

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**REGULAR MEETING MINUTES**  
**May 12, 2021**

The regular meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority held on the above date. Most attended the hybrid meeting in-person while the virtual portion was conducted via Microsoft Teams. Executive Director R. Bongiovanni 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: Robert Bongiovanni, Executive Director; Thomas Bongiovanni, Assistant Executive Director; Ernest DeGraw, Plant Superintendent, Karen Napolitano, Secretary to the Board; Lorraine Ciampa, Administrative Assistant; John Napolitano, 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 Record, Herald News, and Suburban Trends on May 9, 2021, posted at the Authority's administration building, and posted on the Authority's website. The 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 April 14, 2021, seconded by Mr. Kohle.

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

ABSTAINED: Notte

**REPORTS OF COMMITTEES**

**FINANCE**

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

### **PURCHASING and PERSONNEL**

Mr. Campisi had nothing to report. Mr. R. Bongiovanni presented the personnel actions for the month of May. Mr. Verdonik called for a motion to approve the Personnel Actions, seconded by Mr. Schmidt.

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

### **PLANT OPERATIONS**

Mr. Schmidt referenced the Operating Report on the table. He noted that each participant's flows are below their allocation. Mr. DeGraw reported that Pressure Filter #1 is back on line and functioning properly.

### **PLANNING and EXPANSION**

Mr. Boorady had nothing to report.

### **CONSTRUCTION**

Mr. Verdonik noted the Construction Report on the table. Mr. DeGraw reported on the Medium Voltage Transformer installation project, noting that the plant is now running off of one newly-installed transformer. The concrete was poured, and the contractor will be able install the second transformer within the next two weeks.

### **INSURANCE and LEGISLATIVE REVIEW**

Mr. Kohle had nothing to report. Mr. Napolitano reported that the State has received federal money for infrastructure improvements, including sewer improvements. Procedures for distribution of these funds have not yet been determined.

### **LEGAL and PUBLIC RELATIONS**

Mr. Runfeldt had nothing to report.

### **MANAGEMENT REPORT**

Mr. T. Bongiovanni mentioned that the conference room has been reconfigured so that we can resume the meetings there next month. Mr. R. Bongiovanni reminded the Board that he will be retiring effective August 1, 2021.

### **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.

### **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**

### **RESOLUTION #21-037: Authorize Appointment of Qualified Purchasing Agent**

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that the governing body of any contracting unit may designate and employ as the Qualified Purchasing Agent for the contracting unit who possesses a Qualified Purchasing Agent certificate; and

**WHEREAS**, the Pequannock, Lincoln Park, and Fairfield Sewerage Authority desires to appoint Karen E. Napolitano who has a valid Qualified Purchasing Agent certificate and meets the statutory qualifications to hold the position Qualified Purchasing Agent; and

**WHEREAS**, Karen E. Napolitano possesses the designation of Qualified Purchasing Agent, as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

**WHEREAS**, the Pequannock, Lincoln Park, Fairfield Sewerage Authority wishes to appoint Karen E. Napolitano as Qualified Purchasing Agent;

**NOW, THEREFORE**, Be It Resolved, by the Pequannock, Lincoln Park, and Fairfield, Sewerage Authority, in the County of Morris, in the State of New Jersey, as follows:

1. Karen E. Napolitano is hereby appointed as the Qualified Purchasing Agent for the Pequannock, Lincoln Park, and Fairfield Sewerage Authority and is authorized to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility and accountability of the purchasing activity of the contracting unit.

2. The Executive Director is hereby authorized and directed to forward a certified copy of this resolution and a copy of Karen E. Napolitano's certification to the Director of the Division of Local Government Services.

### **CERTIFICATION**

I hereby certify that the foregoing Resolution was adopted by The Pequannock, Lincoln Park, and Fairfield Sewerage Authority at the meeting held on Wednesday, May 12, 2021.

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Robert N. Bongiovanni, Executive Director

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

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

### **RESOLUTION #21-038: Designate Appointment of Custodian of Government Records**

**WHEREAS**, the Legislature has amended the Right to Know Act to require the Authority to designate a custodian of its records; and

**WHEREAS**, the Authority wishes to designate Diane Tresca as the custodian of the records for purposes of the Statute; and

**WHEREAS**, in Diane Tresca's absence, her designee shall assume those responsibilities;

**NOW THEREFORE**, Be It Resolved by the members of the Pequannock, Lincoln Park and Fairfield Sewerage Authority the following:

1. Diane Tresca is designated as the custodian of government records in accordance with the New Jersey Right to Know Act, N.J.S.A.47:1A, et seq.

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

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

**RESOLUTION #21-039: Authorize Rejection of Bids for Loading, Transport, and Delivery of Liquid Sewage Sludge**

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

**WHEREAS**, on May 4, 2021 the Authority received three (3) bids; and

**WHEREAS**, the Authority Counsel, Cleary, Giacobbe, Alfieri & Jacobs has recommended rejecting the low bid submitted by R&D Trucking due to a fatal defect with R&D's bid bond; and

**WHEREAS**, the remaining bids substantially exceed the Authority's estimated cost for the contract; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-13.2(a), the Authority may reject all bids when the lowest bid substantially exceeds the cost estimates for the goods and services; and

**WHEREAS**, the Authority will have twice rejected the bids for this contract 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.

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

1. The bid of R&D Trucking, Inc. is hereby rejected as non-responsive.
2. The remaining bids substantially exceed the Authority's cost estimates for the contract and are rejected in accordance with N.J.S.A. 40A:11-13.2(a).
3. The Executive Director is hereby authorized to negotiate a contract for the Loading, Transporting and Delivery of Liquid Sewage Sludge in accordance with N.J.S.A. 40A:11-5.

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

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

**RESOLUTION #21-040: Payment of Operating Vouchers (copy attached)**

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

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

**RESOLUTION #21-041: Payment of the Construction Vouchers (copy attached)**

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

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

**ADJOURNMENT:**

There being no further business to come before the Authority, on motion by Mr. Schmidt, seconded by Mr. Notte, and all in favor, the meeting was adjourned at 4:49 p.m.



David A. Runfeldt, Secretary

Dated: May 12, 2021



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

**TREASURER'S REPORT**

Board Meeting 5/10/21

Period Ending April 30, 2021

**ACCOUNT BALANCES:**

**OPERATIONS AND ADMINISTRATION**

Revenue Account	\$12,495,630.60	
Operating Checking Account	36,160.78	
Payroll Checking Account	69,271.45	
Renewal & Replacement	<u>6,101,084.76</u>	\$18,702,147.59

**CONSTRUCTION AND GENERAL**

Construction Improvements	\$3,199,662.49	
General	<u>236,924.07</u>	<u>3,436,586.56</u>

<b>TOTAL FUNDS APRIL 30, 2021</b>		<u><u>\$22,138,734.15</u></u>
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**MONTHLY EXPENDITURES:**

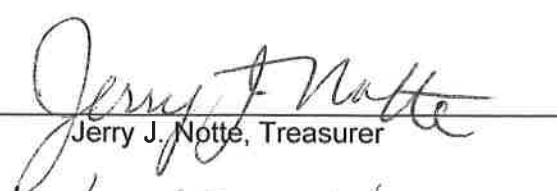
**OPERATIONS AND ADMINISTRATION**

Operating Bills	\$449,133.84 *	
Payroll - Salaries & Wages	177,158.62	
- Benefits	37,409.62 *	
- Taxes	<u>13,108.31</u>	\$676,810.39

<b>CONSTRUCTION</b>		<u>1,695.00 *</u>
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<b>TOTAL EXPENDITURES FOR APRIL 2021</b>		<u><u>\$678,505.39</u></u>
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\* Amount shown has not been deducted from above account balances.

  
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 Jerry J. Notte, Treasurer

  
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 Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

May 12, 2021

Effective Date

Promotion:

Diane Tresca	Employed:	15.5 Years	5/17/2021
Current Position:	P/R Administrator/Accounting Asst.	4.5 Years	
New Position:	HR Coordinator/Finance Asst.		
Lorraine Ciampa	Employed:	3.5 Years	5/17/2021
Current Position:	Administrative Assistant	3.5 Years	
New Position:	Accounts Payable/Admin. Asst.		

OPERATING  
RESOLUTION #21-040

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 #21748 through #21830 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.		21748	89.17	Pest Control/Apr'21	51.41
AGL Welding Supply Co., Inc.		21749	153.27	Oxygen/Acetylene Tank Refill	51.31
Allen Paper & Supply Co.		21750	117.21	Cleaning Supplies	51.41
American Wear		21751	287.24	Uniforms	51.43
Applied Analytics, Inc.		21752	4,489.84	Spare Parts/Pressure Filter	61.10
Borough of Lincoln Park Water & Sewer		21753	225.42	Pumpstations Water	51.14
BR Welding		21754	27,837.06	Intermediate Settling Tank Rehab	61.10
Cleary Giacobbe Alfieri Jacobs, LLC		21755	1,888.00	General & Retainer/Mar'21	51.58
Complete Hydraulic Works, Inc.		21756	296.00	Rebuilt Actuator/Spray Water/PF 1 & 2	51.33
Cooper Electric Supply Co.		21757	177.40	Ballasts/Shop Supplies	51.31
Costello's Hardware		21758	48.53	Shop Supplies	51.31
ENGIE Power & Gas LLC		21759	34,457.68	Plant Electric (3/20-4/20/21)	51.11
Engineered Solutions Corp.		21760	5,272.60	Conference Room Video Equipment	31.31
Engineered Solutions Corp.			868.75	Equipment/Operations	51.52
Engineered Solutions Corp.			6,585.75	Computer Support/Operations	51.52
Engineered Solutions Corp.			1,386.00	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			643.50	Network Extension/Collection System	61.10
F.W. Webb Company		21761	166.35	CPVC Parts/Shop Supplies	51.31
Fairfield Maintenance Inc.		21762	310.00	Monthly UST Inspection/Apr'21	51.65
Finch Fuel Oil Co. Inc.		21763	20,016.03	Fuel Oil/Plant	51.13
Fisher Scientific		21764	2,544.76	Lab Supplies	51.42
Garden State Laboratories		21765	3,300.00	Chemical Analysis/Well Sampling/Mar'21	51.65
Grainger, Inc.		21766	764.78	Parts/Bulbs/Cartridges/Shop & Plant Supplies	51.31
Grainger, Inc.			636.87	Gloves/Emergency Lights/Operations & Plant	51.44
Hach Company		21767	217.26	Lab Supplies	51.42
Home Depot		21768	380.19	Laundry Tub/Hot Water Heater/Sludge Transfer	51.31
Home Depot			39.94	Trimmer Head/Operations	51.54
Infrastructure Repair Service, LLC		21769	2,000.00	Seal Drywall Leak/CPS Drain Pipe	51.33
Jersey Central Power&Light		21770	12,547.79	Plant Electric	51.11
Jersey Central Power&Light			5,531.68	Pumpstations Electric	51.12
Kaman Automation, Inc.		21771	1,558.67	Spare Processors/Pumpstation PLC	51.31
Lorraine Tuohy		21772	700.00	Retiree Health Benefits/May'21	21.12R
Maxon Supplies LLC/ dba NJ Safety		21773	842.40	Gloves/Operations	51.44
McMaster-Carr Supply Co.		21774	201.59	Pipe Fittings/Screws/Shop Supplies	51.31
Michael E. Solla		21775	700.00	Retiree Health Benefits/May'21	21.12R
Mott MacDonald Group, Inc.		21776	1,925.00	General Consulting/Apr'21	51.53
Mott MacDonald Group, Inc.		21777	675.00	IPP Services/Apr'21	51.63
Mott MacDonald Group, Inc.		21778	4,119.00	LSRP Services 2021-2022	51.63
Mott MacDonald Group, Inc.		21779	3,982.75	Force Main Alternative Study	61.10
Mott MacDonald Group, Inc.		21780	4,184.50	Intermediate Settling Tanks	61.10
Mott MacDonald Group, Inc.		21781	12,255.32	Medium Voltage Transformer/Construction	61.10
Mott MacDonald Group, Inc.		21782	17,636.50	Interceptor Sewer Rehab	61.24
National Water Main Cleaning Co.		21783	39,583.28	Interceptor Sewer System Rehab	61.24
New Jersey Manufacturers Ins. Co.		21784	6,136.00	Workers Compensation	51.48
NJDEP/NJPDES Permit		21785	21,702.38	NJPDES Permit Fees	51.62
NJDEP/Site Remediation		21786	1,430.00	Site Remediation Permit Fees	51.62
NJWEA, Registrar		21787	120.00	Webinar Registrations/3 Employees	31.24
North Jersey Media Group Inc .		21788	67.18	Legal Notice/Liquid Sludge Bid	31.32
One Call Concepts		21789	164.80	One Call Messages/Apr'21	51.62
Optimum (Cablevision)		21790	181.13	Internet Service (4/16-5/15/21)	31.35
Passaic Valley Sewerage Commission		21791	38,593.75	Liquid Sludge (4/1-4/30/21)	51.55D
Precision Electric Motor Works, Inc.		21792	6,835.00	Rebuild Pump/JPS LP #1	61.10
Primepoint, LLC		21793	196.43	Payroll Processing/Apr'21	31.38

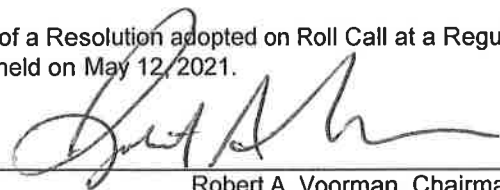
PSE&G	21794	1,901.93	Jane & Fairfield Roads Electric	51.12
PSE&G	21795	2,760.33	Glenroy Road Electric	51.12
Pumping Services, Inc.	21796	3,652.00	Sensaphone Dialer & Programming/DPS	51.32
R&D Trucking	21797	21,125.00	Sludge Removal (4/1-4/31/21)	51.55H
Radwell International, Inc.	21798	2,091.64	Spare Input Modules/Pumpstation PLC	51.31
Raritan Supply Company	21799	2,606.74	Gaskets/Screws/Spacers/Shop Supplies	51.31
Recorder Publishing Co., Inc.	21800	62.03	Legal Notice/Contracts/Mott MacDonald	31.32
Rich Tree Service, Inc.	21801	10,880.00	Remove Trees & Brush/Plant	51.54
Ryan Herco Products Corp.	21802	869.15	Valves/Gaskets/Shop Supplies	51.31
Safety Gear Pro, Inc.	21803	401.40	Safety Rx Eyewear/2 Employees	51.44
Sherwin Williams	21804	568.72	Paint/Operations	51.35
State of NJ/Pensions & Benefits/SHBP	21805	44,765.12	Health & Dental Benefits	21.12
Sunair Co.	21806	553.37	Grease Luber/Batteries/Headworks	51.31
TBSA/Donna Peteja	21807	300.00	Cell Phone (Dec'20-May'21)	31.35
TBSA/Donna Peteja		630.36	Lab Testing Supplies	51.42
TBSA/Ernest DeGraw	21808	300.00	Cell Phone (Dec'20-May'21)	31.35
TBSA/Joseph Gibson	21809	300.00	Cell Phone (Dec'20-May'21)	31.35
TBSA/Karen Napolitano	21810	217.94	Office Supplies/Plant	31.33
TBSA/Nicholas Stein	21811	300.00	Cell Phone (Dec'20-May'21)	31.35
TBSA/Patrick Tuohey	21812	300.00	Cell Phone (Dec'20-May'21)	31.35
TBSA/Petty Cash	21813	39.39	Mileage/PO & Bank	31.21
TBSA/Richard Walter	21814	300.00	Cell Phone (Dec'20-May'21)	31.35
Technical Components Co., Inc.	21815	377.76	Check Valve/Shop Supplies	51.31
Travis, Inc.	21816	84,034.36	Medium Voltage Transformer Regulator Install	61.10
United Cooling & Refrigeration Inc.	21817	1,326.24	Service/Lab & #2 HVACs	51.33
UPS	21818	28.47	Shipping Service	31.34
USA Blue Book	21819	649.20	Lab Supplies	51.42
USALCO Baltimore Plant, LLC	21820	6,413.56	Polyaluminum Chloride	51.25
Verizon	21821	748.94	Telephone (3/28-5/19/21)	31.35
Verizon Wireless	21822	383.16	Modems (Mar-Apr)	31.37
W. B. Mason Co., Inc.	21823	82.97	Office Supplies/Calculator	31.31
W. B. Mason Co., Inc.		600.93	Office Supplies	31.33
Wallington Plumbing & Heating Supply	21824	43.14	Hose/Fittings/Lab Faucet	51.42
Waste Management of NJ	21825	549.31	8-yd Dumpster (5/1-5/31/21)	51.51
Waste Management of NJ	21826	2,000.25	10-yd Dumpster (3/31-4/49/21)	51.51
Wayne Auto Supply	21827	10.86	Wiper Blades/Truck	51.36
Wayne Electrical Supply Company	21828	3,606.94	Auxiliary Contacts/Greaves/Shop Supplies	51.31
William Murphy	21829	700.00	Retiree Health Benefits/May'21	21.12R
Wizard Printing Co.	21830	348.00	Envelopes	31.33

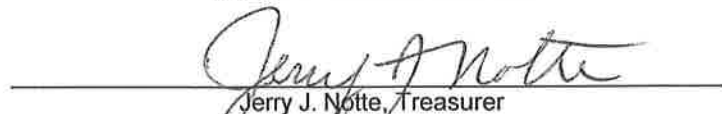
2021 BUDGET TOTAL

493,898.96

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 12, 2021.

Dated: May 12, 2021

  
Robert A. Voorman, Chairman

  
Jerry J. Notte, Treasurer

  
Karen Napolitano, Secretary to the Board



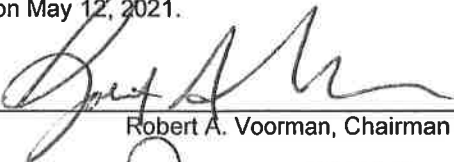
CONSTRUCTION  
RESOLUTION #21-041


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 #1050 through #1051 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.		1050	798.00	Control Enhancements/Headworks	81.10
Mott MacDonald Group, Inc.		1051	897.00	Site Restoration	84.23
2021 BUDGET TOTAL			1,695.00		

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 12, 2021.

Dated: May 12, 2021

  
\_\_\_\_\_  
Robert A. Voorman, Chairman

  
\_\_\_\_\_  
Jerry J. Notte, Treasurer

  
\_\_\_\_\_  
Karen Napolitano, Secretary to the Board