

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**MAY 17, 2017**                      **5:30 pm**                      **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, May 17, 2017 at 5:30 p.m. in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Kerwin called the meeting to order at 5:32 p.m.

**ROLL CALL:**

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

**ABSENT:** David Runfeldt (*arrived at 5:35*), Jerry Notte (*arrived at 5:48*), Anthony Campisi (*excused*)

**ALSO PRESENT:**

Cleary Giacobbe:            John Napolitano  
Mott MacDonald:          John Scheri  
Black & Veatch:           Stephen Hydro  
TBSA:                         Robert N. Bongiovanni, Ernest DeGraw, 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 mailing said notice and agenda to the following official newspapers:

THE CALDWELL PROGRESS  
NORTH JERSEY NEWSPAPERS (RECORD & HERALD)  
THE SUBURBAN TRENDS

**MINUTES APPROVAL:**

On motion by Mr. Verdonik, seconded by Mr. Schmidt, the Regular and Closed Session Meeting Minutes of April 12, 2017 were approved by the following vote:

**VOTED AYE:** VERDONIK, SCHMIDT, RUNFELDT, KERWIN

**ABSTAINED:** VOORMAN, PHELAN

**ABSENT:** NOTTE, CAMPISI

**REPORTS OF COMMITTEES:**

**FINANCE:**

Mr. Voorman presented the Treasurer's Report for the month of May (copy attached) along with the vouchers and the monthly financial reports for Mott MacDonald and Cleary Giacobbe.

**PURCHASING and PERSONNEL:**

At this time, Chairman Kerwin presented a plaque to Nick Stein, commemorating his accomplishment of "25 Years of Service" with the Authority. The Board congratulated Nick on this achievement.

Mr. Phelan presented the Personnel Actions for the month of May. On motion by Mr. Phelan, seconded by Mr. Verdonik, the Personnel Actions were approved by the following vote:

**VOTED AYE:** PHELAN, VERDONIK, VOORMAN, RUNFELDT, SCHMIDT, KERWIN

**ABSENT:** NOTTE, CAMPISI

Mr. DeGraw reported to the Board that at last week's NJWEA Conference, Mr. Bongiovanni was awarded the Water Environment Federation Lifetime Membership Award for his service, dedication and commitment to the industry. Mr. DeGraw also thanked the Board for allowing members of the staff to attend the conference.

**PLANT OPERATIONS:**

Mr. Schmidt had nothing to report.

**PLANNING and EXPANSION:**

Mr. Notte was absent.

**CONSTRUCTION:**

Mr. Verdonik noted the construction report on the table. He reported that Project 1 is 70% complete and Project 2 is 90% complete. Mr. DeGraw reported that Project 2 is progressing nicely, noting that the work has been focusing on the changing the sluice gates in the wet well. He anticipates going on complete bypass in June in order to put the new pumps in. He commended the construction staff on the high quality work.

**INSURANCE & LEGISLATIVE REVIEW:**

Mr. Runfeldt had nothing to report.

**LEGAL & PUBLIC RELATIONS:**

Mr. Campisi had nothing to report.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Bongiovanni had nothing to report.

**ENGINEER'S REPORT:**

Mr. Scheri 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:**

None

**CORRESPONDENCE:**

All members received copies of the correspondence prior to the meeting. The correspondence was reviewed and discussed. All correspondence is on file with the Authority Secretary.

**PUBLIC DISCUSSION:**

There was no public present.

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**MAY 17, 2017** **5:30 pm** **REGULAR MEETING**

**CHANGE ORDERS: Contract 2014-2, Contract Modification CM-005**

On motion by Mr. Phelan, seconded by Mr. Voorman, Resolution #17-034, Contract 2014-2, CM-005, as modified, was approved by the following vote:

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

**RESOLUTION #17-034**

**Contract 2014-1, Contract Modification CM-005**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority has entered into Contract 2014-2 with DeMaio Electrical Co., Inc. for Pumping Station Improvements; and


**WHEREAS**, the Project Engineer, Mott MacDonald, has reviewed and approved Contract Modification CM-005.

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that Contract Modification CM-005 is hereby approved as follows:

CM-005 - Increase in contract amount of \$47,005.51.

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

**ATTEST:**

  
Anthony G. Campisi, Jr., Secretary  
Dated: May 17, 2017

  
Raymond T. Kerwin, Chairman

**RESOLUTIONS:**

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #17-035, Authorize Engineering Services for CPS Jockey Pump Project, was approved by the following vote:

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

**RESOLUTION #17-035**

**Authorizing Engineering Services for Central Pump Station Jockey Pump Project**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), has need for Engineering Services for the Central Pump Station Jockey Pump Project; and

**WHEREAS**, the Authority's Engineer, Mott MacDonald (hereinafter "MM"), has submitted a proposal for professional services dated April 24, 2017, which the Authority has determined will meet the needs of the Authority; and

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**MAY 17, 2017** **5:30 pm** **REGULAR MEETING**

WHEREAS, by Resolution dated February 8, 2017, 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

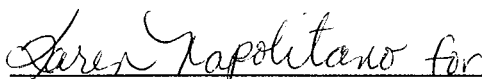
WHEREAS, the Authority wishes to retain MM to provide engineering services for the Jockey Pump Project;


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

1. Mott MacDonald is hereby retained under its General Consulting Engineer's Agreement to provide engineering services for the Jockey Pump Project in accordance with its April 24, 2017 proposal, in an amount not to exceed \$57,000.00.
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: May 17, 2017

  
Raymond T. Kerwin, Chairman

On motion by Mr. Voorman, seconded by Mr. Runfeldt, Resolution #17-036, Payment of the Operating Vouchers, was approved by the following vote (copy attached):

**VOTED AYE:** VOORMAN, RUNFELDT, VERDONIK, PHELAN, SCHMIDT, KERWIN

**ABSTAINED:** NOTTE

**ABSENT:** CAMPISI

Approval of payment of the Construction Vouchers was held until after Closed Session.

On motion by Mr. Schmidt, seconded by Mr. Phelan, and all in favor, Resolution #17-038, Closed Session was approved.

**RESOLUTION #17-038**

**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;

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

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

**ATTEST:**

Karen Napolitano for  
Anthony G. Campisi, Jr., Secretary  
Dated: May 17, 2017

Raymond T. Kerwin  
Raymond T. Kerwin, Chairman

The meeting went into Closed Session at 5:50 p.m. and was reconvened to the public at 6:22 p.m.

On motion by Mr. Verdonik, seconded by Mr. Phelan, Resolution #17-037, Payment of the Construction Vouchers (copy attached), was approved by the following vote:

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

**ADJOURNMENT:**

On motion by Mr. Schmidt, seconded by Mr. Phelan, and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 6:23 p.m.

Anthony G. Campisi, Jr. for  
Anthony G. Campisi, Jr., Secretary  
Dated: May 17, 2017

Karen Napolitano  
Karen Napolitano, Recording Secretary

**The Pequannock, Lincoln Park & Fairfield Sewerage Authority**

**PERSONNEL ACTIONS**

May 17, 2017

			<b><u>Increase</u></b>	<b><u>Effective Date</u></b>
<b><u>Commemorating 25 Years of Service</u></b>				
Nick Stein	Maintenance Foreman			
<b><u>Anniversary</u></b>				
Donna Lee Peteja	Employed:	25 Years	2.5%	5/15/2017
	Lab Manager:	13 Years		
Jason Tillery	Employed:	9 Years	2.5%	5/29/2017
	Lead Shift Operator:	1 Year		
<b><u>Job Description Approval:</u></b>				
Administrative Assistant				

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

**TREASURER'S REPORT**

Board Meeting 5/17/17

Period Ending April 30, 2017

**ACCOUNT BALANCES:**

**OPERATIONS AND ADMINISTRATION**

Revenue Account	\$8,216,717.25	
Operating Checking Account	\$42,582.91	
Payroll Checking Account	\$283,683.37	
Renewal & Replacement	<u>\$4,622,351.29</u>	\$13,165,334.82

**CONSTRUCTION AND GENERAL**

Construction Improvements	\$3,282,116.01	
General	<u>\$236,924.07</u>	<u>\$3,519,040.08</u>

<b>TOTAL FUNDS APRIL 30, 2017</b>		<u><u>\$16,684,374.90</u></u>
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**MONTHLY EXPENDITURES:**

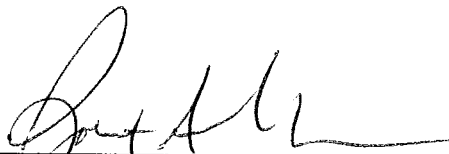
**OPERATIONS AND ADMINISTRATION**

Operating Bills	\$220,468.07 *	
Payroll - Salaries & Wages	163,554.07	
- Benefits	40,595.69 *	
- Taxes	<u>12,113.23</u>	\$436,731.06

<b>CONSTRUCTION</b>		<u>922,418.99 *</u>
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<b>TOTAL EXPENDITURES FOR APRIL 2017</b>		<u><u>\$1,359,150.05</u></u>
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\* Amount shown has not been deducted from above account balances.

  
Robert A. Voorman, Treasurer

  
Karen Napolitano, Secretary to the Board

OPERATING

RESOLUTION #17-036

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 #17945 through #18017 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.

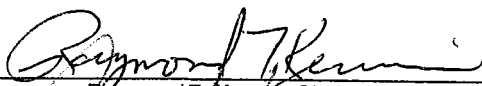
2017 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Accurate Pest Control, Inc.		17945	89.17	Pest Control/Apr'17	51.41
ADP, Inc (Louisville)		17946	278.51	Payroll Processing Chrg	31.38
All Jersey Garage Door		17947	3,200.00	Rpr/Maintenance Garage Door/Bay #2	51.33
Allen Paper & Supply Co.		17948	146.94	Cleaning Supplies	51.41
American Express/RNB		17949	10.00	EZ-Pass/Business Expenses	31.21
American Wear		17950	287.28	Uniforms	51.43
Applied Analytics, Inc.		17951	1,901.25	#2 of 4 Calib/Flow Meters (4/11/17)	51.56
Borough of Lincoln Park Water & Sewer		17952	1,014.34	Two Bridges Rd. (1/01-3/31/17)	51.14
Cablevision		17953	146.81	Internet Service (4/16-5/15/17)	31.35
Chas. F. Connolly Dist. Co., Inc.		17954	1,850.88	Seal Kit/O-Rings/Boiler Pumps	51.31
Cintas First Aid & Safety		17955	106.04	Re-Stock First Aid Kits	51.44
Clark Transmission Co.		17956	284.32	Pump Parts	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		17957	2,672.50	Ser/General & Retainer/Mar'17	51.58
Constellation NewEnergy, Inc.		17958	36,880.54	Plant (3/23-4/20/17)	51.11
Constellation NewEnergy, Inc.			3,237.66	Pumpstations (3/07-4/04/17)	51.12
Cooper Electric Supply Co.		17959	22.72	Battery/Shop Supplies	51.31
Costello's Hardware		17960	32.36	Door Holds/Shop Supplies	51.31
Costello's Hardware			8.98	Spray Paint & Primer	51.35
Engineered Solutions Corp.		17961	60.00	Monthly Off-Site Backup Storage (Apr-May)	51.52
Engineered Solutions Corp.			2,585.00	Comp Supp/Operations	51.52
Fairfield Maintenance Inc.		17962	273.00	Monthly UST Inspection/Apr'17	51.65
Finch Fuel Oil Co. Inc.		17963	10,729.84	Fuel Oil/Plant (4/18/17)	51.13
Fisher Scientific		17964	2,094.90	Lab Supplies	51.42
Fleet Pump & Service Group Inc.		17965	2,373.50	Wiper Canisters/Cleaner/UV	51.31
Garden State Laboratories		17966	142.00	Chemical Analysis	51.65
GenServe Inc.		17967	500.00	Ser/ATS PM/CPS & PPS	51.33
GovDeals		17968	903.75	Fee/Ford F250 Pickup w/Plow	4285
Grainger, Inc.		17969	1,704.27	Pts/Shop Supplies/Plant Lighting	51.31
Grainger, Inc.			338.17	Cleaning Supplies	51.41
Grainger, Inc.			276.80	Oxygen Sensor/Portable Gas Meter	51.44
Hach Company		17970	147.98	Lab Supplies	51.42
Hero's Salute Awards Company		17971	251.45	Plaque/N.Stein/25 yrs	31.33
Idexx Laboratories		17972	1,352.56	Lab Supplies	51.42
Interstate Waste Services		17973	2,512.23	Service/Mar-Apr'17	51.51
Jersey Central Power&Light		17974	15,926.02	Plant	51.11
Jersey Central Power&Light			6,777.98	Pumpstations	51.12
Maraziti Falcon, LLP		17975	528.00	NJPDES Permit - Mar'17	51.68
McMaster-Carr Supply Co.		17976	1,098.55	Pts/Shop & Plant Supplies	51.31
MGL Printing Solutions		17977	62.00	Checks/Manual Payroll	31.33
Michael E. Solla		17978	700.00	Retiree Health Benefits May'17	21.12R
Mott MacDonald Group, Inc.		17979	1,102.94	Intermediate Settling Tank	51.53
Mott MacDonald Group, Inc.		17980	1,650.00	Gen'l Consulting/Apr'17	51.53
Mott MacDonald Group, Inc.		17981	1,261.91	Central Access Chamber	51.53
Mott MacDonald Group, Inc.			3,887.42	WWTP Fuel Storage Tanks	51.53
Mott MacDonald Group, Inc.		17982	320.06	Permit Assistance	51.63
Mott MacDonald Group, Inc.		17983	1,801.12	Groundwater LSRP Service	51.63
Mott MacDonald Group, Inc.		17984	4,657.56	IPP Services/Apr'17	51.63
Mott MacDonald Group, Inc.		17985	10,657.19	Interceptor System Assess	61.24
New Jersey Manufacturers Ins. Co.		17986	6,034.33	Workers Comp/Pym't #5 of 11	51.48
NJDEP/Haz. Waste Compliance Fees		17987	30.00	Hazardous Waste Compliance Monitoring Fee	51.62
North Jersey Media Group Inc .		17988	126.15	PubNotice/Synopsis of Audit	31.32
One Call Concepts		17989	83.75	One Call Messages/Mar'17	51.62
Passaic Valley Sewerage Commission		17990	33,096.00	Liquid Sludge (3/16/17-4/15/17)	51.55D
PCA Engineering, Inc.		17991	625.00	Cathodice Protection Survey/USTs	51.65
Ploger Crane Service, Inc.		17992	875.00	Lift Equipment/Replacement 2nd Aerator#3	51.38
Progressive Business Publications		17993	118.56	Safety Publication	31.22

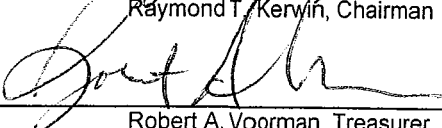


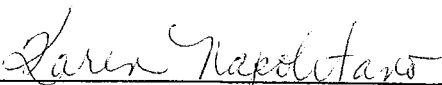
PSE&G	17994	154.43	PS/Jane Rd.	51.12
PSE&G	17995	909.50	PS/Fairfield Rd.	51.12
PSE&G	17996	1,024.26	PS/Glenroy Rd.	51.12
Pumping Services, Inc.	17997	700.00	Reprogram H&V Alarms/CPS&SPS	51.33
R & R Pump & Control Services, LLC	17998	3,800.00	Gear Box/2ndStg Aerator#3	51.33
R&D Trucking	17999	18,560.00	Sludge Removal (4/3-4/28/17)	51.55H
Raritan Supply Company	18000	1,152.00	Pts/Heat Circulator Pumps	51.31
Sherwin Williams	18001	11.29	Paint Brush	51.35
Skyline Environmental, Inc.	18002	7,625.00	Health & Safety Training/Mar-Apr'17	51.64
State of NJ/Pensions & Benefits/SHBP	18003	1,948.78	Dental Benefits	21.12
State of NJ/Pensions & Benefits/SHBP	18003	48,673.15	Health Benefits	21.12
Suburban Energy Services	18004	124.95	Propane/Forklift Tanks	51.31
TBSA/Arthur J. Schmidt	18005	108.30	Hotel/AEA Conference	31.21
TBSA/Hector Cadavid	18006	1,096.00	Course & Books/Intro Water & WW	31.24
TBSA/Karen Napolitano	18007	285.09	Office Supplies	31.33
TBSA/Patrick Tuohey	18008	121.79	Food/Construction Mtg (5/2)	51.47
TBSA/Petty Cash	18009	60.83	Mileage/D. Tresca/HerosSalute & 4/7 Seminar	31.21
TBSA/Petty Cash		22.98	Food/Kim's Baby Shower (4/3)	31.36
TBSA/Petty Cash		32.82	Food/J. Amos Exit Interview (4/13)	31.36
TBSA/Petty Cash		63.38	Reimbursement (4/1-5/6)	31.36
TBSA/Petty Cash		79.97	Food/Board Mtg (4/12)	31.36
The Home Depot	18010	138.65	Shop & Operations Supplies	51.31
The Home Depot		38.60	Brushes/Rollers	51.35
The Home Depot		71.69	Pest Repellent/Bait Traps	51.54
Unified Power	18011	3,958.40	Annual Maintenance/UPS	51.52
United Cooling & Refrigeration Inc.	18012	1,098.75	PM/Nov'16-Jan'17/Pym't 3 of 4	51.33
USA Blue Book	18013	207.59	Lab Supplies	51.42
USALCO Baltimore Plant, LLC	18014	4,794.34	Polyaluminum Chloride	51.25
Verizon	18015	631.87	Telephone 4/17	31.35
Verizon		2,228.12	Lease Lines 4/17	31.37
Wallington Plumbing & Heating Supply	18016	321.78	Pts/2nd Aerator/Waste Pump	51.31
Wayne Electrical Supply Company	18017	1,210.40	Pts/Shop Supplies/SPS	51.31
2017 BUDGET TOTAL		271,090.00		

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 May 17, 2017.

Dated: May 17, 2017

  
 Raymond T. Kerwin, Chairman

  
 Robert A. Voorman, Treasurer

  
 Karen Napolitano, Recording Secretary

CONSTRUCTION

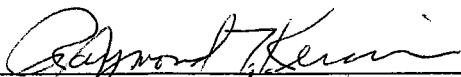
RESOLUTION #17-037

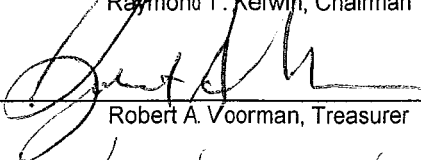
BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #0798 through #0802 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.


2017 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Black & Veatch		0798	86,215.72	Project#1/Construction Phase	84.23
Cleary Giacobbe Alfieri Jacobs, LLC		0799	573.50	Plant Improvements/Mar'17	84.41
DeMaio Electrical Co., Inc.		0800	140,048.86	Pym't #20/PPS Modifications	84.34
Mott MacDonald Group, Inc.		0801	12,472.65	Project #2/PS Construction	84.33
Worth and Company, Inc.		0802	683,108.26	WWTP Improvements/Pymt Estimate #24	84.24
2017 BUDGET TOTAL			922,418.99		

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 May 17, 2017.

Dated: May 17, 2017

  
 \_\_\_\_\_  
 Raymond T. Kerwin, Chairman

  
 \_\_\_\_\_  
 Robert A. Voorman, Treasurer

  
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 Karen Napolitano, Recording Secretary