

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
MAY 6, 2015 6:00 pm REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, May 6, 2015 at 6:00 p.m. in the evening, in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Notte called the meeting to order at 6:01 p.m.

ROLL CALL:

On roll call, the members present were: Arthur Schmidt, Richard Phelan, Anthony Campisi, Robert Voorman, Raymond Verdonik, Raymond Kerwin, Jerry Notte
ABSENT: David Runfeldt (*excused*)

Also Present:

Cleary Giacobbe Alfieri Jacobs: John Napolitano
Hatch Mott MacDonald: John Scheri
TBSA: Robert N. Bongiovanni
Michael Solla
Karen Napolitano

OPEN MEETING STATEMENT:

The following statement was read:

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. Phelan, seconded by Mr. Kerwin, the Minutes of the Meeting of April 8, 2015, were approved by the following vote:

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

ABSTAIN: VOORMAN

ABSENT: RUNFELDT

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 Hatch Mott MacDonald and Cleary Giacobbe Alfieri Jacobs. Mr. Voorman recommended payment of the vouchers as presented.

PURCHASING & PERSONNEL:

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

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

ABSENT: RUNFELDT

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
MAY 6, 2015 **6:00 pm** **REGULAR MEETING**

Mr. Bongiovanni reported that union negotiations have begun and that the Negotiating Committee needs to be appointed. Mr. Notte reappointed the same Board Members (Richard Phelan, Arthur Schmidt, Anthony Campisi) to the Committee as last year.

PLANT OPERATIONS:

Mr. Schmidt noted the Operating Report on the table and noted that the Authority has stopped treating for phosphorous approximately ten weeks ago and the phosphorous number is still under 1.0 ppm. The Authority will begin treating again in 2018 when the new permit is in force.

PLANNING & EXPANSION:

Mr. Kerwin had nothing to report.

CONSTRUCTION:

Mr. Verdonik reported that the construction trailers are being brought in and that construction will begin shortly. There has been a short delay on the plant improvement project due to insurance issues but the notice to proceed (NTP) has since been issued to Worth and Company. Worth will be providing an updated construction schedule at the June 2 Construction Meeting. The NTPs for both projects have been forwarded to the Office of the State Comptroller and the reporting to the OSC is now complete.

Mr. Solla discussed the upcoming request for a change order. Mr. Scheri explained that there is a need for a change in the sludge loading facility area to replace the temporary pumping and mixing area with a permanent one. The change order will also include improvements/changes to the Stage I effluent channel and gates and the replacement of two valves in the M-3 meter chamber and at the front gate. The additional cost of the change order has not yet been determined. Mr. Bongiovanni noted that these improvements have been on the Authority's agenda. All change orders must be approved by the DEP.

Mr. Solla noted that the escrow closing on the loan was April 13. The closing on the loan will be May 28, at which time the Authority can submit for reimbursement of the planning and design costs. The first debt service payment will be made in February 2016.

INSURANCE AND LEGISLATIVE REVIEW:

Mr. Runfeldt was absent.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi had nothing to report. Mr. Napolitano noted that the Lincoln Park Planning Board approved the Authority's application.

EXECUTIVE DIRECTOR'S REPORT:

1. **NJPDES Discharge Permit**

On April 20th, we received the Final NJPDES Discharge Permit from DEP. It was copied and distributed to Diane Alexander, HMM and TBSA staff for review and on May 1st we conducted a conference call to discuss our findings and next steps. While there do not appear to be any remaining major items of concern, there were 5 inconsistent items which need some kind of correction or clarification. We are attempting to get these latest inconsistencies corrected hopefully without initiating a formal permit appeal action. An extension to the 30-day time limit to file an appeal may also be requested.

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2. DEP Stakeholders Meeting on SWQS

On April 15th the DEP conducted a Stakeholders Meeting to address needed revisions to the New Jersey Surface Water Quality Standards (SWQS) which will expire in 2016. The need for revisions is driven by US EPA updated criteria in 3 areas: Bacterial Quality, Nutrient/Phosphorus, and Ammonia. The material from this meeting is currently being reviewed by the AEA NJPDES Permit Committee. The DEP is looking for our comments/recommendations.

3. FY 2015 Budget

DCA certification of our Amended FY 2015 Budget was sent to us on April 13, 2015.

4. Interceptor Lines Cleaning and Television Inspection

We are planning the next round of pipeline cleaning and television inspection. It has been over 10 years since our last project for this purpose. This work will be conducted in segments over several years beginning with our gravity lines in Fairfield. The PRBRSA has expressed an interest in joining us when we address the PRBRSA 36-inch interceptor (north and south portions) as we had previously done. *Mr. Bongiovanni noted that this does not address the issue with the force mains.*

ASSISTANT EXECUTIVE DIRECTOR'S REPORT:

Mr. Solla had no formal report but mentioned that at the WEF conference last year an automatic screen was being displayed. The Authority researched and subsequently purchased the screen and the staff is currently installing it. The screen will help reduce safety concerns and it should be up and running this week.

ENGINEER'S REPORT:

Mr. Scheri, of HMM, distributed copies of the monthly Engineers Report and brought the members up-to-date on all on-going projects. Discussion ensued regarding the ash lagoon closure.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

CORRESPONDENCE:

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

PUBLIC DISCUSSION:

None

RESOLUTIONS:

On motion by Mr. Voorman, seconded by Mr. Phelan, Resolution #15-066, Operating Vouchers Approval was approved by the following vote (copy attached):

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

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
MAY 6, 2015 **6:00 pm** **REGULAR MEETING**

On motion by Mr. Verdonik, seconded by Mr. Phelan, Resolution #15-034, Construction Vouchers Approval was approved by the following vote (copy attached):

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

On motion by Mr. Schmidt, seconded by Mr. Kerwin, and All in Favor, Resolution #15-035, Closed Session was approved.

RESOLUTION #14-033

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) Union Contract Negotiations

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:



Raymond T. Kerwin, Secretary
Dated: May 6, 2015



Jerry J. Notte, Chairman

The public portion of the meeting was adjourned at 6:43 p.m. to go into Closed Session. The meeting was reconvened to the public at 6:58 p.m.

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 6:59 p.m.



Raymond T. Kerwin, Secretary



Karen Napolitano, Recording Secretary

Dated: May 6, 2015

PEQUANNOCK, LINCOLN PARK AND
FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 5/6/15

Period Ending April 30, 2015

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Operating Checking Account	\$17,067.40	
Payroll Checking Account	\$161,124.25	
Revenue Accounts - TD Bank	\$5,870,935.12	
NJ Cash Management Fund	<u>\$0.00</u>	\$6,049,126.77

CONSTRUCTION

General	\$276,924.07	
Renewal & Replacement	\$3,034,635.55	
Construction Improvements	<u>\$1,046,903.49</u>	\$4,358,463.11

TOTAL FUNDS APRIL 30, 2015

\$10,407,589.88

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating - Bills, Benefits, etc.	\$304,268.45 *	
Payroll - Salaries & Wages (net)	\$97,546.70 **	
- Taxes	\$53,526.96 **	
- 3rd Party Payments	<u>\$21,898.12 **</u>	\$477,240.23

CONSTRUCTION

\$79,249.17 *


TOTAL EXPENDITURES FOR APRIL 2015

\$556,489.40

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

** Amount shown has been deducted from above account balances.


Richard Rhelan, Treasurer


Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

Date: May 6, 2015

Personnel Actions:

Increase Rate Effective

Anniversary:

Donna Lee Peteja	Employed: 23 years	2.5%	5/15/2015
Lab Manager - 11 years			

Promotions:

Thomas Vander Ploeg	Employed: 11.5 years	\$5,000.00	5/4/2015
Repairman II - 9.5 years			
to			
Repairman III			

OPERATING

RESOLUTION # 15-033

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 #16321 through #16393 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.

Payee	Ck #	Vou. #	Ck. Am't	Description	Acc't #
ADP, Inc (Louisville)		16321	401.92	Payroll Processing Chrg	a31.38
AGL Welding Supply Co.,Inc.		16322	1,079.00	Cylinder Lease Renewal/3 Yr.	a51.31
Allen Paper & Supply Co.		16323	2,122.39	Cleaning Supplies	a51.41
American Express/RNB		16324	56.00	Business Expenses	a31.21
American Express/RNB			79.00	NJBIA Seminar/M. Solla (4/10)	a31.24
AP/Certified Testing		16325	125.00	Field Test/Backflow Preventor	a51.65
Aqua Pro-Tech Laboratories		16326	537.00	Chemical Analysis/Rec'd 3/4-3/25/15	a51.65
Cablevision		16327	144.90	Internet Service 4/16-5/15/15	a31.35
Champion Uniform Supply, Inc.		16328	425.35	Uniforms	a51.43
Cleary Giacobbe Alfieri & Jacobs LLC		16329	992.50	Ser/Gen'l & Retainer thru Mar'15	a51.58
CNA		16330	80.00	Insp/Pressure Vessels/Plant	a51.48
Complete Hydraulic Works, Inc.		16331	1,583.86	Rpr/Cylinders/PF#3&4	a51.33
CY Drake Locksmiths, Inc.		16332	1,459.12	LCN Door Closures/Keys	a51.31
Daily Record		16333	55.68	Special Mtg/Lincoln Park Planning Board	a31.32
Electronic Drives and Controls		16334	111.35	Rep/Display Unit/VFD#2/CPS	a51.32
Engineered Solutions Corp.		16335	165.55	External Hard Drive/Camera Server	a51.52
Engineered Solutions Corp.			1,300.00	Comp Supp/Operations	a51.52
Fairfield Maintenance Inc.		16336	260.00	Monthly UST Inspections/March	a51.65
Federal Licensing Inc.		16337	110.00	Renew/FCC License Call Sign WSB799	a51.61
FedEx		16338	208.54	Postage	a31.34
Fisher Scientific		16339	3,204.70	Lab Supplies	a51.42
Grainger, Inc.		16340	2,722.64	Pts/Shop Supplies/Grinder Pump	a51.31
Grainger, Inc.			343.68	Lab Supplies	a51.42
Grainger, Inc.		16341	3,133.80	Indoor Dispensing Dolly/Oil Storage	a51.31
GT Drilling, LLC		16342	525.00	Core Holes/Roto-Sieve Install	a51.33
Hatch Mott MacDonald		16343	1,008.85	GF Module Replacement	a51.53
Hatch Mott MacDonald		16344	500.49	Ash Lagoon Closure Assist	a51.63
Hatch Mott MacDonald		16345	1,702.14	IPP Services/Mar'15	a51.63
Idexx Laboratories		16346	5,254.77	Sealer System & 4yr Warranty/Lab	a51.42
Interstate Waste Services		16347	2,369.68	Service/Mar & Apr'15	a51.51
JCI Jones Chemicals		16348	2,199.12	Sodium Hypochlorite	a51.23
Jersey Central Power&Light		16349	64,065.19	Plant	a51.11
Jersey Central Power&Light			6,562.29	PS'	a51.12
Maresca Lumber		16350	335.60	Plywood/Shelving	a51.31
McMaster-Carr Supply Co.		16351	2,156.77	Pts/Shop Supplies/1st Stg&WAS Pumps	a51.31
MKG Sales Associates, Inc.		16352	1,174.00	Cleaning Supplies/Operations	a51.41
Municipal Maintenance Co. Inc.		16353	1,348.13	Emer Rpr/Install GateChain/IntermedTank#2	a61.10
Neozyme International, Inc.		16354	12,507.00	EcoCatalyst/Degreaser/DPS Wetwell	a51.21
Nestle Pure Life		16355	280.62	Water/Mar'15	a51.14
New Jersey Manufacturers Ins. Co.		16356	6,763.92	W.Comp/Pym't #5 of 11	a51.48
NJDEP/Environmental Lab Certification		16357	1,915.00	Lab Certification Fee	a51.62
NJDEP/Hazardous Waste Compl. Fees		16358	30.00	HazWaste Compliance Monitoring Fee	a51.62
NJWEA, Registrar		16359	2,111.00	Regist/9 Employees/Annual Conference	a31.24
North Jersey Copy & Techni-Graphics		16360	72.20	Scan to File/Sewerage Systems Dwgs.	a31.33
Oakstone Publishing, LLC		16361	253.80	Annual Subscription thru 5/31/16	a31.22
One Call Concepts		16362	73.58	One Call Messages/Mar'15	a51.62
Passaic Valley Sewerage Commission		16363	45,720.00	Liquid Sludge 3/16-4/15/15	a51.55D
Power Place		16364	192.28	Pts/Landscaping Equipment	a51.54
Precision Electric Motor Works, Inc.		16365	428.00	2 HP Motor/Exhaust Fan Rpr	a51.31
PSE&G		16366	1,906.71	PS/Jane Rd.	a51.12
PSE&G		16367	2,251.88	PS/Fairfield Rd.	a51.12

R & R Pump & Control Services, LLC	16368	3,345.00	SCADA Control Panel/Thickener Pumps	a51.33s
R&D Trucking	16369	32,886.00	Sludge Removal 3/23-4/30/15	a51.55H
Rentals Unlimited Inc.	16370	105.00	Rental/Jackhammer/PumpBaseSkimmings	a51.38
Ritec	16371	7,340.00	Install/Start Up Deragger/Pump #3	a61.10
SH Technical Services, Inc.	16372	612.74	Svc Call/Lab Humidifier	a51.42
Sherwin Williams	16373	327.54	Paint Supplies	a51.35
Skyline Environmental, Inc.	16374	890.00	Safety & Health Issues	a51.64
State of NJ/Pensions & Benefits(Dental)	16375	2,036.17	Dental Insurance	a21.12
State of NJ/Pensions & Benefits(Health)		49,570.64	Health Benefits	a21.12
TBSA/Jason Tillery	16376	50.00	Enroll/Oper&Maint of WW Collection Systems	a31.24
TBSA/Karen Napolitano	16377	95.13	Mileage/AEA HR Meeting (4/24/15)	a31.21
TBSA/Karen Napolitano		172.17	Admin & Board Mtg Supplies	a31.36
TBSA/Michael Solla	16378	273.45	Airfare/WEFTEC	a31.21
TBSA/Michael Solla		200.22	Cell Phone (1/27-4/21)	a31.35
TBSA/Michael Solla		463.30	Apple Iphone 6	a31.35
TBSA/Petty Cash	16379	47.05	Reimburse (4/1-4/30/15)	a31.36
TBSA/Petty Cash		86.72	Food/TBSA Staff (4/17)	a31.36
TBSA/Petty Cash		89.74	Food/Board Meeting (4/8)	a31.36
TBSA/Petty Cash		73.88	Food/Construction Meeting (4/28)	a51.47
TBSA/William VanHouten	16380	1,031.00	Intro to Wastewater	a31.24
Tek-Sales Inc.	16381	12,847.74	Combination Air Valves/Pressure Filters	a61.10
The Home Depot	16382	210.71	Shop & Operations Supplies	a51.31
Township of Fairfield	16383	160.50	PS'/Water (1/1-4/1/15)	a51.14
TRI-DIM Filter Corp.	16384	322.56	Filters/HVAC PM	a51.31
Turtle & Hughes	16385	645.00	Clamps/Lighting	a51.31
United Cooling & Refrigeration Inc.	16386	1,098.75	PM/Feb-Apr'15/Pynt 4 of 4	a51.33
UPS	16387	15.96	Shipping Service	a31.34
VanGuard Cleaning Systems	16388	323.00	Cleaning Service/May'15	a51.41
Verizon	16389	608.71	Telephones 4/15	a31.35
Verizon		2,025.80	Lease Lines 4/15	a31.37
W.B. Mason Co., Inc.	16390	413.42	Office Supplies	a31.33
Wallington Plumbing & Heating Supply	16391	744.98	Shop Supplies/Hot Water Heater	a51.31
Wayne Auto Supply	16392	228.19	Shop Supplies/Battery PPS Generator	a51.31
Wayne Electrical Supply Company	16393	517.38	Pts/Shop Supplies	a51.31

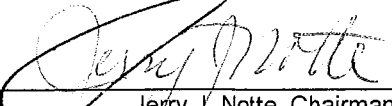
TOTAL 2015 BUDGET

304,268.45


ADP, Inc.	35788	16107	-255.00	Bookkeeping Correction	a31.38
ADP, Inc.	35788	16107	255.00	Bookkeeping Correction	a31.24

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 6, 2015.

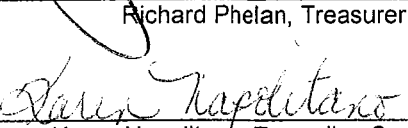
Dated: May 6, 2015



 Jerry J. Notte, Chairman



 Richard Phelan, Treasurer



 Karen Napolitano, Recording Secretary

CONSTRUCTION FUND

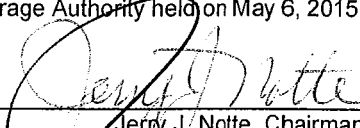
RESOLUTION # 15-034

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 Vouchers #0681 through #0683 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.


Payee	Ck#	Vou. #	Ck. Am't	Description	Acc't #
Black & Veatch		0681	3,584.70	Project#1/Design Phase	a84.21
Black & Veatch			54,080.86	Project#1/Construction Phase	a84.23
Cleary Giacobbe Alfieri & Jacobs LLC		0682	6,863.50	Plant Improvements/Mar'15	a84.41
Hatch Mott MacDonald		0683	14,720.11	Project #2/PS' Construction	a84.33
TOTAL 2015 BUDGET			79,249.17		
Black & Veatch	3737	0668	-32,483.53	Bookkeeping Correction	a84.23
Black & Veatch	3737	0668	5,367.88	Bookkeeping Correction	a84.21
Black & Veatch	3737	0668	27,115.65	Bookkeeping Correction	a84.23

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Dated: May 6, 2015



 Jerry J. Notte, Chairman



 Richard Phelan, Treasurer



 Karen Napolitano, Recording Secretary