

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

June 10, 2020

4:30 pm

REGULAR MEETING

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, June 10, 2020 at 4:30 p.m. via conference call. Executive Director Bongiovanni called the meeting to order at 4:30 p.m.

ROLL CALL:

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

ABSENT: None

ALSO PRESENT:

Cleary Giacobbe:	John Napolitano, Victoria Leblein
Mott MacDonald:	John Scheri
TBSA:	Robert Bongiovanni, Ernie 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/or websites and by serving said notice thereof to The Progress, Herald News, The Record and Suburban Trends newspapers. Notice of the change to remote meeting was posted on the Authority website on Thursday, June 4, 2020.

Mr. Robert Bongiovanni reviewed the procedures to facilitate the conference call meeting. He noted that all meeting materials had been provided to the members prior to the meeting.

MINUTES APPROVAL:

On motion by Mr. Phelan, seconded by Mr. Notte, the Regular Meeting Minutes of May 13, 2020 were approved by the following vote:

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

REPORTS OF COMMITTEES:

FINANCE:

Mr. Kerwin noted that the Treasurer's Report had been forwarded to Board Members and the vouchers will be paid as presented. Mr. Bongiovanni reported that our auditor, Paul Cuva just informed us that they received the pension numbers yesterday from the State and they are working on completing the Authority Audit Report.

PURCHASING and PERSONNEL:

There were no Personnel Actions for the month of June.

PLANT OPERATIONS:

Mr. Schmidt noted the Operating Report was forwarded to the Board, reporting that flows for all entities are under their allocated flow due to the weather. Ernie DeGraw reported that the

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plant is running well under the current pandemic conditions and we are meeting permit and performing all required testing from the DEP.

PLANNING and EXPANSION:

Mr. Notte had nothing to report. Mr. R. Bongiovanni reported that there was a meeting regarding the Future Plant Improvements Study. Mr. Tom Bongiovanni reported that Mott MacDonald has presented many options for our current nitrate limits and potential nitrate limits. Our new draft permit has no nitrate limits, but there may be in the next permit cycle. The report provides options for upgrading the plant and should be issued as a draft soon.

CONSTRUCTION:

Mr. Verdonik noted the Construction Report sent to the Board. Mr. DeGraw reported that bids will be opened tomorrow for the finale site restoration for the headworks project and the transformer installation project is moving forward. Mr. Napolitano addressed the issues with the Deepavaal roof replacement project and the unfinished work that needs to be completed.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt had nothing to report. Mr. Napolitano noted that there have been many Executive Orders issued by the Governor and new legislation is expected to assist public entities that may experience budget shortfalls.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi had nothing to report.

EXECUTIVE DIRECTOR'S REPORT:

1. PVSC Agreement for Sludge Disposal

In anticipation of receiving a renewal of our agreement with PVSC we had authorized the renewal by resolution at our April 8, 2020 Board Meeting. On June 4, 2020 we received the renewal agreement from PVSC at the same price as the existing contract, \$46.00 per 1,000 gallons. Upon completion of our review we expect to execute this agreement which has a term of three (3) years.

2. Preliminary Draft Discharge Permit

On May 27, 2020 we received a preliminary draft of our NJPDES treatment plant discharge permit. The initial review calls for identification of factual mistakes. Our review should be completed this week. Most notable is the fact that nitrate limits have not been proposed in this recent draft renewal. However, future permit renewal cycles (generally every 5 years) may yet include nitrate limits. Also, we will be making comment on the proposed language that appears to revert to Capacity Assurance Plus (CAP) requirements applicable at 7.5 mgd instead of the 9.639 mgd that has been approved in the last two permit renewal cycles.

3. Increase in Bid Threshold

The Bid Threshold has been increased to \$44,000 effective July 1, 2020. We will be amending our Purchasing Policy to reflect the increase and authorizing its approval at our next Board Meeting on July 8, 2020.

4. Covid-19 (Update)

With the start of Stage 2 of the State's reopening plan as June 15th as announced by Governor Murphy, we are intending to implement our plan to restart full working shifts for TBSA employees as of June 21, 2020. A memo outlining the various safety measures and procedures that we are taking has been prepared by Ernie DeGraw and is attached for your information. As previously reported our staff is generally healthy and our facilities are operating fairly well.

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ENGINEER'S REPORT:

Mr. Scheri referred to the monthly Engineers Report provided to bring the members up-to-date on all on-going projects.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

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:

On motion by Mr. Schmidt, seconded by Mr. Campisi, Resolution #20-042, Authorize Amendments to Flexible Spending Account in Accordance with IRS Guidance Relating to COVID-19, was approved by the following vote:

VOTED AYE: VERDONIK, NOTTE, KERWIN, RUNFELDT, SCHMDIT, PHELAN, CAMPISI, VOORMAN

RESOLUTION #20-039

Authorize Amendments to Flexible Spending Account in Accordance with IRS Guidance Relating to COVID-19

WHEREAS, by previous resolution dated December 14, 2011, the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority") authorized a Flexible Spending Account Plan ("FSA") for its employees in accordance with Section 125 of the Internal Revenue Service Code; and

WHEREAS, IRS Regulations now permit the Authority to increase the annual carryover limit from \$500.00 to \$550.00 and to allow its employees to make a mid-year election change in 2020 to their Health FSA; and

WHEREAS, the Authority wishes to allow its employees to avail themselves to these proposed Plan revisions;


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

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1. The Authority's FSA Plan shall be amended to adopt these additional provisions.
2. The Executive Director is hereby authorized to execute all applicable documents and to implement this modification.

ATTEST:

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


David A. Runfeldt, Secretary
Dated: June 10, 2020


Robert A. Voorman, Chairman

On motion by Mr. Kerwin, seconded by Mr. Phelan, Resolution #20-043, Authorize Designation of the State of New Jersey Cash Management Fund as a Legal Depository for Authority Funds, was approved by the following vote:

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

RESOLUTION #20-043

Authorize Designation of the State of New Jersey Cash Management Fund as a Legal Depository for Authority Funds

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") desires to manage its investments so as to produce the greatest return consistent with the restrictions established by State law; and

WHEREAS, the Local Authorities Law and various State regulations require the Authority to designate the official depositories of its accounts; and


WHEREAS, the Authority desires to designate the State of New Jersey Cash Management Fund as a legal depository for Authority Funds;

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

1. The State of New Jersey Cash Management Fund is hereby designated an official depository of Authority Funds.
2. The Executive Director is authorized and directed to effectuate the terms of this resolution.

ATTEST:

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


David A. Runfeldt, Secretary
Dated: June 10, 2020


Robert A. Voorman, Chairman

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
June 10, 2020 **4:30 pm** **REGULAR MEETING**

On motion by Mr. Schmidt, seconded by Mr. Kerwin, Resolution #20-044, Payment of the Operating Vouchers, (copy attached) was approved by the following vote:

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

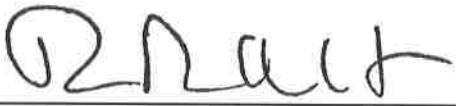
On motion by Mr. Schmidt, seconded by Mr. Verdonik, Resolution #20-045, Payment of the Construction Vouchers, (copy attached) was approved by the following vote:

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

Mr. Bongiovanni welcomed any comments or recommendations from the Board regarding the method of conducting the remote meetings. We are preparing for a Microsoft Teams video meeting for July. He also noted that we were looking for alternative venues which will better ensure social distancing for future in-person meetings.

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 4:49 p.m.



David A. Runfeldt, Secretary
Dated: June 10, 2020



Karen Napolitano, Recording Secretary

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TREASURER'S REPORT

Board Meeting 6/10/20

Period Ending May 31, 2020

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$13,593,103.43	
Operating Checking Account	90,001.12	
Payroll Checking Account	56,388.96	
Renewal & Replacement	<u>5,129,220.05</u>	\$18,868,713.56

CONSTRUCTION AND GENERAL

Construction Improvements	\$3,904,079.60	
General	<u>236,924.07</u>	<u>4,141,003.67</u>

TOTAL FUNDS MAY 31, 2020

\$23,009,717.23

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$213,166.62 *	
Payroll - Salaries & Wages	171,133.35	
- Benefits	38,909.88 *	
- Taxes	<u>12,628.78</u>	\$435,838.63

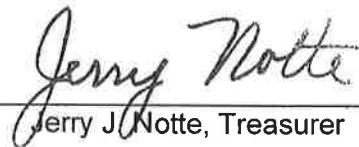
CONSTRUCTION

30,534.29 *

TOTAL EXPENDITURES FOR MAY 2020

\$466,372.92

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


Jerry J. Notte, Treasurer


Karen Napolitano, Secretary to the Board

OPERATING
RESOLUTION #20-044

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 #20894 through #20954 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

2020 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
ADP, Inc (Louisville)		20894	591.85	Payroll Processing	31.38
AGL Welding Supply Co.,Inc.		20895	90.32	Oxygen/Argon Tank Refill	51.31
Amazon		20896	947.88	Disposable Face Coverings/Emerg/(COVID-19)	51.44
American Express/RNB		20897	150.00	Annual Membership Fee	31.22
American Wear		20898	381.28	Uniforms	51.43
Applied Analytics, Inc.		20899	992.04	Process Indicator/Skimming Flow	51.31
Borough of Lincoln Park Water & Sewer		20900	218.85	Pumpstations (2/1-4/30/20)	51.14
Cleary Giacobbe Alfieri Jacobs, LLC		20901	1,603.00	General & Retainer/May'20	51.58
Costello's Hardware		20902	49.48	Tool Box/DPS/Control Pump/Operations	51.31
Costello's Hardware			156.97	Hand Sanitizer/Wipes	51.41
Costello's Hardware			37.78	Nozzle/Garden Hose/DPS	51.54
Dave Heiner Associates, Inc.		20903	13,044.80	Check Valves//2nd Stage RAS Pumps	61.10
Engineered Solutions Corp.		20904	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.			2,107.50	Comp Support/Operations	51.52
Engineered Solutions Corp.			5,505.00	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			2,200.00	Network Extension/Collection System	61.10
Engineered Solutions Corp.			312.50	Cybersecurity	6999
Fairfield Maintenance		20905	298.00	UST Inspection/May	51.65
FedEx		20906	13.07	Postage	31.34
Fisher Scientific		20907	383.71	Lab Supplies	51.42
Franklin Miller, Inc.		20908	5,529.00	Replace Gear Box/Dimminutor Grinder/CPS	61.10
Garden State Laboratories		20909	270.00	Chemical Anaylsis/Apr'20	51.65
Grainger, Inc.		20910	737.46	Varioius Shop Supplies/Lighting	51.31
Grainger, Inc.			63.60	Marine Grease/Shop Supplies	51.34
Grainger, Inc.			252.72	Liquid Hand Soap/Operations	51.41
Home Depot		20911	9.96	Disinfecting Wipes	51.41
Home Depot			29.91	Air Filters/Push Mower	51.54
JCI Jones Chemicals, Inc.		20912	2,518.40	Sodium Hypochlorite	51.23
Jersey Central Power&Light		20913	43,594.70	Plant	51.11
Jersey Central Power&Light			4,723.62	Pumpstations	51.12
Kroll Associates		20914	4,500.00	CyberDetect ER Endpoint	6999
Loraine Tuohy		20915	700.00	Retiree Health Benefits Jun'20	21.12R
Maxon Supplies LLC/ dba NJ Safety		20916	495.39	Gloves/Operations	51.44
McMaster-Carr Supply Co.		20917	120.40	Drilling Screws/Cable Ties/Shop Supplies	51.31
Michael E. Solla		20918	700.00	Retiree Health Benefits Jun'20	21.12R
Mott MacDonald Group, Inc.		20919	494.70	Operations	51.53
Mott MacDonald Group, Inc.		20920	1,850.00	Gen'l Consulting/May	51.53
Mott MacDonald Group, Inc.		20921	2,197.40	SPCC Plans	51.63
Mott MacDonald Group, Inc.		20922	2,326.26	IPP Services/Apr-May	51.63
Mott MacDonald Group, Inc.		20923	831.58	Intermediate Settling Tank	61.10
Mott MacDonald Group, Inc.		20924	1,745.01	Deepavaal Roof Replacement	61.10
Mott MacDonald Group, Inc.		20925	2,858.90	Unit Substations	61.10
Mott MacDonald Group, Inc.		20926	4,239.92	Medium Voltage Transformer	61.10
New Jersey Manufacturer's Ins. Co.		20927	6,771.00	Workers' Compensation	51.48
NJDEP/Annual Site Remediation		20928	1,430.00	Permit Fee/Soil/Groundwater	51.62
One Call Concepts		20929	75.50	One Call Messages/Apr'20	51.62
Optimum (Cablevision)		20930	180.38	Internet Service 5/16-6/15/20	31.35
Parker Publications		20931	58.97	Legal Notice/MM Contract	31.32
Passaic Valley Sewerage Commission		20932	29,440.00	Liquid Sludge Disposal 5/1-31/20	51.55D
Precision Electric Motor Works, Inc.		20933	1,985.00	Rehab/Impeller/SPS	51.33
Precision Electric Motor Works, Inc.		20934	22,765.00	Rebuild Pump#3/SPS	61.10
PSE&G		20935	533.78	Jane & Fairfield Roads	51.12
PSE&G		20936	878.31	Glenroy Road	51.12
R&D Trucking		20937	16,432.00	Sludge Removal 5/1-5/29/20	51.55H
Raritan Supply Company		20938	1,542.76	VIC Valves/Skimming Line	51.31
Roto-Rooter		20939	299.00	Uncloged Drain/Skimming	51.33

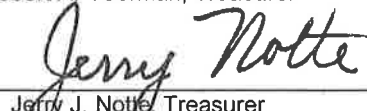
Sherwin Williams	20940	561.43	Paint/Operations	51.35
State of NJ/Pensions & Benefits/SHBP	20941	46,377.30	Health & Dental Benefits	21.12
TBSA/Karen Napolitano	20942	242.32	Admin & Plant Supplies	31.33
TBSA/Robert N. Bongiovanni	20943	180.08	Cell Phone 2/21-5/20/20	31.35
Unified Power	20944	5,998.00	Annual Maintenance/UPS	51.32
United Business Systems/TIAA	20945	528.00	Canon Copier/10 of 20 Quarterly Pymts	31.31
USA Blue Book	20946	136.13	Lab Supplies	51.42
USALCO Baltimore Plant, LLC	20947	6,123.18	Polyaluminum Chloride	51.25
Verizon	20948	242.01	Telephone 5/17-6/19/20	31.35
Verizon Wireless	20949	344.19	Modems (Apr-May)	31.37
W. B. Mason Co., Inc.	20950	262.37	Office Supplies	31.33
W. B. Mason Co., Inc.		119.35	Thumb & Flash Drives/USB Cables	51.52
Waste Mgmt. of New Jersey, Inc.	20951	1,993.19	8/10-Yd Dumpster/May-Jun	51.51
Water Environment Federation	20952	3,120.00	WEF Membership Renewals	31.22
Wayne Electrical Supply Company	20953	161.76	Various Parts/Shop Supplies	51.31
William Murphy	20954	700.00	Retiree Health Benefits Jun'20	21.12R
2020 BUDGET TOTAL		259,543.92		

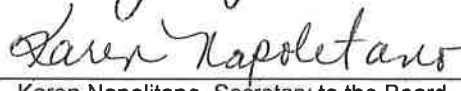
Finch Fuel Oil	40397	20840	(5,672.49)	Bookkeeping Correction	51.13
Finch Fuel Oil	40397	20840	572.73	Bookkeeping Correction	51.13
Engineered Solutions	40394	20837	(150.00)	Bookkeeping Correction	51.32
Engineered Solutions	40394	20837	2,670.00	Bookkeeping Correction	51.32
Engineered Solutions	40394	20837	(2,670.00)	Bookkeeping Correction	51.56
Engineered Solutions	40394	20837	1,312.50	Bookkeeping Correction	51.56
Engineered Solutions	40394	20837	100.00	Bookkeeping Correction	51.52

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 10, 2020.

Dated: June 10, 2020


Robert A. Voorman, Treasurer


Jerry J. Notte, Treasurer


Karen Napolitano, Secretary to the Board


CONSTRUCTION
RESOLUTION #20-045

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 #1020 through #1024 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.

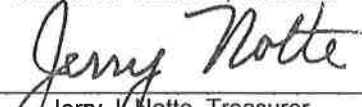
2020 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
BR Welding		1020	12,963.74	Odor Control Platform & Stairs/Headworks	84.24
Cleary Giacobbe Alfieri Jacobs, LLC		1021	92.50	Plant Improvements/May'20	84.41
Mott MacDonald Group, Inc.		1022	4,679.59	Future Plant Improvement/Nitrate Study	82.30
Mott MacDonald Group, Inc.		1023	504.72	TBSA Site Restoration	84.23
Mott MacDonald Group, Inc.		1024	2,628.46	Odor Control Platform	84.23
Mott MacDonald Group, Inc.			9,665.28	Proj. #1 Closeout Tasks/Eng Support	84.23
2020 BUDGET TOTAL			30,534.29		

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Dated: June 10, 2020



Robert A. Voorman, Treasurer



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