

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
JUNE 12, 2019 **4:30 pm** **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, June 12, 2019 at 4:30 p.m. in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Kerwin called the meeting to order at 4:32 p.m.

ROLL CALL:

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

ABSENT: Anthony Campisi (*excused*)

ALSO PRESENT:

Clery Giacobbe:	John Napolitano, Victoria Leblein
Mott MacDonald:	Peter Ripkey
Ferraioli Wielkottz:	Paul Cuva
TBSA:	Robert N. Bongiovanni, Ernest DeGraw, Thomas 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. Phelan, the Regular and Closed Session Meeting Minutes of May 15, 2019 were approved by the following vote:

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

ABSTAINED: VOORMAN, RUNFELDT

ABSENT: CAMPISI

REPORTS OF COMMITTEES:

FINANCE:

Mr. Voorman presented the Treasurer's Report for the month of June (copy attached) along with the vouchers and the monthly financial reports for Mott MacDonald and Clery Giacobbe. He recommended the vouchers be paid as presented. He noted that final payment to Worth was on the agenda for approval and would be discussed during Closed Session. Mr. Voorman also noted that Paul Cuva would be presenting the Annual Audit Report.

At this time, the meeting was moved to New Business.

NEW BUSINESS: FY 2018 Audit Report – Paul Cuva

Mr. Cuva distributed a Financial Highlight Sheet to the Board and reviewed each line item. He noted that GASB No. 75 regarding post-retirement benefits had been implemented during FY 2018 and is being reflected in the audit report. He noted that operating expenses have increased by about 1.69% from prior year. He also discussed the impact of OPEB and the pension liability on unrestricted net position. Mr. Cuva reported that there are no comments or recommendations on the audit, commenting that the Authority does a good job.

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The meeting returned to the regular agenda format.

PURCHASING and PERSONNEL:

There were no Personnel Actions for the month of June.

PLANT OPERATIONS:

Mr. Schmidt noted the Operating Report on the table, reporting that the flows were up due to the wet weather. Mr. DeGraw reported that although we experienced some high flows, we stayed in compliance.

PLANNING and EXPANSION:

Mr. Notte had nothing to report.

CONSTRUCTION:

Mr. Verdonik noted the construction report on the table. Mr. DeGraw reported that the main part of the intermediate clarifier project is wrapping up and all three tanks should be back in service this week. He noted there will be some change order work continuing.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt had nothing to report. Mr. Napolitano reported on some pending legislation including the Municipal Veto bill which will subject the Authority to potential vetoes by its participant towns of any actions taken by the Board. AEA is addressing the issue. Also introduced was a legislation which will fast track the ability to sell authority assets to private entities without a referendum.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi was absent.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Bongiovanni reported that the Authority received a letter from the DEP acknowledging that they used the wrong numbers in calculating our new threshold with regard to the Capacity Assurance Program. This ensures that our 2-stage permit applies. He also reported that as a result of the wet weather this year, Lincoln Park is currently exceeding its reserve capacity and Fairfield is coming close based on the first 6 months of the year. This could result in a recalculation of the Debt Service allocation. We will continue to monitor through the end of the year.

ENGINEER'S REPORT:

Mr. Ripkey 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: Preliminary FY 2020 Budget

Mr. Bongiovanni referred to the Preliminary 2020 Budget on the table, noting that the budget is being presented a month early due to vacation schedules. He reviewed the budget approval and adoption schedule. Mr. Bongiovanni then proceeded to review the highlights of

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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 that there is a decrease in debt service due to a refinancing, as well as a decrease in debt service administration fees and operating expenses are up primarily due to the unexpected increase in energy costs of about 10% in 2019. Overall there is a 2.74% increase in expenses over the 2019 budgeted amount. Revenues are up due to an increase in interest rates. The preliminary bottom line is a 2.18% increase in participant charges as presented. Mr. Bongiovanni also noted that the potential 2% budget restriction has been amended and should not impact us at this time.

CORRESPONDENCE:

All members received copies of the correspondence prior to the meeting. All correspondence is on file with the Authority Secretary. A discussion ensued regarding the lawsuit filed naming the Authority as a third party. Mr. Napolitano explained that the insurance company is defending us and also noted that it is without merit.

PUBLIC DISCUSSION:

There was no public present.

CHANGE ORDERS:

None

RESOLUTIONS:

On motion by Mr. Voorman, seconded by Mr. Phelan, Resolution #19-043, Certification of Review of FY 2018 Audit Report, was approved by the following vote:

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

RESOLUTION #19-043

Certification of Review of FY 2018 Audit Report

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended November 30, 2018 has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

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(Print)

(Signature)

Robert A. Voorman

Raymond Verdonik

David A. Runfeldt

Richard Phelan

Arthur J. Schmidt

Jerry J. Notte

Anthony G. Campisi, Jr.

Raymond T. Kerwin

Sworn to and subscribed before me
this 12th day of June, 2019

John A. Napolitano, Esq.
Attorney at Law
State of New Jersey

On motion by Mr. Runfeldt, seconded by Mr. Phelan, Resolution #19-044, Authorize Interaccount Transfers in Accordance with FY 2018 Audit Report, was approved by the following vote:

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

RESOLUTION #19-044

Authorizing Interaccount Transfers per FY 2019 Audit Report

WHEREAS, the Authority Auditor has recently completed its Annual Audit Report of the Authority for the fiscal year ending November 30, 2018; and

WHEREAS, said Report identifies interaccount advances which are outstanding; and

WHEREAS, the Authority desires to reconcile its accounts in accordance with said Annual Audit Report;

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

1. That the sum of \$412,461.52 be transferred from the Renewal and Replacement Fund to the Revenue Fund.

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ventilation upgrades in accordance with its June 3, 2019 proposal, in an amount not to exceed \$72,500.00.

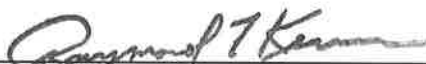
<u>SERVICES</u>	<u>PREVIOUSLY APPROVED</u>	<u>REVISED</u>
Engineering Services for Deepavaal Roof and Ventilation Upgrades	\$65,000.00	\$72,500.00

2. Notice of this action shall be published in one of the official Authority Newspapers.

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

ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: June 12, 2019


Raymond T. Kerwin, Chairman

On motion by Mr. Voorman, seconded by Mr. Runfeldt, Resolution #19-046, Payment of the Operating Vouchers (copy attached), was approved by the following vote:

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

On motion by Mr. Schmidt, seconded by Mr. Phelan, and all in favor, Resolution #19-048, Closed Session, was approved.

RESOLUTION #19-048

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 Engineering Costs and Settlement 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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FAIRFIELD SEWERAGE AUTHORITY

ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: June 12, 2019


Raymond W. Kerwin, Chairman

The meeting went into Closed Session at 5:21 p.m. and was reconvened to the public at 5:49 p.m.

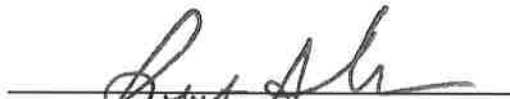
On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #19-047, Payment of the Construction Vouchers (copy attached), was approved with the following exception:

The Board authorizes release of the final payment to Worth and Co. in an amount to be determined, but not to exceed \$600,000.000, upon completion and acceptance by the Authority of remaining work items required by the settlement agreement for the release of the final payment.

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

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 5:51 p.m.


Anthony G. Campisi, Jr., Secretary
Dated: June 12, 2019


Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 6/12/19

Period Ending May 31, 2019

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$12,631,763.73	
Operating Checking Account	93,715.89	
Payroll Checking Account	266,098.35	
Renewal & Replacement	<u>5,472,446.68</u>	\$18,464,024.65

CONSTRUCTION AND GENERAL

Construction Improvements	\$3,267,164.21	
General	<u>236,924.07</u>	<u>3,504,088.28</u>

TOTAL FUNDS MAY 31, 2019

\$21,968,112.93

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$305,927.81 *	
Payroll - Salaries & Wages	268,906.20	
- Benefits	36,579.16 *	
- Taxes	<u>19,979.67</u>	\$631,392.84

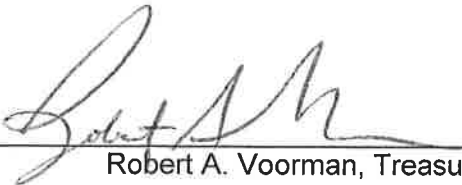
CONSTRUCTION

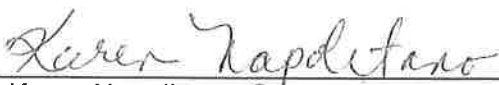
640,522.61 *

TOTAL EXPENDITURES FOR MAY 2019

\$1,271,915.45

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


Robert A. Voorman, Treasurer


Karen Napolitano, Secretary to the Board

OPERATING
RESOLUTION #19-046

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 #19986 through #20060 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.

2019 BUDGET Payee	Check#	Voucher#	Check Amount	Description	Account
ADP, Inc (Louisville)		19986	757.21	Payroll Processing	31.38
American Express/RNB		19987	484.28	Gas/Hotel/NJWEA Conference (5/6-5/8)	31.21
American Express/RNB			55.00	Annual Membership Fee	31.22
American Wear		19988	287.24	Uniforms	51.43
Borough of Lincoln Park Water & Sewer		19989	580.39	Plant & PS' (1/1-4/30/19)	51.14
BR Welding		19990	19,274.42	Intermediate Settling Tanks Rehab	61.10
Carbon Sales, Inc.		19991	2,686.85	Palletized Media/Pressure Filter#2	51.31
Clark Transmission Co.		19992	201.26	Parts/Shop Supples	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		19993	2,860.50	General & Retainer/Apr'19	51.58
Complete Hydraulic Works, Inc.		19994	715.00	Rpr/Cylinder/PF#2 Influent Valve	51.33
Constellation NewEnergy, Inc.		19995	44,496.72	Plant (4/20-5/21/19)	51.11
Constellation NewEnergy, Inc.			4,078.78	Pumpstations (4/5-5/13/19)	51.12
Costello's Hardware		19996	82.26	Parts/Shop Supplies	51.31
Costello's Hardware			183.52	Weed Killer/Hoses & Nozzles	51.54
Engineered Solutions Corp.		19997	89.95	Monthly Domain Name/Reflexion-N/C	51.52
Engineered Solutions Corp.			100.00	Monthly Off Site Backup Storage-N/C	51.52
Engineered Solutions Corp.			783.50	Symantec Software Renewal-N/C	51.52
Engineered Solutions Corp.			9,611.25	Comp Supp/Operations	51.52
Engineered Solutions Corp.			6,693.75	Instrumentation Troubles	51.56
Engineered Solutions Corp.		19998	2,873.75	Computer Support/Cameras/UASI	61.10
Fisher Scientific		19999	57.12	Lab Supplies	51.42
Fleet Pump & Service Group Inc.		20000	405.20	Spring Assembly/UV Module Boxes	51.31
Garden State Laboratories		20001	1,570.00	Chemical Analysis/Feb & Mar'19	51.65
GFS Chemicals, Inc.		20002	110.15	Lab Supplies	51.42
Grainger, Inc.		20003	186.79	Portable Label Printer/Shop Supplies	31.31
Grainger, Inc.			545.50	Parts/Lighting/Shop Supplies	51.31
Hayes Pump Inc.		20004	659.00	Smart Pump/Chemical Feed/JPS	51.31
Jersey Central Power&Light		20005	16,927.38	Plant	51.11
Jersey Central Power&Light			4,949.62	Pumpstations	51.12
Loraine Tuohey		20006	700.00	Retiree Health Benefits/Jun'19	21.12R
Maraziti Falcon, LLP		20007	448.00	NJPDES Permit/Apr19	51.68
McMaster-Carr Supply Co.		20008	1,142.49	Parts/Piping/Lighting/Shop Supplies	51.31
Michael E. Solla		20009	700.00	Retiree Health Benefits/Jun'19	21.12R
Mott MacDonald Group, Inc.		20010	780.00	Operations	51.53
Mott MacDonald Group, Inc.			1,750.00	Gen'l Consulting/May'19	51.53
Mott MacDonald Group, Inc.			3,137.50	GIS Services	51.53
Mott MacDonald Group, Inc.		20011	991.28	Permit Assistance	51.63
Mott MacDonald Group, Inc.		20012	7,050.08	IPP Services/Mar-Apr'19	51.63
Mott MacDonald Group, Inc.		20013	2,244.50	Unit Substations	61.10
Mott MacDonald Group, Inc.		20014	16,164.12	Intermediate Settling Tanks	61.10
Nestle Pure Life		20015	672.44	Water/May'19	51.14
New Jersey Manufacturers Ins. Co.		20016	7,206.72	W. Comp/Pym't #5 of 11	51.48
New Jersey Safety Equipment Co.,Inc.		20017	410.43	Gloves/Facemasks/Operations	51.44
NJDEP/NJPDES Permit		20018	19,030.40	Envir Reg. DST/DSW180001	51.62
North Jersey Media Group Inc .		20019	52.20	Public Notice/IPP	31.32
Optimum (Cablevision)		20020	146.85	Internet Service (5/16-6/15/19)	31.35
Parker Publications		20021	101.00	Award & Affidavit/MM/UST & Site Restoration	31.32
Passaic Valley Sewerage Commission		20022	35,604.00	Liquid Sludge (5/1-5/31/19)	51.55D
Pitney Bowes Credit Corp.		20023	183.69	Postage Meter Lease/May-Jul'19	31.34
PSE&G		20024	791.50	PS/Fairfield & Jane Rds	51.12
PSE&G		20025	923.65	PS/Glenroy Rd	51.12
R&D Trucking		20026	20,124.00	Sludge Removal (5/1-5/31/19)	51.55H
Recchia Landscaping, Inc		20027	1,538.57	Lawn Maintainance/May'19	51.54
Seton Identification Products		20028	138.89	Lock Out Tags	51.44
Sherwin Williams		20029	418.61	Paint Supplies	51.35
Skyline Environmental, Inc.		20030	6,852.50	Health & Safety Training	51.64
State of NJ/Pensions & Benefits/SHBP		20031	47,309.32	Health & Dental Benefits	21.12
TBSA/Donna Peteja		20032	431.90	Expenses/NJWEA Conference (5/6-5/9)	31.21
TBSA/Ernest DeGraw		20033	315.59	Expenses/NJWEA Conference (5/6-5/10)	31.21
TBSA/Gerald DeBonte		20034	110.39	Expenses/NJWEA Conference (5/6-5/10)	31.21
TBSA/Greg Daly		20035	110.39	Expenses/NJWEA Conference (5/6-5/10)	31.21
TBSA/Greg Daly			70.00	S2 Exam Re-Test	31.24

TBSA/Joseph Gibson	20036	130.39	Expenses/NJWEA Conference (5/6-5/10)	31.21
TBSA/Joseph Gibson		70.00	S4 Exam Re-Test	31.24
TBSA/Karen Napolitano	20037	22.04	Mileage/Security Seminar (5/31)	31.21
TBSA/Karen Napolitano		101.14	Admin & Board Mtg Supplies	31.33
TBSA/Kimberly Marquez	20038	236.76	Expenses/NJWEA Conference (5/6-5/8)	31.21
TBSA/Nicholas Stein	20039	335.43	Expenses/NJWEA Conference (5/7-5/9)	31.21
TBSA/Patrick Tuohy	20040	163.39	Expenses/NJWEA Conference (5/6-5/10)	31.21
TBSA/Patrick Tuohy		300.00	Cell Phone/Dec'18-May'19	31.35
TBSA/Petty Cash	20041	12.76	Mileage/ADP (5/29)	31.21
TBSA/Petty Cash		98.50	Food/Board Mtg (5/15)	31.36
TBSA/Richard Walter	20042	130.39	Expenses/NJWEA Conference (5/6-5/10)	31.21
TBSA/Robert N. Bongiovanni	20043	178.00	Expenses/NJWEA Conference (5/6-5/10)	31.21
TBSA/Robert N. Bongiovanni		193.03	Cell Phone 2/21-5/20/19	31.35
TBSA/Robert Villanova	20044	265.89	Expenses/NJWEA Conference (5/6-5/10)	31.21
TBSA/Thomas Bongiovanni	20045	258.34	Expenses/NJWEA Conference (5/6-5/10)	31.21
TBSA/Thomas Bongiovanni		300.00	Cell Phone/Dec18-May'19	31.35
The Hartford Steam Boiler	20046	110.00	Certification Fee/Boilers/CPS	51.48
The Home Depot	20047	20.17	Concrete/Shop Supplies	51.31
The Home Depot		25.08	Paint Supplies/Operations	51.35
The Home Depot		60.22	Cleaning Supplies/Operations	51.41
The Home Depot		17.92	Brickface Step Stones/Operations	51.54
United Business Systems	20048	528.00	Canon Printer/6 of 20 Quarterly Pymts	31.31
United Cooling & Refrigeration Inc.	20049	1,175.00	PM/May-Jul'19	51.33
USALCO Baltimore Plant, LLC	20050	6,045.29	Polyaluminum Chloride	51.25
Verizon	20051	691.89	Telephone 5/19	31.35
Verizon		2,895.76	Lease Lines 5/19	31.37
Verizon Wireless	20052	81.12	Modem 3454/CPS & PPS/Apr-May	31.37
W. B. Mason Co., Inc.	20053	470.37	Office Supplies	31.33
Wallington Plumbing & Heating Supply	20054	687.91	Parts/Tubing/Shop Supplies	51.31
Waste Mgmt. of New Jersey, Inc.	20055	953.60	10 Yard Dumpsters	51.51
Water Environment Federation	20056	2,920.00	Renewal WEF Memberships/20 Employees	31.22
Wayne Auto Supply	20057	13.24	Oil Filters/Ford F250	51.36
Wayne Electrical Supply Company	20058	442.10	Parts/Shop Supplies/Lighting	51.31
William Murphy	20059	700.00	Retiree Health Benefits Jun'19	21.12R
Willis of New Jersey, Inc.	20060	32,646.00	Renew/Package w/AutoPym't#3	51.48


2019 BUDGET TOTAL

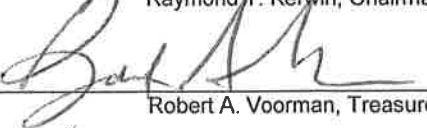
353,237.13


Waste Management of NJ	39528	19878	647.32	Bookkeeping Correction	51.51
Interstate Waste Services	39534	19878	(647.32)	Bookkeeping Correction	51.51

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 June 12, 2019.

Dated: June 12, 2019


 Raymond T. Kerwin, Chairman


 Robert A. Voorman, Treasurer


 Karen Napolitano, Recording Secretary

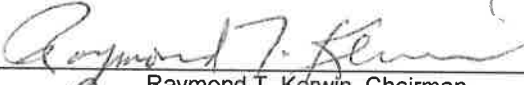
CONSTRUCTION
RESOLUTION #19-047

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 #945 through #xxx 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.

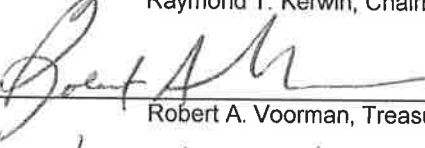
2018 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Cleary Giacobbe Alfieri Jacobs, LLC		945	536.50	Plant Improvements/Apr'19	84.41
Engineered Solutions Corp.		946	14,596.25	Project #1 Completion/Headworks	84.23
Grainger, Inc.		947	128.97	Hose Hangers/Headworks	84.24
McMaster-Carr Supply Co.		948	649.50	Plugs/Caps/Headworks	84.24
Mott MacDonald		949	17,389.93	Project #1 Closeout Tasks	84.23
Wallace Eannace Associates		950	6,855.00	Surge Tank/Headworks Water	84.24
Wallington Plumbing & Heating Supply		951	366.46	Assorted Pts & Tubing/Headworks Water Line	84.24
Worth & Company		952	600,000.00	WWTP Improvements/Final Payment App	84.24
2019 BUDGET TOTAL			640,522.61		

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 June 12, 2019.


Dated: June 12, 2019



 Raymond T. Kerwin, Chairman



 Robert A. Voorman, Treasurer



 Karen Napolitano, Recording Secretary