

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**JULY 12, 2017**                      **6:00 pm**                      **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, July 12, 2017 at 6:00 p.m. in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Kerwin called the meeting to order at 6:00 p.m.

**ROLL CALL:**

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

**ABSENT:** Jerry Notte (*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

**MINUTES APPROVAL:**

On motion by Mr. Phelan, seconded by Mr. Voorman, the Regular and Closed Session Meeting Minutes of June 14, 2017 were approved by the following vote:

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

**REPORTS OF COMMITTEES:**

**FINANCE:**

Mr. Voorman presented the Treasurer's Report for the month of July (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 July. Mr. Phelan and Mr. Bongiovanni acknowledged Mr. DeGraw's 37 years of dedicated of service to the Authority. On motion by Mr. Phelan, seconded by Mr. Verdonik, the Personnel Actions were approved by the following vote:

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

**PLANT OPERATIONS:**

Mr. Schmidt referred to the Operating Report on the table, noting that flows are down a bit due to the weather. Mr. DeGraw reported that the PAC, which lowers the phosphorous

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levels, has been adjusted due to the end of the drought conditions, and noted the Authority is well prepared for the new phosphorous limit effective July 1, 2018.

**PLANNING and EXPANSION:**

Mr. Notte was absent.

**CONSTRUCTION:**

Mr. Verdonik noted the construction report on the table. He reported that Project 1 is 72% complete and Project 2 is 92% complete.

**INSURANCE & LEGISLATIVE REVIEW:**

Mr. Runfeldt deferred to Mr. Jacobs who discussed pending legislative matters, including a proposal to require more detailed information on public meeting agendas. He also reported that there has been a change in the capacity assurance program. Mr. Bongiovanni noted that these changes ease some of the requirements for completing a Capacity Assurance Plan.

**LEGAL & PUBLIC RELATIONS:**

Mr. Campisi had nothing to report.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Bongiovanni requested that the Board Members consider what topics would be of interest to them for future AEA presentations that would be beneficial for Commissioners. Any suggestions would be appreciated.

**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. A discussion ensued regarding the Authority's fuel storage needs at the treatment plant. Mr. Scheri also noted that the PCB Monitoring project is now complete.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS: FY 2017 Annual Consulting Engineer's Report**

Mr. Scheri summarized the annual CE Report. The report gives an overview of the Authority's system, the purpose, history and description of the Authority, as well as the regulatory requirements and a status of compliance with those requirements. Mr. Scheri noted that the Authority does an admirable job of being in compliance with all of the programs. Mott MacDonald performed a walk-through inspection in April to assess the overall condition of the facilities and to make recommendations for improvements. The report lists the recent accomplishments, identifies some potential upcoming projects and concludes with MM's recommendations and the cost projections over a 6-year period. Mr. Scheri noted that there are areas of the plant that need to be addressed as well as future needs that will be driven by regulatory requirements and flow increases. The major project considerations include the Jane Road pump station, the treatment plant roofs and the third intermediate settling tank.

**NEW BUSINESS: Preliminary FY 2018 Budget**

Mr. Bongiovanni noted the Preliminary 2018 Budget on the table. He reviewed the budget approval and adoption schedule. Mr. Bongiovanni then proceeded to review the

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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 the change in debt service, as well as some of the more significant changes in expenses, specifically the decrease in administrative costs and the projected increase in energy costs due to the headworks improvements. Mr. Bongiovanni presented the option of decreasing the reserve for capital improvements. He requested that the Board Members review the options and get back to him with their recommendations.

**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:**

On motion by Mr. Phelan seconded by Mr. Verdonik, Resolution #17-043, Contract 2014-1, CM-006 for \$104,830.28, was approved by the following vote:

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

**RESOLUTION #17-043**

**Contract 2014-1, Contract Modification CM-006**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority has entered into Contract 2014-1 with Worth and Company, Inc. for Wastewater Treatment Plant Improvements; and

**WHEREAS**, the Project Engineer, Black & Veatch, has reviewed and approved Contract Modification CM-006; 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 Modification CM-006 is hereby approved as follows:

CM-006 - Increase in contract amount of \$104,830.28

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**ATTEST:**

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Raymond T. Kerwin, Chairman

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Anthony G. Campisi, Jr., Secretary  
Dated: July 12, 2017

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**RESOLUTIONS:**

On motion by Mr. Phelan, seconded by Mr. Runfeldt, Resolution #17-044, Authorize Sale of Authority Surplus Property, was approved by the following vote:

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

**RESOLUTION #17-044**

**Authorizing Sale of Authority Surplus Property**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") is the owner of certain surplus property which is no longer needed for public use; and

**WHEREAS**, the Authority is desirous of selling said surplus property in an "as is" condition without express or implied warranties;

**NOW THEREFORE**, Be it Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority in the Borough of Lincoln Park, County of Morris, as follows:

1. The sale of the surplus property shall be conducted online through GovDeals pursuant to State Contract No. 83453/T-2581, in accordance with the terms and conditions of the State Contract. The terms and conditions are available online at govdeals.com and are also available from the Authority.
2. The sale is being conducted pursuant to Local Finance Notice 2008-9.
3. The surplus property to be sold is five unused tuyeres that were spares for the incinerator.

The surplus property as identified shall be sold in an "as is" condition without express or implied warranties and the successful bidder is required to hold harmless and indemnify the Authority concerning use of said surplus property.

4. The Authority reserves the right to accept or reject any bid submitted.

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**ATTEST:**

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Raymond T. Kerwin, Chairman

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Anthony G. Campisi, Jr., Secretary  
Dated: July 12, 2017

On motion by Mr. Verdonik, seconded by Mr. Phelan, Resolution #17-046, Payment of the Construction Vouchers (copy attached), was approved by the following vote:

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

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On motion by Mr. Voorman, seconded by Mr. Verdonik, Resolution #17-045, Payment of the Operating Vouchers (copy attached), was approved by the following vote:

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

On motion by Mr. Phelan, seconded by Mr. Verdonik, and all in favor, Resolution #17-047, Closed Session, was approved.

**RESOLUTION #17-047**

**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 Matters
- b) Project #1 Issues

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.

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**ATTEST:**

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Raymond T. Kerwin, Chairman

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Anthony G. Campisi, Jr., Secretary  
Dated: July 12, 2017

The meeting went into Closed Session at 6:42 p.m. and was reconvened to the public at 7:06 p.m.

Mr. Runfeldt left the meeting at 6:47 p.m.

**ADJOURNMENT:**

On motion by Mr. Schmidt, seconded by Mr. Phelan, and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 7:06 p.m.

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Anthony G. Campisi, Jr., Secretary  
Dated: July 12, 2017

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Karen Napolitano, Recording Secretary