

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
June 8, 2022

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, June 8, 2022 at 4:30 p.m. in the Administration Building, 188 Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Voorman called the meeting to order at 4:33 p.m.

ROLL CALL

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

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent, Brian Carey, Assistant Authority Engineer; Lorraine Ciampa, Administrative Assistant; Victoria Holmes, Cleary Giacobbe; Kevin O'Brien, 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: May 18, 2022 (Regular Session)

Mr. Verdonik called for a motion to approve the Regular Meeting Minutes of May 18, 2022, seconded by Mr. Kohle.

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

ABSTAINED: Schmidt, Campisi

REPORTS OF COMMITTEES

FINANCE

Mr. Notte presented the Treasurer's Report for the month of June (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 presented the Personnel Actions for the month of June. Mr. DeGraw explained to the Board the staffing plans for the lab in light of Ms. Peteja's retirement. Mr. Campisi called for a motion to approve the Personnel Actions, seconded by Mr. Schmidt.

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

ABSENT: Notte

PLANT OPERATIONS

Mr. Schmidt referenced the Operating Report on the table. He reported that all flows are below the capacity allocations. Mr. DeGraw reported that two blades on the 1st stage aerator broke off. Maintenance made entry into the confined space and was able to reattach new blades as well as remove and reinstall a 40-year old drain valve which was clogged.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik had nothing to report. Mr. DeGraw reported there is a pre-construction meeting on June 9th for the Pressure Filter #2 Rehab Project. The anticipated start date is June 20th and likely to be completed within a month. Mr. Notte had a question regarding the project which Mr. Carey discussed.

INSURANCE and LEGISLATIVE REVIEW

Mr. Kohle had nothing to report. Ms. Holmes reported that the DEP will be issuing an emergency rule expanding flood hazard jurisdiction which would raise the base elevation flood levels by two feet in non-tidal areas. This would change the way future rainfall estimates are calculated for storm water best management practices. Mr. Boorady had further insight into the impacts of this bill and a discussion ensued.

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt had nothing to report.

MANAGEMENT REPORT

Mr. Bongiovanni reported on overall price increases which are affecting the Authority. The first item is energy, where the latest projection is a 50% increase for the treatment plant and 10-20% for the pump stations. The total dollar amount is approximately an additional \$350,000.00 a year in energy costs. The estimated price increases will begin to be realized in June. This may vary since we do not currently have a contract. We will be meeting with the Co-op in the near future to discuss re-bidding options. The second item is polyaluminum chloride that is used for phosphorus removal. The latest estimate from our current supplier estimates a 49% increase which equates to an additional \$70,000.00 a year. Lastly, our sludge hauler has recently requested an increase of 7% to cover their increased fuel costs, which is approximately \$17,000.00 in additional costs. The total of just these three items amounts to approximately \$437,000.00 which is a 4% increase over our \$11,000,000 budget.

Mr. Bongiovanni will be reaching out to the Service Agreement committee in the coming weeks in order to schedule the kick-off meeting.

ENGINEER'S REPORT

Mr. O'Brien 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

Mr. Boorady updated the Board on the bridge project. He reported that Lincoln Boulevard and Two Bridges Road will be closing for paving intermittently for up to two weeks. The Authority will need to take the necessary actions to allow emergency access to the back gate while the roads are closed. Mr. DeGraw suggested keeping a remote in a lockbox by the gate or leaving a remote at the Police Department. A discussion ensued.

Mr. Bongiovanni stated that due to the WEFTEC conference, he would like to request rescheduling the October Board Meeting. On motion by Mr. Voorman, seconded by Mr. Kohle, the October meeting was moved to October 19, 2022.

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

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:

RESOLUTION #22-027: Payment of Operating Vouchers (copy attached)

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

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

ADJOURNMENT:

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



David A. Runfeldt, Secretary

Dated: July 13, 2022



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 6/8/22

Period Ending May 31, 2022

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$14,850,533.13	
Operating Checking Account	47,089.48	
Payroll Checking Account	244,849.11	
Renewal & Replacement	<u>6,185,629.64</u>	\$21,328,101.36

CONSTRUCTION AND GENERAL

Construction Improvements	\$4,019,247.62	
General	<u>236,924.07</u>	<u>4,256,171.69</u>

TOTAL FUNDS MAY 31, 2022

\$25,584,273.05

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$258,093.19 *	
Payroll - Salaries & Wages	183,764.90	
- Benefits	39,241.80 *	
- Taxes	<u>13,519.40</u>	\$494,619.29

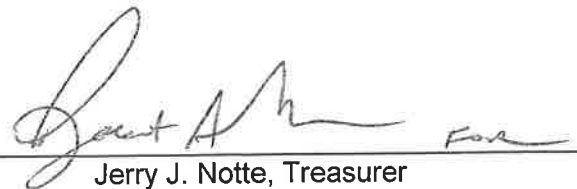
CONSTRUCTION

0.00 *

TOTAL EXPENDITURES FOR MAY 2022

\$494,619.29

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


Jerry J. Notte, Treasurer


Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

June 8, 2022

Increase in Job Responsibilities

Effective Date

Leonardo Menna	Employed:	20 Years
	Operator/Lab Tech/Process Coordinator:	6 Years

6/12/2022

OPERATING
RESOLUTION #22-027

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 #22812 through #xxxxx 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.

2022 BUDGET Payee	Check #	Voucher #	Amount	Description	Account
Accurate Pest Control, Inc.		22812	89.17	Pest Control/May'22	51.41
Allen Paper & Supply Co.		22813	1,115.54	Cleaning Supplies	51.41
American Wear		22814	487.45	Uniforms	51.43
Atlantic Health Sys-Chilton Med		22815	678.00	Pre-Placement Exam/Vaccines	51.64
Clark Transmission Co.		22816	81.90	Parts/Shop Supplies/DPS	51.31
Costello's Hardware		22817	293.31	Fans/Shelving Units/Operations	51.31
Costello's Hardware			16.17	Toilet Brush/Operations	51.41
Engineered Solutions Corp.		22818	408.79	Equip/Power PDF	51.52
Engineered Solutions Corp.			896.00	Symantec Software Renewal	51.52
Engineered Solutions Corp.			4,435.80	Computer Support/Operations	51.52
Engineered Solutions Corp.			4,383.00	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			1,716.00	Rehab Pressure Filter #2	61.10
Fisher Scientific		22819	977.83	Lab Supplies	51.42
Flow Assessment Services		22820	432.00	Police Traffic Control/M-13	51.56
Flow Assessment Services			2,350.00	Calibration & Reports Flow Meters (4)	51.56
Garden State Laboratories		22821	2,650.00	Chemical Analysis/Apr'22 & IPP Annual	51.65
Grainger, Inc.		22822	475.76	Shop Supplies	51.31
Grainger, Inc.			162.24	Grease Cartridges/UV PM	51.34
Grainger, Inc.			656.60	Boric Acid/Lab	51.42
Grainger, Inc.			414.87	Gloves/PPE Raingear	51.44
Home Depot		22823	65.91	Mold Remover/DPS	51.31
Jersey Central Power&Light		22824	13,630.78	Plant	51.11
Jersey Central Power&Light			6,623.47	Pumpstations	51.12
Lorraine Tuohey		22825	700.00	Retiree Health Benefits/Jun'22	21.12R
McMaster-Carr Supply Co.		22826	922.05	Shop Tools & Supplies	51.31
Michael Solla		22827	700.00	Retiree Health Benefits/Jun'22	21.12R
Mott MacDonald Group, Inc.		22828	2,000.00	General Consulting/May'22	51.53
Mott MacDonald Group, Inc.		22829	1,003.50	Operations Support	51.53
Mott MacDonald Group, Inc.			4,187.50	2nd Stage Isolation Work	51.53
Mott MacDonald Group, Inc.		22830	1,393.00	LSRP Services	51.63
Mott MacDonald Group, Inc.		22831	3,029.55	IPP Services 2022-2023	51.63
Mott MacDonald Group, Inc.		22832	1,176.00	Force Main Alternatives Study	61.10
Mott MacDonald Group, Inc.		22833	1,316.00	Solids Disposal Building Boiler	61.10
Mott MacDonald Group, Inc.		22834	2,045.25	Medium Voltage Transformers/Construction	61.10
New Jersey Manufacturers		22835	7,009.00	Workers Compensation	51.48
North Central Laboratories		22836	80.21	Lab Supplies	51.42
Omni Services, Inc.		22837	32.92	Parts/Pressure Washer	51.31
Optimum (Cablevision)		22838	180.60	Internet Service (5/16-6/15/22)	31.35
Passaic Valley Sewerage		22839	47,120.00	Liquid Sludge (5/1-5/31/22)	51.55D
Primepoint, LLC		22840	248.98	Payroll Processing/May'22	31.38
PSE&G		22841	1,692.12	Jane & Fairfield Roads	51.12
Pumping Services, Inc.		22842	70,706.35	Spare Jockey Pump/CPS	61.10
R&D Trucking		22843	1,846.61	Fuel Surcharge/May'22	51.55H
R&D Trucking		22844	25,296.00	Sludge Removal (5/1-5/31/22)	51.55H
Raritan Supply Company		22845	1,515.97	Asst'd Spools & Gaskets/Shop Supplies	51.31
Raritan Supply Company			1,980.46	Replace Post Hydrant	51.33

OPERATING
RESOLUTION #22-027

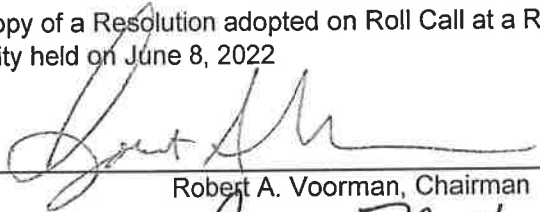
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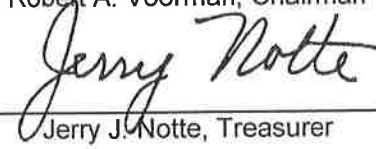
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Recchia Landscaping		22846	2,715.71	May Lawn Service/Replace Tree SPS	51.54
Robert N. Bongiovanni		22847	700.00	Retiree Health Benefits/May'22	21.12R
Seton		22848	87.40	Plant Labels/MCC 1-2	51.44
State of NJ/Pensions & Benefits		22849	46,612.42	Health & Dental Benefits	21.12
TBSA/Gerald DeBonte		22850	232.76	Mileage & Expenses/NJWEA Conf (5/9-5/11)	31.21
TBSA/Karen Napolitano		22851	181.95	Office Supplies/Admin	31.33
TBSA/Petty Cash		22852	12.87	Mileage/Bank	31.21
TBSA/Petty Cash			67.00	Food/DLP Retirement (5/25)	31.36
TBSA/Petty Cash			114.85	Food/Board Mtg (5/18)	31.36
Technical Components Co., Inc.		22853	1,576.11	AWWA Butterfly Valves/PF Eff	51.31
United Business Systems		22854	528.00	Canon Copier Lease	31.31
United Cooling & Refrigeration		22855	1,534.25	Replace Motor/Troubleshoot Board/HVAC	51.33
Verizon		22856	733.76	Telephone 5/13-6/27/22	31.35
W. B. Mason Co., Inc.		22857	576.68	Office Supplies	31.33
Wayne Electrical Supply		22858	202.46	Shop Supplies	51.31
William Murphy		22859	700.00	Retiree Health Benefits/Jun'22	21.12R
Willis of New Jersey, Inc.		22860	5,133.00	Public Officials Liability Insurance	31.15
Willis of New Jersey, Inc.			23,773.73	Renew/Package w/Auto Pym't #3	51.48
2022 BUDGET TOTAL			304,705.61		

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 8, 2022

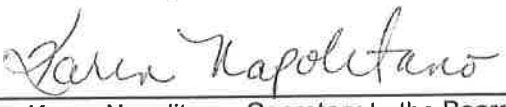
Dated: June 8, 2022



 Robert A. Voorman, Chairman



 Jerry J. Notte, Treasurer



 Karen Napolitano, Secretary to the Board