

PEQUANNOCK, LINCOLN PARK, AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
June 9, 2021

The regular meeting of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority was held on the above date. Most attended the hybrid meeting in-person while the virtual portion was conducted via Microsoft Teams. Chairman Voorman called the meeting to order at 4:30 p.m.

ROLL CALL

Members Present: David Runfeldt, Thomas Boorady, Raymond Verdonik, Arthur Schmidt, David Kohle, Jerry Notte, Anthony Campisi, Robert Voorman

Also Present: Robert Bongiovanni, Executive Director; Thomas Bongiovanni, Assistant Executive Director; Ernest DeGraw, Plant Superintendent, Brian Chewcaskie, 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/or municipal websites and by serving notice thereof to The Progress, Herald News, Record and Suburban Trends newspapers.

This meeting of The Pequannock, Lincoln Park and Fairfield Sewerage Authority is being held in person and remotely due to the COVID-19 pandemic and is in compliance with the provisions of Executive Orders 103 and 104; the Open Public Meetings Act; and N.J.A.C. 5:39-1.1 to 1.7. Notice of change to an in-person and remote meeting was published in the Progress on June 3, 2021, The Record, Herald News, and Suburban Trends on June 6, 2021, posted at the Authority's administration building, and on the Authority's website. These public notices include the dial and log-in information necessary to participate in the meeting remotely. The agenda for this meeting was made available on the Authority's website with the posting of the meeting notice. Members of the public wishing to comment during the public portion of the meeting may use Microsoft Teams audio, or click on the appropriate Microsoft Teams button to raise their hand. The Authority will address you by name or by the last 4 digits of your telephone number to state your comment. The Authority will unmute your microphone. You must state your name and address prior to making a public comment. You may also mute and unmute yourself by pressing the microphone icon on Microsoft Teams or by pressing *6 on your telephone keypad. The Authority will not accept comments made through the Microsoft Teams "chat" feature. Members of the public were also permitted to submit written comments prior to the meeting via mail or e-mail, which will be read during the public comment period. This meeting is being recorded.

MINUTES APPROVAL

Mr. Verdonik called for a motion to approve the Regular Meeting Minutes of May 12, 2021, seconded by Mr. Campisi.

AYES: Verdonik, Campisi, Runfeldt, Boorady, Schimdt, Kohle, Notte, Voorman

REPORTS OF COMMITTEES

FINANCE

Mr. Notte presented Treasurer's Report for the month of May (copy attached) along with 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 presented the personnel actions on the table. The Board opted to vote on the Personnel Actions in two parts, noting that a discussion would be held in closed session on the second part and a potential vote would be taken after returning to open session.

Mr. Campisi called for a motion to approve the first part of the Personnel Actions, seconded by Mr. Verdonik.

AYES: Campisi, Verdonik, Runfeldt, Boorady, Schmidt, Kohle, Notte, Voorman

Mr. T. Bongiovanni reported that two candidates have been interviewed for the open Engineer position and the matter will be discussed in closed session.

PLANT OPERATIONS

Mr. Schmidt referenced the Operating Report on the table. He noted that all participants are at or below their budgeted levels. Mr. DeGraw reported that everything in the plant is operating fine.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik noted the Construction Report on the table. Mr. DeGraw noted that both medium voltage transformers are installed and the voltage regulators are up and running. The main switch is being serviced later this month. Mr. T. Bongiovanni reported that the base scope of work on the interceptor sewer project will be largely completed by Friday. There are some additional items which need to be completed, including a change order to clean out the plant sewers as well as some additional work within the interceptor.

INSURANCE and LEGISLATIVE REVIEW

Mr. Kohle had nothing to report.

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt had nothing to report. Mr. Chewcaskie reported that the Local Finance Board just issued guidance on the American Recovery Act.

MANAGEMENT REPORT

Mr. T. Bongiovanni requested that the Board Member Questionnaire, on the table, be filled out and returned. He also noted that next month's meeting will be in person. If any members have concerns or questions, please let us know.

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 and permits.

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

Mr. T. Bongiovanni explained that the award of the sludge hauling contract was made following negotiations with the bidders after rejecting all bids on two prior occasions.

RESOLUTION #21-042: Authorize Award of Contract for Loading, Transport, and Delivery of Liquid Sewage Sludge

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority") advertised for bids for the Loading, Transport, and Delivery of Liquid Sewage Sludge; and

WHEREAS, on April 1, 2021 and May 4, 2021 bids were received; and

WHEREAS, on both occasions the bids were rejected for being unreasonable as to price; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5, the Authority may negotiate a contract after having twice rejected bids for being unreasonable as to price; and

WHEREAS, on May 12, 2021 the Authority authorized the Executive Director to negotiate a contract pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, negotiations were conducted with all interested contractors; and

WHEREAS, R & D Trucking, Inc. submitted the lowest negotiated price offered by a responsible contractor in the amount of \$0.0255 per gallon for the Loading, Transport, and Delivery of Liquid Sewage Sludge, which negotiated price is lower than the lowest rejected bid submitted on the second occasion by a responsible bidder and is a reasonable price for such services; 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 as follows:

1. The contract for the Loading, Transport, and Delivery of Liquid Sewage Sludge is hereby awarded to R & D Trucking, Inc. in the amount of \$0.0255 per gallon, which negotiated price is lower than the lowest rejected bid submitted on the second occasion by a responsible bidder and is a reasonable price for such services.

2. The Executive Director is hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this resolution.

MOTIONED BY: Mr. Notte; SECONDED BY: Mr. Schmidt

AYES: Notte, Schmidt, Runfeldt, Boorady, Verdonik, Kohle, Campisi, Voorman

Mr. DeGraw explained to the Board the need for the following engineering services.

RESOLUTION #21-043: Authorize Engineering Services for Electrical One-Line Diagram Updates & Switchgear SCADA Coordination

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), has need for engineering services for the Electrical One-Line Diagram Updates and Switchgear SCADA Coordination;

WHEREAS, the Authority's Engineer, Mott MacDonald (hereinafter "MM"), has submitted a proposal for engineering services dated April 30, 2021, which the Authority has determined will meet the needs of the Authority; and

WHEREAS, by Resolution dated February 10, 2021, the Authority awarded the General Consulting Engineer's Agreement (hereinafter the "Agreement") to MM; and

WHEREAS, the Agreement provides the Authority may request MM to do additional consulting services; and

WHEREAS, the Authority wishes to retain MM to provide additional engineering services for the Electrical One-Line Diagram Updates and Switchgear SCADA Coordination; 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 as follows:

1. Mott MacDonald is hereby authorized under its General Consulting Engineer's Agreement to provide additional engineering services for the Electrical One-Line Diagram Updates and Switchgear SCADA Coordination, in accordance with its April 30, 2021 proposal, in an amount not to exceed \$18,500.00.

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

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Campisi

AYES: Verdonik, Campisi, Runfeldt, Boorady, Schmidt, Kohle, Notte, Voorman

RESOLUTION #21-044: Authorize 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 as follows:

1. The sale of the surplus property shall be conducted online through Municibid pursuant to State Contract No.19-GNSV1-00696/T-2581, in accordance with the terms and conditions of the State Contract. The terms and conditions are available online at njstart.gov 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 a decommissioned, Gardner-Denver Electra-Screw Stationary Compressor.

4. 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.

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

MOTIONED BY: Mr. Schmidt; SECONDED BY: Mr. Verdonik

AYES: Schmidt, Verdonik, Runfeldt, Boorady, Kohle, Notte, Campisi, Voorman

RESOLUTION #21-045: Payment of Operating Vouchers (copy attached)

MOTIONED BY: Mr. Notte; SECONDED BY: Mr. Kohle

AYES: Notte, Kohle, Runfeldt, Boorady, Verdonik, Schmidt, Campisi, Voorman

RESOLUTION #21-046: Payment of the Construction Vouchers (copy attached)

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Kohle

AYES: Verdonik, Kohle, Runfeldt, Boorady, Schmidt, Notte, Campisi, Voorman

RESOLUTION #21-047: 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. Personnel Matters

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.

On motion by Mr. Schmidt, seconded by Mr. Verdonik, and all in favor, Closed Session was approved.

The meeting went into Closed Session at 4:46 p.m. and reconvened to the public at 4:54 p.m.

Mr. T. Bongiovanni requested a motion to extend an offer of employment to the recommended candidate for the Authority Engineer position.

MOTIONED BY: Mr. Campisi; SECONDED BY: Mr. Boorady

AYES: Campisi, Boorady, Runfeldt, Verdonik, Schmidt, Kohle, Notte, Voorman

ADJOURNMENT:

There being no further business to come before the Authority, on motion by Mr. Schmidt, seconded by Mr. Verdonik, and all in favor, the meeting was adjourned at 4:56 p.m.



David A. Runfeldt, Secretary

Dated: June 9, 2021



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 6/9/21

Period Ending May 31, 2021

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$14,724,575.48	
Operating Checking Account	39,123.65	
Payroll Checking Account	98,691.48	
Renewal & Replacement	<u>6,101,084.76</u>	\$20,963,475.37

CONSTRUCTION AND GENERAL

Construction Improvements	\$3,197,967.49	
General	<u>236,924.07</u>	<u>3,434,891.56</u>

TOTAL FUNDS MAY 31, 2021

\$24,398,366.93

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$583,288.45 *	
Payroll - Salaries & Wages	180,619.87	
- Benefits	37,409.62 *	
- Taxes	<u>13,257.79</u>	\$814,575.73

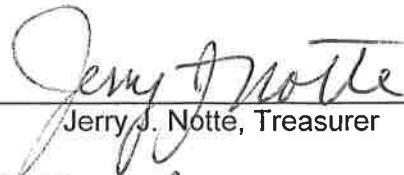
CONSTRUCTION

3,833.70 *

TOTAL EXPENDITURES FOR MAY 2021

\$818,409.43

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


Jerry J. Notte, Treasurer

 FOR
Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

June 9, 2021

Effective Date

Promotion:

Paul Fertek

Current Position:

New Position:

Employed:

Operator I:

Operator II

3.5 Years

2.5 Years

6/20/2021

OPERATING
RESOLUTION #21-045

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 #21831 through #21914 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.

2021 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Accurate Pest Control, Inc.		21831	89.17	Pest Control May'21	51.41
AGL Welding Supply Co.,Inc.		21832	625.00	Annual Tank Rentals	51.31
Allen Paper & Supply Co.		21833	858.24	Cleaning Supplies	51.41
Allied Construction Group, Inc.		21834	5,637.94	Pressure Filter Emergency Repairs	61.10
Amazon		21835	254.37	Rebuild Parts/Meter Chamber	51.31
American Wear		21836	359.05	Uniforms	51.43
Applied Analytics		21837	16,938.72	Repl/Mag Flowmeters/DPS Meters	61.10
Balco Industries, Inc.		21838	648.00	Gloves/Shop Supplies	51.44
Borough of Lincoln Park Water		21839	450.00	Two Bridges Hydrants (3/2-5/31)	51.14
C.J. Vanderbeck and Son, Inc.		21840	831.81	Repl/Rear Door Bearings/Pins/Plant Boiler #2	51.33
Clark Transmission Co.		21841	198.20	V-Belts/Shop Supplies	51.31
Cleary Giacobbe Alfieri Jacobs		21842	2,669.40	General & Retainer/Apr'21	51.58
Costello's Hardware		21843	83.63	Shop & Operations Supplies	51.31
Costello's Hardware			59.38	Weed Killer/Operations	51.54
Engineered Solutions Corp.		21844	866.88	Equipment Operations/Symantec	51.52
Engineered Solutions Corp.			4,394.25	Computer Support/Operations	51.52
Engineered Solutions Corp.			2,898.75	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			648.00	Rehab Pressure Filter #1	61.10
Engineered Solutions Corp.			3,890.25	Network Extension/Collection System	61.10
ESRI		21845	783.00	Annual Renewal/GIS Hosting (7/3/21-7/2/22)	51.52
Fairfield Maintenance Inc.		21846	310.00	Monthly UST Inspection/May'21	51.65
Fisher Scientific		21847	1,243.50	Lab Supplies	51.42
Garden State Laboratories		21848	230.00	Chemical Anaylsis/Apr'21	51.65
GFS Chemicals, Inc.		21849	117.02	Lab Supplies	51.42
Grainger, Inc.		21850	1,967.25	Parts/Tools/Shop Supplies & Pumpstations	51.31
Grainger, Inc.			71.25	Housekeeping Supplies	51.41
Grainger, Inc.			33.78	Mechanic Gloves/Shop Supplies	51.44
Hartford Steam Boiler		21851	630.00	Certification Fee/Boilers/Plant & Pumpstations	51.48
Hero's Salute Awards		21852	90.00	Door Signs/Admin	31.33
Home Depot		21852	203.92	Picnic Table/Operations	31.31
Home Depot			13.61	Bungee Cord/Tarp/Operations	51.31
Home Depot			81.22	Rollers/Brushes/Operations	51.35
Home Depot			1,067.99	Pressure Washer & Supplies	51.41
Jersey Central Power&Light		21854	4,466.32	Pumpstation Electric	51.12
Loraine Tuohey		21855	700.00	Retiree Health Benefits/Jun'21	21.12R
McMaster-Carr Supply Co.		21856	2,083.53	Parts/Shop Supplies & Headwork Gates	51.31
McMaster-Carr Supply Co.			295.81	Weed Killer	51.54
Michael E. Solla		21857	700.00	Retiree Health Benefits Jun'21	21.12R
Mott MacDonald Group, Inc.		21858	1,060.75	Operations Support/Task Order	51.53
Mott MacDonald Group, Inc.		21859	1,925.00	General Consulting/May'21	51.53
Mott MacDonald Group, Inc.		21860	1,012.50	Permit Assistance	51.63
Mott MacDonald Group, Inc.		21861	6,496.20	IPP Services/May'21	51.63
Mott MacDonald Group, Inc.		21862	1,751.82	Intermediate Settling Tanks	61.10
Mott MacDonald Group, Inc.		21863	3,336.50	Medium Voltage Transformer/Construction	61.10
Mott MacDonald Group, Inc.		21864	4,084.25	Force Main Alternative Study	61.10
Mott MacDonald Group, Inc.		21865	4,796.00	Unit Substations	61.10
Mott MacDonald Group, Inc.		21866	18,822.80	Interceptor Sewer Rehab	61.24
National Water Main Cleaning		21867	240,095.30	Interceptor Sewer System Rehab	61.24
Nestle Pure Life		21868	560.54	Water/May'21	51.14
New Jersey Manufacturers Ins.		21869	6,136.00	Workers Compensation	51.48
NJWEA, Registrar		21870	150.00	Employee Webinar Registrations	31.24
North Jersey Pump & Controls		21871	2,952.00	Repl/Starter Control Relay/PPS Pump#2	51.32

One Call Concepts	21872	110.82	One Call Messages/May'21	51.62
Optimum (Cablevision)	21873	181.13	Internet Service (5/16-6/15/21)	31.35
Passaic Valley Sewerage	21874	39,140.00	Liquid Sludge (5/1-5/31/21)	51.55D
Pitney Bowes Credit Corp.	21875	183.69	Postage Meter Lease/May-Jul'21	31.34
Pitney Bowes/Reserve Account	21876	500.00	Postage for Meter	31.34
Ploger Crane Service, Inc.	21877	800.00	Remove/Install Grinder/PPS	51.38
Power Place	21878	646.28	Parts & Service/Riding Mower	51.54
Primepoint, LLC	21879	234.70	Payroll Processing/May'21	31.38
PSE&G	21880	1,612.66	Jane & Fairfield Roads	51.12
PSE&G	21881	2,416.50	Glenroy Road	51.12
Quality Controls, Inc.	21882	479.56	Air Release Valves/PF #4	51.31
R&D Trucking	21883	21,424.00	Sludge Removal (5/1-5/31/21)	51.55H
Rachles/Michele's Oil Company	21884	2,679.74	No Lead Regular Gas	51.34
Raritan Supply Company	21885	2,251.44	Parts/Shop Supplies & Plant Sewer	51.31
Raritan Supply Company	21886	17,367.03	Gaskets/Check Valves/Plant Water Pump	61.10
Recchia Landscaping, Inc	21887	600.00	Lawn Service/Main Bldg. (5/11-18-25)	51.54
Recchia Landscaping, Inc	21888	1,724.43	Lawn Maintenance/May'21	51.54
Recorder Publishing Co., Inc.	21889	88.55	Legal Notice/Revised Board Meeting	31.32
Safety Gear Pro, Inc.	21890	136.80	Safety Rx Eyewear/JT	51.44
Samson Metal Service	21891	1,795.81	Parts/Piping/Shop Supplies	51.31
Sherwin Williams	21892	158.84	Paint/Operations	51.35
State of NJ/SHBP	21893	44,765.12	Health & Dental Benefits	21.12
TBSA/Petty Cash	21894	39.39	Mileage & Tolls/PO & Bank/Dejana	31.21
TBSA/Robert N. Bongiovanni	21895	194.68	Cell Phone/Feb-May'21	31.35
TBSA/Thomas Bongiovanni	21896	461.84	Cell Phone/Dec'20-May'21	31.35
Travis, Inc.	21897	9,739.24	Contract 2018-1 Unit Substation Maint.	61.10
Travis Inc.	21898	76,678.38	Contract 2019-4-Medium Voltage Transformer	61.10
United Business Systems	21899	528.00	Canon Copier Lease	31.31
United Cooling & Refrigeration	21900	1,901.50	Ser/Lab Wall Unit & HVAC #2	51.33
UPS	21901	79.45	Shipping Service	31.34
USA Blue Book	21902	858.06	Lab Supplies	51.42
USALCO Baltimore Plant	21903	6,693.05	Polyaluminum Chloride	51.25
Verizon	21904	745.19	Telephone 4/28-6/12/21	31.35
Verizon Wireless	21905	382.00	Modems (Apr-May)	31.37
Verner-Cadby Ford	21906	678.79	Service Maintenance/Ford F250	51.36
W. B. Mason Co., Inc.	21907	348.32	Office Supplies	31.33
Wallington Plumbing & Heating	21908	50.42	Parts/Shop Supplies	51.31
Waste Mgmt. of New Jersey	21909	551.28	8-Yd Dumpsters/Jun'21	51.51
Waste Mgmt. of New Jersey	21910	1,853.20	10-Yd Dumpster/Jun'21	51.51
Wayne Auto Supply	21911	8.82	Gasket Maker Tube/Shop Supplies	51.36
Wayne Electrical Supply	21912	1,016.96	Assorted Wire/Sludge Transfer Booth	51.31
William Murphy	21913	700.00	Retiree Health Benefits/Jun'21	21.12R
Willis of New Jersey, Inc.	21914	34,579.00	Insurance Renewal/Auto-Pymt #3	51.48

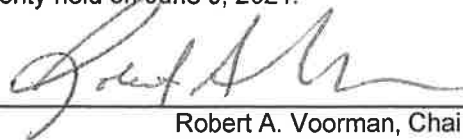
2021 BUDGET TOTAL

628,053.57

WEB Insurance Consultants	41043	21573	(2,750.00) Bookkeeping Correction	51.48
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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 9, 2021.

Dated: June 9, 2021



Robert A. Voorman, Chairman



Jerry J. Notte, Treasurer

 FOR

Karen Napolitano, Secretary to the Board

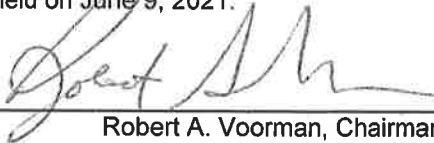
CONSTRUCTION
RESOLUTION #21-046

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 #1052 through #1053 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.


2021 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Engineered Solutions Corp.		1052	3,736.20	Controls Enhancements/Headworks	81.10
Mott MacDonald Group, Inc.		1053	97.50	Site Restoration	84.23
2021 BUDGET TOTAL			3,833.70		

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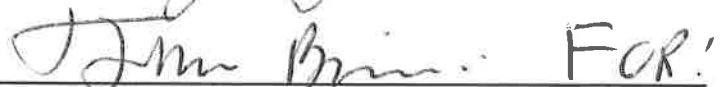
Dated: June 9, 2021



 Robert A. Voorman, Chairman



 Jerry J. Notte, Treasurer



 Karen Napolitano, Secretary to the Board