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:


Anthony G. Campisi, Jr., Secretary
Dated: July 11, 2018


Raymond T. Kerwin, Chairman

The meeting went into Closed Session at 6:05 p.m. and was reconvened to the public at 6:50 p.m. John Napolitano participated by phone in the closed session.

REPORTS OF COMMITTEES:

FINANCE:

Mr. Voorman was absent.

PURCHASING and PERSONNEL:

There were no personnel actions for the month of July.

PLANT OPERATIONS:

Mr. Schmidt noted the Operating Report on the table, reporting that the flows were down due to the drier weather. Mr. DeGraw reported that the old generator functioned properly during the power outage but he noted we ran just half of the plant's operation due to the generator and its performance during hot conditions. He also noted that the Authority was feeling the stress of having some functions shut down or operating at a reduced level due to the construction during the hot weather. Mr. Bongiovanni reported that the Authority has begun replacing the flow meters beginning with flow meter M15.

PLANNING and EXPANSION:

Mr. Notte had nothing to report.

CONSTRUCTION:

Mr. Verdonik noted the construction report and the Black & Veatch report are on the table.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt has nothing to report.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi had nothing to report. Mr. Jacobs reported that the legislation regarding Rice Notice requirements has been repealed by the Supreme Court. Rice Notices are once again only required when action taken will adversely affect an employee.

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EXECUTIVE DIRECTOR'S REPORT:

Mr. Bongiovanni had no formal report. Mr. Bongiovanni noted that the first union contract negotiation meeting is scheduled to take place on Tuesday, July 17th.

ENGINEER'S REPORT:

Mr. Scheri referred to the copies of the monthly Engineers Report on the table and brought the members up-to-date on all on-going projects.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Interceptor Sewer Inspection Report

Ryan Gourley of Mott MacDonald presented a summary of the Interceptor Sewer System Inspection, Condition Assessment, and Rehabilitation Planning Project which was completed last year. The purpose of the project was to assess the condition of the Authority's interceptor sewer system. The findings have been used to develop a rehabilitation plan. Mr. Gourley reported that RedZone Robotics conducted inspection of approximately 66,000 linear feet of interceptor sewer and Mott MacDonald inspected a total of 260 interceptor manholes to identify defects and conditions. He summarized the procedures used for each project task and the result of the inspections, database reports and findings. He presented recommendations for rehabilitation and maintenance as well as the estimated costs. He noted that the Authority's overall interceptor sewer is in good condition and it is apparent that the Authority has been proactive in maintaining the system.

Preliminary TBSA FY 2019 Budget

Mr. Bongiovanni noted the Preliminary 2019 Budget on the table. He reviewed the budget approval and adoption schedule. Mr. Bongiovanni then proceeded to review the highlights of the budget, noting that the Capital Budget is being developed and will be presented in August. The flow estimates are based on current budgeted flows. These flows may be adjusted as needed based on additional reevaluation of flow data and input from the Towns. He discussed some of the more significant changes in expenses, noting there is a 4% overall increase in operating costs, partially due to the projected increase in labor costs as a result of the headworks improvements. Mr. Bongiovanni pointed out that the Authority will need to comply with the new law capping the budget at 2%, noting that there are no regulations issued yet to guide in the implementation of the law. Until then the Authority will prepare the budget in the same manner it has in the past. The preliminary bottom line is a 2.6% increase in participant charges prior to any use of surplus. He noted that over the past 5 years the participant charge increases have been small.

Mr. Bongiovanni requested that the Board Members complete the questionnaire on the table to assist us in preparing the DCA budget.

CORRESPONDENCE:

All members received copies of the correspondence prior to the meeting. All correspondence is on file with the Authority Secretary.

PUBLIC DISCUSSION:

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There was no public present.

CHANGE ORDERS:

None

RESOLUTIONS:

On motion by Mr. Verdonik, seconded by Mr. Runfeldt, Resolution #18-046, Payment of the Operating Vouchers (copy attached), was approved by the following vote:

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

ABSENT: VOORMAN, PHELAN


On motion by Mr. Verdonik, seconded by Mr. Runfeldt, Resolution #18-047, Payment of the Construction Vouchers (copy attached), was approved by the following vote:

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

ABSENT: VOORMAN, PHELAN

ADJOURNMENT:

On motion by Mr. Schmidt, seconded by Mr. Verdonik, and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 7:30 p.m.



Anthony G. Campisi, Jr., Secretary
Dated: July 11, 2018



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 7/11/18

Period Ending June 30, 2018

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$10,224,869.88	
Operating Checking Account	80,012.04	
Payroll Checking Account	255,730.96	
Renewal & Replacement	<u>5,424,025.69</u>	\$15,984,638.57

CONSTRUCTION AND GENERAL

Construction Improvements	\$3,436,732.01	
General	<u>236,924.07</u>	<u>3,673,656.08</u>

TOTAL FUNDS JUNE 30, 2018 \$19,658,294.65

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

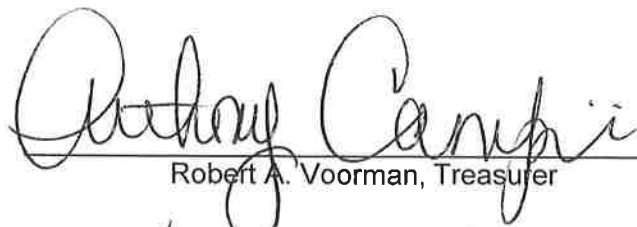
Operating Bills	\$270,718.87 *	
Payroll - Salaries & Wages	168,624.24	
- Benefits	38,518.57 *	
- Taxes	<u>12,208.90</u>	\$490,070.58

CONSTRUCTION 101,328.78 *

TOTAL EXPENDITURES FOR JUNE 2018 \$591,399.36

Note: Additional Construction Expenditure Approved by Motion at June 13, 2018 Board Meeting \$197,515.03

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


Robert A. Voorman, Treasurer


Karen Napolitano, Secretary to the Board

OPERATING
RESOLUTION #18-046

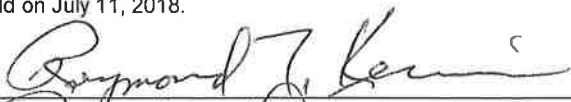
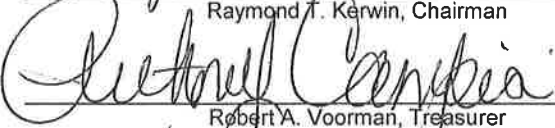

BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #19082 through #19167 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

2018 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
AA Electric - NJ		19082	494.35	Shop Supplies/UV Tools	51.31
Accurate Pest Control, Inc.		19083	89.17	Pest Control/Jun'18	51.41
Accurate Waste Systems, Inc.		19084	1,400.00	Clean Air Release Chamber/Forcemain Inspect	51.33
ADP, Inc (Louisville)		19085	599.89	Payroll Processing	31.38
All Jersey Garage Door		19086	450.00	Rpr/Maintenance Garage Door/Bay#3	51.33
American Express/RNB		19087	1,100.00	Regist/WEFTEC/DeGraw & Tuohey	31.24
American Wear		19088	287.28	Uniforms	51.43
AP/Certified Testing		19089	375.00	Field Test/Backflow Preventor/Plant&PS'	51.65
Aqua Pro-Tech Laboratories		19090	1,435.00	Chemical Analysis/Rec'd 5/23-5/24/18	51.65
Balco Industries, Inc.		19091	126.00	Oil Absorbent Pads/Shop Supplies	51.31
Balco Industries, Inc.			280.00	Blue Wipes/Shop Supplies	51.41
Balco Industries, Inc.			40.00	Rain Pants/Jacket/Maintenance	51.43
Balco Industries, Inc.			368.00	Gloves/Shop Supplies	51.44
Borough of Lincoln Park Water & Sewer		19092	450.00	Two Bridges Hydrants (3/1-5/31/18)	51.14
C.J. Vanderbeck and Son, Inc.		19093	2,600.00	Annual Cleaning Plant Boilers	51.33
Cleary Giacobbe Alfieri Jacobs, LLC		19094	1,177.50	Ser/General & Retainer/May'18	51.58
Constellation NewEnergy		19095	1,820.46	Glenroy Rd (5/5-6/5)	51.12
Cooper Electric Supply Co.		19096	113.29	PVC Boxes/JPS Grinder	51.31
Costello's Hardware		19097	193.70	Shop & Operations Supplies	51.31
Costello's Hardware			9.99	Cleaner/Operations	51.41
Costello's Hardware			37.48	Weed & Grass Killer	51.54
Country Road Automotive		19098	220.72	Mount New Tire/F150	51.36
David Weber Oil Company		19099	2,361.25	Gear Oil/Drum	51.34
Engineered Solutions Corp.		19100	100.00	Monthly Off-Site Back-up	51.52
Engineered Solutions Corp.			5,658.75	Computer Supp/Operations	51.52
ESRI		19101	783.00	ArcGIS Online User Term Licenses	51.52
Fairfield Maintenance Inc.		19102	76.00	Gauge Stick/Shop Supplies	51.31
Fairfield Maintenance Inc.		19103	284.00	Monthly UST Inspection/May'18	51.65
FedEx		19104	203.84	Postage/Audit to Board Members	31.34
Ferraioli, Wielkotz, Cerullo & Cuva		19105	16,750.00	Annual Audit FY 2017	51.57
Ferraioli, Wielkotz, Cerullo & Cuva			2,942.75	Single Audit/MD&A	51.67
Fisher Scientific		19106	656.09	Lab Supplies	51.42
Fleet Pump & Service Group Inc.		19107	1,332.00	Pts/Cleaner/UV	51.51
Franklin Miller, Inc.		19108	32,750.00	Taskmaster Grinder/Control Panel/JPS	61.10
GenServe Inc.		19109	1,539.75	Troubleshoot/Ser Low Fuel Alarm/CPS	51.33
GFS Chemicals, Inc.		19110	105.40	Lab Supplies	51.42
Grainger, Inc.		19111	771.56	Shop Tools & Supplies	51.31
Grainger, Inc.			175.89	Paint/Shop Supplies	51.35
Grainger, Inc.			98.49	Hand Cleaner	51.41
Grainger, Inc.			101.16	Rain Pants/Jacket/Operations	51.43
Grainger, Inc.			124.16	Ear Muffs/Operations	51.44
Hach Company		19112	157.86	Lab Supplies	51.42
Hach Company		19113	2,362.32	Benchtop Meter/Lab Supplies	51.42
Industrial Video and Control		19114	2,575.00	Repl/(2)Outdoor Cameras	51.31
Jersey Central Power&Light		19115	12,630.74	Plant	51.11
Jersey Central Power&Light			5,142.29	Pumpstations	51.12
Loraine Tuohey		19116	700.00	Retiree Health Benefits Jun'18	21.12R
Maraziti Falcon, LLP		19117	176.00	NJPDES Permit -May'18	51.68
Marvel Optics, LLC		19118	61.90	Safety RX Eyewear/J. Selvaggi (Replacements)	51.44
McMaster-Carr Supply Co.		19119	512.42	Shop Tools & Supplies	51.31
Michael E. Solla		19120	1,400.00	Retiree Health Benefits Jun & Jul'18	21.12R
Mott MacDonald Group, Inc.		19121	1,700.00	Gen'l Consulting/Jun'18	51.53
Mott MacDonald Group, Inc.			2,647.30	Electrical	51.53
Mott MacDonald Group, Inc.			2,679.93	Operations Support	51.53
Mott MacDonald Group, Inc.		19122	12,111.59	LSRP Remedial	51.63
Mott MacDonald Group, Inc.		19123	9,117.28	Intermediate Settling Tank	61.10
Mott MacDonald Group, Inc.		19124	10,151.14	Unit Substations	61.10
Mott MacDonald Group, Inc.		19125	3,527.05	Interceptor System Assessment	61.24
Nestle Pure Life		19126	782.19	Water/Jun'18	51.14
New Jersey Manufacturers Ins. Co.		19127	7,184.73	W.Comp/Pym't #7of 11	51.48
NJDEP/Annual Site Remediation LSRP		19128	3,365.00	Permit Fees	51.62
NJDEP/NJPDES Permit		19129	19,249.48	Permit Fees	51.62
North Jersey Media Group Inc .		19130	149.55	PubNotice/Synopsis of Audit	31.32

Optimum (Cablevision)	19131	146.82	Internet Service 6/16-7/15/18	31.35
Passaic Valley Sewerage Commission	19132	32,752.00	Liquid Sludge 5/16-6/15/18	51.55D
Pitney Bowes Credit Corp.	19133	183.69	Postage Meter Lease/May-Jul'18	31.34
Power Place	19134	44.70	Sharpen Chain Saw Blade/Loop	51.31
Power Place		30.19	Bar & Chain Oil	51.34
Power Place		1,259.90	Lawnmower & Pruner	51.54
PSE&G	19135	251.14	PS/Jane Rd	51.12
PSE&G		539.72	PS/Fairfield Rd	51.12
PSE&G	19136	1,327.47	PS/Glenroy Rd	51.12
Pumping Services, Inc.	19137	1,058.70	Spare Pts/Relays/Pumpstations	51.31
Pumping Services, Inc.	19138	15,804.20	Spare Submersible Trash Pump/PPS	61.10
R&D Trucking	19139	18,408.00	Sludge Removal 6/1-6/30/18	51.55H
Recchia Landscaping, Inc	19140	1,457.14	2nd Pym't/Lawn Maintenance/June'18	51.54
Samson Metal Service	19141	2,235.81	Miscellaneous Metal/Shop Supplies	51.31
Sherwin Williams	19142	363.22	Paint Supplies/Operations	51.35
State of NJ/Assessments	19143	254.64	2018 Assessment TDI	21.15
State of NJ/Pensions & Benefits/SHBP	19144	47,932.07	Health & Dental Benefits	21.12
TBSA/Ernest DeGraw	19145	125.00	Steel Toe Safety Boots	51.43
TBSA/Gerald DeBonte	19146	125.00	Steel Toe Safety Boots	51.43
TBSA/Hector Cadavid	19147	125.00	Steel Toe Safety Boots	51.43
TBSA/Jason Tillery	19148	125.00	Steel Toe Safety Boots	51.43
TBSA/Joseph Gibson	19149	125.00	Steel Toe Safety Boots	51.43
TBSA/Karen Napolitano	19150	76.30	Mileage/Purchasing Review/QPA Exam	31.21
TBSA/Karen Napolitano		71.12	Admin & Board Mtg Supplies	31.33
TBSA/Michael A. Nix	19151	125.00	Steel Toe Safety Boots	51.43
TBSA/Patrick Tuohey	19152	125.00	Steel Toe Safety Boots	51.43
TBSA/Petty Cash	19153	134.38	Mileage/Tolls/3 Employee Seminars (6/19&6/25)	31.21
TBSA/Petty Cash		94.50	Food/Board Meeting (6/13)	31.36
TBSA/Petty Cash		105.00	Food/Project & PRBA Meetings (6/12 & 7/6)	51.47
TBSA/Steve Sussmann	19154	43.60	Mileage & Tolls/NJWEA (6/19)	31.21
TBSA/Steve Sussmann		97.20	Steel Toe Safety Boots	51.43
TBSA/Thomas Bongiovanni	19155	129.18	Mileage & Tolls/AEA Admin Course	31.21
Township of Fairfield	19156	180.00	Water/Pumpstations (4/1-7/1/18)	51.14
Travis, Inc.	19157	2,740.00	Grounding & Bonding/MCC 1&2	51.32
United Cooling & Refrigeration Inc.	19158	337.89	Ser/Faulty Control Transformer	51.33
United Cooling & Refrigeration Inc.	19159	1,120.72	PM/May'18-Jul'18/Pym't 1 of 4	51.33
UPS	19160	32.45	Shipping Service	31.34
USA Blue Book	19161	398.48	Float Switches/Post Aeration Rpr	51.31
USA Blue Book		207.52	Lab Supplies	51.42
USALCO Baltimore Plant, LLC	19162	4,825.58	Polyaluminum Chloride	51.25
Verizon	19163	678.44	Telephone 6/18	31.35
Verizon		2,228.12	Lease Line 6/18	31.37
W. B. Mason Co., Inc.	19164	137.28	Task Chair/Admin	31.31
W. B. Mason Co., Inc.		65.81	Office Supplies	31.33
Wayne Auto Supply	19165	50.68	Headlamps/Highlander & Trailer Connector/F150	51.36
Wayne Electrical Supply Company	19166	406.59	Shop Supplies	51.31
William Murphy	19167	700.00	Retiree Health Benefits Jun'18	21.12R
2018 BUDGET TOTAL		318,650.94		
Applied Analytics	38443	18760	(1,901.25) Bookkeeping Correction	51.31
Applied Analytics	38443	18760	1,901.25 Bookkeeping Correction	51.56

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 July 11, 2018.

Dated: July 11, 2018


 Raymond T. Kerwin, Chairman

 Robert A. Voorman, Treasurer

 Karen Napolitano, Recording Secretary

CONSTRUCTION
RESOLUTION #18-047


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 #0873 through #0875 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.

2018 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Black & Veatch		0873	70,100.03	Project#1/Construction Phase	84.23
Cleary Giacobbe Alfieri Jacobs, LLC		0874	1,091.50	Plant Improvements/May'18	84.41
Worth & Company		0875	30,137.25	WWTP Improvements/Pynt Estimate #39	84.24
TOTAL			101,328.78		

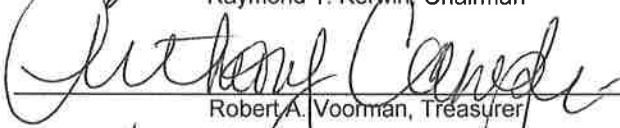
Worth & Company, Inc. | 3924 | 0872 | 197,515.03 | WWTP Improvements/Pynt Estimate #38 | 84.24
(approved by motion at June 13 Board Meeting. Payment issued 6/22/18)

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Dated: July 11, 2018



 Raymond T. Kerwin, Chairman



 Robert A. Voorman, Treasurer



 Karen Napolitano, Recording Secretary