

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
July 12, 2023

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, July 12, 2023 at 4:30 p.m. in the Administration Building, 188 Lincoln Boulevard, Lincoln Park, New Jersey. Secretary Notte called the meeting to order at 4:32 p.m.

ROLL CALL

Members Present: Raymond Verdonik, Robert Voorman, Arthur Schmidt, David Runfeldt, (*arrived 4:33 p.m.*), Thomas Boorady, Jerry Notte, Anthony Campisi

Absent: David Kohle

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent; Brian Carey, Authority Engineer; Karen Napolitano, Secretary; John Napolitano, Victoria Holmes, 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, 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: June 14, 2023 (Regular Meeting)

Mr. Voorman called for a motion to approve the Regular Meeting Minutes of June 14, 2023, seconded by Mr. Schmidt.

AYES: Voorman, Schmidt, Verdonik, Boorady, Notte

ABSTAINED: Campisi

ABSENT: Runfeldt, Kohle

REPORTS OF COMMITTEES

FINANCE

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

PURCHASING and PERSONNEL

Mr. Campisi had nothing to report.

PLANT OPERATIONS

Mr. Schmidt referred to the Operations Report on the table. Mr. DeGraw reported that the plant is running well. Mr. Bongiovanni reported that new energy rates became effective in June and the energy bills are now significantly lower.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik had nothing to report.

INSURANCE and LEGISLATIVE REVIEW

Mr. Voorman had nothing to report.

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt had nothing to report.

MANAGEMENT REPORT

Mr. Bongiovanni noted that the Service Agreement Committee will be meeting following this meeting.

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: Preliminary FY 2024 Budget

Ms. Napolitano referred to the Preliminary 2024 Budget on the table. She reviewed the budget approval and adoption schedule. She then proceeded to review the highlights of the budget, noting that the Capital Budget is being developed and will be presented in August. Ms. Napolitano noted that the overall impact on Participant charges is a 1.6% increase over the 2023 budget. She discussed changes in expenses from the 2023 Budget, noting the following increases. The contribution to the Reserve for Capital Improvements is set at \$500,000, after being eliminated in 2023 due to escalating costs. Administration expenses are budgeted higher in 2024 by about 4.6% due to salary and benefits increases. Operating salaries and benefits are up 12.6% due to an additional staff position, salary increases, and anticipated increases in healthcare premiums. Energy costs are down by 20%. Overall expenses are up 3.7% and revenues are up significantly due to an increase in interest rates.

CORRESPONDENCE

All members received copies of the correspondence prior to the meeting. All correspondence is on file with the Authority Secretary. Mr. Notte noted the Lab Certification Approval, and he commended the lab manager and staff for a job well done.

PUBLIC DISCUSSION

There was no public present.

RESOLUTIONS

RESOLUTION #23-037: Authorize Participation in a Cooperative Pricing System with the Educational Services Commission of New Jersey

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on July 12, 2023 the Pequannock, Lincoln Park and Fairfield Sewerage Authority duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

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

1. **TITLE.** This Resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Pequannock, Lincoln Park and Fairfield Sewerage Authority.

2. **AUTHORITY.** Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Executive Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

3. **CONTRACTING UNIT.** The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

4. **EFFECTIVE DATE.** This resolution shall take effect immediately upon passage.

5. **CERTIFICATION.** I hereby, certify that the above resolution was adopted by the Pequannock, Lincoln Park and Fairfield Sewerage Authority at a meeting of said governing body held on July 12, 2023.

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

RESOLUTION #23-038: Operating Vouchers Approval (copy attached)

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

RESOLUTION #23-039: Construction Vouchers Approval (copy attached)

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

ADJOURNMENT

There being no further business to come before the Authority, on motion by Mr. Schmidt, seconded by Mr. Boorady, and all in favor, the meeting was adjourned at 4:46 p.m.



Jerry J. Notte, Secretary
Dated: July 12, 2023



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 7/12/23

Period Ending June 30, 2023

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$8,570,334.74	
Certificates of Deposit - Revenue	\$7,105,790.38	
Operating Checking Account	75,816.96	
Payroll Checking Account	231,957.56	
Renewal & Replacement	1,540,045.19	
Certificates of Deposit - R&R	<u>4,000,000.00</u>	\$21,523,944.83

CONSTRUCTION AND GENERAL

Construction Improvements	\$1,852,492.12	
Certificates of Deposit - Construction	\$4,000,000.00	
General	<u>0.00</u>	<u>5,852,492.12</u>

TOTAL FUNDS JUNE 30, 2023

\$27,376,436.95

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$305,665.33 *	
Payroll - Salaries & Wages	189,333.77	
- Benefits	43,376.63 *	
- Taxes	<u>13,768.45</u>	\$552,144.18

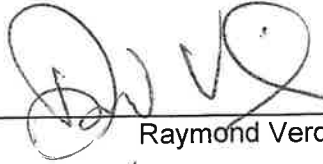
CONSTRUCTION


14,621.55 *

TOTAL EXPENDITURES FOR JUNE 2023

\$566,765.73

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


Raymond Verdonik, Treasurer


Karen Napolitano, Secretary to the Board

OPERATING
RESOLUTION #23-038

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 #23784 through #23865 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
Accurate Pest Control, Inc.		23784	604.17	Pest Control/Jun'23 & Plant Insect Control	51.41
AllMax Software, Inc.		23785	1,000.00	Wastewater Data Conversion Upgrade	51.52
American Wear		23786	318.18	Uniforms	51.43
AP/Certified Testing		23787	500.00	Field Test/Backflow Preventor/Plant & PS'	51.65
Blue Diamond Disposal, Inc.		23788	909.50	Garbage Disposal (6/1-7/31)	51.51
Borough of Lincoln Park Water		23789	450.00	Two Bridges Hydrants (3/1-5/31/23)	51.14
Clark Transmission Co.		23790	83.25	V-Belts/Shop Supplies	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		23791	1,900.00	General & Retainer/May'23	51.58
Cooper Electric Supply Co.		23792	84.53	EMT Hangers/Shop Supplies	51.31
Costello's Hardware		23793	142.05	Shop Supplies	51.31
Costello's Hardware			28.30	Paint Brushes/Shop Supplies	51.35
Costello's Hardware			151.37	Grass Seed/Weed Killer	51.54
Donna Peteja		23794	610.41	Retiree Health Benefits/Jul'23	21.12R
Engineered Solutions Corp.		23795	7,007.00	Computer Support/Operations	51.52
Engineered Solutions Corp.			3,944.00	Instrumentation Troubleshooting	51.56
Direct Energy		23796	45,059.43	Plant Electric	51.11
Direct Energy			5,111.99	Pumpstation Electric	51.12
Fairfield Maintenance Inc.		23797	339.00	Monthly UST Inspection/May'23	51.65
Field Environmental Instruments		23798	838.14	Analyzer Rental	51.38
Fisher Scientific		23799	706.98	Chemicals/Lab	51.42
Garden State Laboratories		23800	615.00	Chemical Analysis/May'23	51.65
GenServe Inc.		23801	1,300.00	Service/ATS PM/Pumpstations	51.33
Grainger, Inc.		23802	1,660.42	Shop Tools & Supplies	51.31
Grainger, Inc.			459.60	Respirator Masks/Oxygen Sensors/Signs	51.44
Harrah's Atlantic City		23803	86.76	NJWEA Conference	31.21
Home Depot		23804	83.35	Analyzer Parts/Lumber/Operations	51.31
Home Depot			48.79	Dish Soap/Dusters/Operations	51.41
Home Depot			107.30	Trimmer Line/Pruning Blades/Operations	51.54
Idexx Laboratories		23805	1,199.08	Colilert/Quanti-Trays/Lab	51.42
JCI Jones Chemicals, Inc.		23806	6,642.24	Sodium Hypochlorite	51.23
JDA Contracting		23807	5,900.00	Install City Hydrant/Repairs/Landscape	61.10
Jersey Central Power & Light		23808	13,527.20	Plant Electric	51.11
Jersey Central Power & Light			1,953.94	Pumpstation Electric	51.12
Loraine Tuohey		23809	1,400.00	Retiree Health Benefits June & July'23	21.12R
McMaster-Carr Supply Co.		23810	1,059.21	Enclosure/Channel Brackets/Light Bulbs	51.31
Michael E. Solla		23811	700.00	Retiree Health Benefits Jul'23	21.12R
Miller Energy Inc.		23812	146.80	Flowmeter/Ammonia Analyzer	51.31
Miller Energy Inc.		23813	6,358.99	Mag Meter/Pressure Filters	61.10
Miller Energy Inc.		23814	2,485.00	Qty Calibration/PS Flowmeters	51.56
Mott MacDonald Group, Inc.		23815	2,100.00	General Consuting/Jun'23	51.63
Mott MacDonald Group, Inc.		23816	28,279.00	Solids Disposal Building Boiler	61.25e
New Jersey Hills Media Group		23817	68.05	Legal Notice/Contract Award/MM	31.32
New Jersey Manufacturers Ins. Co.		23818	8,691.00	Workers Compensation	51.48
Omni Services, Inc.		23819	509.20	Hose/Barb Fittings/Shop Supplies	51.31
One Call Concepts		23820	39.68	One Call Messages/Jun'23	51.62
One Water Consulting		23821	295.00	PFAS Monitoring Consulting Services June	51.65
Optimum (Cablevision)		23822	180.91	Internet Service (6/16-7/15/23)	31.35
Pace Analytical Services, LLC		23823	698.00	PFAS Testing	51.65
Passaic Valley Sewerage		23824	38,774.25	Liquid Sludge Disposal (6/1-6/30/23)	51.55D
Pitney Bowes Credit Corp.		23825	184.44	Postage Meter Lease/Apr-Jul'23	31.34
Precision Electric Motor Works, Inc.		23826	3,600.00	Install Gear Box & Test/1st Stg Aerator#6	51.32
Primepoint, LLC		23827	233.64	Payroll Processing/Jun'23	31.38

Payee	Check #	Voucher #	Amount	Description	Account
PSE&G		23828	2,840.82	Fairfield & Jane Roads	51.12
PSE&G		23829	3,534.81	Glenroy Road	51.12
R&D Trucking		23830	22,272.75	Sludge Removal (6/1-6/30/23)	51.55H
Raritan Supply Company		23831	66.28	Megalug Restraint/City Hydrant	51.31
Raritan Supply Company		23832	1,033.20	Stainless Pipe/DPS Grease Control	51.31
Raritan Supply Company		23833	3,790.95	Repl/Mueller Bury Hydrant/City Water Hydrant	61.10
Raritan Supply Company		23834	18,627.84	Replace Old Plug Valves	61.10
ReadyRefresh		23835	688.58	Water/Jun'23	51.14
Recchia Landscaping, Inc		23836	1,950.71	Lawn Maintenance/Jun'23	51.54
Robert N. Bongiovanni		23837	700.00	Retiree Health Benefits/Jul'23	21.12R
Sherwood-Logan & Associates		23865	3,738.84	Parts/Sludge Transfer Pump	51.31
Skyline Environmental, Inc.		23838	5,620.00	Safety & Health Training/May'23	51.64
Skyline Environmental, Inc.		23839	1,437.50	RTK Survey Reports	51.64
State of NJ/Pensions & Benefits		23840	52,537.71	Health & Dental Benefits	21.12
Structural Stone & Brick Co., Inc.		23841	2,470.00	River Stone & Clean Gravel	51.54
TBSA/Brian Carey		23842	123.95	Safety Boots	51.43
TBSA/Greg Daly		23843	136.94	Safety Boots	51.43
TBSA/Karen Napolitano		23844	582.25	Retirement Lunch/J. DeBonte	51.47
TBSA/Matthew Cheringal		23845	150.00	Safety Boots	51.43
TBSA/Petty Cash		23846	5.76	Mileage/Bank	31.21
TBSA/Petty Cash			114.85	Food/Board Meeting (6/14)	31.36
TBSA/Petty Cash			7.47	Ice/Lab	51.42
TBSA/Petty Cash			47.20	DeBonte Retirement/Cake & Supplies	51.47
TBSA/Richard Walter		23847	224.99	Hi-Voltage Safety Boots	51.43
TBSA/Robert Villanova		23848	150.00	Safety Boots	51.43
Technical Components Co., Inc.		23849	1,049.45	Spare Rotork Parts/CPS F/M Actuator	51.31
Technical Components Co., Inc.		23850	7,259.29	Replace Pinch Valves/Thickeners	61.10
Technical Components Co., Inc.		23851	8,066.49	Rotork Actuator/Pressure Filter	61.10
Township of Fairfield		23852	133.00	Water/DPS & JPS (4/1-7/1/23)	51.14
United Business Systems/LEAF		23853	603.00	Canon Copier Lease	31.31
United Equipment & Fabricators		23854	3,056.00	Fabricate Shaft Sleeves/Sludge Pumps	51.31
USA Blue Book		23855	31.00	DPD Packets/Lab	51.42
USALCO Baltimore Plant, LLC		23856	9,816.84	Polyaluminum Chloride	51.25
Verizon		23857	758.30	Telephone 6/13-7/27/23	31.35
Verizon Wireless		23858	381.34	PS Modems	31.37
Verner-Cadby Ford		23859	31.90	Tailgate Handle/Ranger Pickup	51.36
W. B. Mason Co., Inc.		23860	799.00	HP Color Printer/Admin	31.31
W. B. Mason Co., Inc.			315.06	Office Supplies	31.33
Wallington Plumbing & Heating		23861	914.52	PVC Piping/Couplings/Valves/Shop Supplies	51.31
Wayne Auto Supply		23862	424.08	Batteries/Substation Auto Air Switch Controls	51.31
Wayne Auto Supply			38.22	Windshield Wash/Trucks	51.36
William Murphy		23863	700.00	Retiree Health Benefits/Jul'23	21.12R
Wright National Flood Insurance		23864	1,797.00	Flood Insurance Renewal (8/18/23-8/18/24)	51.48

2023 BUDGET TOTAL

358,203.04

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 12, 2023.


Dated: July 12, 2023



 David G. Kohle, Chairman for



 Raymond Verdonik, Treasurer



 Karen Napolitano, Secretary to the Board

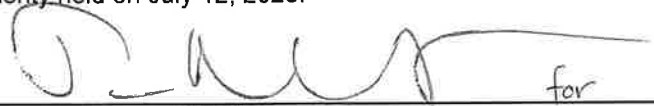
CONSTRUCTION
RESOLUTION #23-039

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 #1070 through #1071 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.		1070	2,828.00	Control Enhancements/Headworks	81.10
Miller Energy Inc.		1071	11,793.55	Ammonia Analyzer/Effluent Monitoring	81.10
2023 BUDGET TOTAL			14,621.55		

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 12, 2023.

Dated: July 12, 2023


 _____ for
 David G. Kohle, Chairman



 Raymond Verdonik, Treasurer



 Karen Napolitano, Secretary to the Board