

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
November 9, 2022**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, November 9, 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 4:32 p.m.

ROLL CALL

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

Absent: David Runfeldt, Anthony Campisi (*excused*)

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent; Brian Carey, Assistant Authority Engineer; Karen Napolitano, Secretary; Victoria Holmes, Cleary Giacobbe; John Sheri, 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: October 12, 2022 (Regular Meeting)

Mr. Notte called for a motion to approve the Regular Meeting Minutes of October 12, 2022, seconded by Mr. Kohle.

AYES: Notte, Kohle, Boorady, Schmidt, Voorman

ABSTAINED: Verdonik

ABSENT: Runfeldt, Campisi

REPORTS OF COMMITTEES

FINANCE

Mr. Notte presented the Treasurer's Report for the month of November (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 was absent. Mr. Bongiovanni presented the Personnel Actions for the month of November (attached).

PLANT OPERATIONS

Mr. Schmidt referred to the Operations Report on the table, noting that all Participants are still below their flow allocations. Mr. DeGraw reported that installation of the new gearbox and motor in the 2nd stage is being done soon. He noted that the gearbox and motor being replaced will now become a spare. Mr. Carey reported that meter M-14 had unusually low flows for two separate weeks in October. The transducers were cleaned and flows now appear to be normal. Mr. Notte had questions concerning nitrates and a discussion ensued.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik referenced the Construction report on the table. Mr. DeGraw reported that the pressure filter project is now complete.

INSURANCE and LEGISLATIVE REVIEW

Mr. Kohle had nothing to report.

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt was absent.

MANAGEMENT REPORT

1. Energy Bid

Effective September 2022 - May 2023, the Plant's contract for electric supply will be through Direct Energy.

- a. Actual contract rates;
 - i. 1st 50% - \$0.09327/kWh (September'22 – May'23)
 - ii. 2nd 50% - \$0.09035/kWh (November'22 – May'23)
 - iii. PLUS Fixed Adder of \$0.01632/kWh
 - iv. PLUS Capacity/Transmission Pass-Through charges **estimated** at \$0.01021/kWh.
- b. June through September billing periods – Market rates averaging \$0.1168/kWh (includes all costs).
- c. October through November billing periods – 50% at \$0.1198/kWh (Includes Contract Rate plus Adder and Pass-Throughs for 1st 50%) AND 50% at Market Rates, estimated at \$0.0862/kWh including all costs (for the October billing period only). Total realized blended rate for the first contract billing period is \$0.1030/kWh.
- d. December through June billing periods – \$0.1198/kWh (Includes Contract Rate plus Adder and Pass-Throughs for 1st 50%) AND \$0.1169/kWh (Includes Contract Rate plus Adder and Pass-Throughs for 2nd 50%) for an estimated blended rate of \$0.1183/kWh.
- e. Since the Pass-Through charges are estimated, actual billing rates may vary.

NJSMUAESA had recommended locking in the unhedged portion of our energy supply prior to moving from a 6-month price to a 5-month price. Doing so would have placed more emphasis on the upcoming colder months, exerting an upward pressure on our rates, and would have also introduced additional volatility with every new winter weather prediction and/or occurrence.

Please see the revised attachment providing a summary of rates and forecasts leading up to, and including, the 2nd 50% award. Please note that the "Savings vs. Budget" table that was issued last meeting did not include the Pass-Through costs within the "Rate" column.

2. Service Agreements

I have issued the first draft of the consolidated agreement, to the committee, on 11/08/2022. Next meeting will be held once all comments are received.

ENGINEER'S REPORT

Mr. Scheri referred to the monthly Engineer's Report on the table and brought the members up-to-date on all on-going projects. Mr. Sheri then provided a summary of the force main assessment alternative study which Mott McDonald completed recently. A discussion ensued.

UNFINISHED BUSINESS: FY 2022 Preliminary User Charge Adjustments

Mr. Bongiovanni referred to the updated Preliminary User Charge Adjustment report on the table. He noted that eliminating the entire UC adjustment would require use of ~\$233,000 in surplus, down from

~\$256,000 last month. Final User Charge Adjustments for FY 2022 will be presented next month, as well as options and recommendations for utilizing surplus to offset the adjustment.

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 #22-046
2022 (2022-2023) ADOPTED BUDGET RESOLUTION
Pequannock-Lincoln Park-Fairfield Sewerage Authority
FISCAL YEAR: December 1, 2022 to November 30, 2023**

WHEREAS, the Annual Budget and Capital Budget/Program for the Pequannock, Lincoln Park, and Fairfield Sewerage Authority for the fiscal year beginning December 1, 2022 and ending November 30, 2023 has been presented for adoption before the governing body of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority at its open public meeting of November 9, 2022; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$12,336,297.00, Total Appropriations, including any Accumulated Deficit, if any, of \$12,336,297.00 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,747,500.00 and Total Unrestricted Net Position planned to be utilized of \$1,010,554.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Pequannock, Lincoln Park, and Fairfield Sewerage Authority, at an open public meeting held on November 9, 2022 that the Annual Budget and Capital Budget/Program of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority for the fiscal year beginning December 1, 2022 and ending November 30, 2023 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.


(Secretary's Signature)

November 9, 2022
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
David A. Runfeldt				X
Thomas Boorady	X			
Raymond Verdonik	X			
Arthur J. Schmidt	X			
David Kohle	X			
Jerry J. Notte	X			
Anthony G. Campisi, Jr.				X
Robert A. Voorman	X			

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Boorady
 AYES: Verdonik, Boorady, Schmidt, Kohle, Notte, Voorman
 ABSENT: Runfeldt, Campisi

RESOLUTION #22-047: Adopt FY 2023 Budget in TBSA Format

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority") approves various Resolutions which adopt and amend the Authority budget for the year ending November 30, 2023; and

WHEREAS, the said Resolutions and form of budget attached to them are required by the State of New Jersey, Division of Local Government Services; and

WHEREAS, the Authority has prepared its own form of budget for the fiscal year ending November 30, 2023, which details and supplements the budget form of the Division of Local Government Services; and

WHEREAS, the Authority does determine that the Authority form of budget is necessary for the orderly and efficient conduct of the Authority business during the course of its fiscal year;

NOW, THEREFORE BE It Resolved, by the Pequannock, Lincoln Park, and Fairfield Sewerage Authority that the Authority form of budget for the fiscal year ending November 30, 2023, a copy of which is on file with the Executive Director, is approved and adopted.

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Boorady
 AYES: Verdonik, Boorady, Schmidt, Kohle, Notte, Voorman
 ABSENT: Runfeldt, Campisi

RESOLUTION #22-048: Confirm Award of Contract for Balance of Treatment Plant Electrical Energy Supply

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority") received three bids on August 4, 2022 for the supply of electricity to the Authority's plant; and

WHEREAS, Direct Energy Business was deemed the lowest responsible bidder for the Treatment Plant; and

WHEREAS, by Resolution dated August 17, 2022, the Authority awarded an 8-month contract to Direct Energy Business beginning September 2022, in accordance with its bid and specifications, at the Block and Index Price as follows:

Bid Group 4 JCPL GT
 Bid Fixed Adder & Block Energy – 50% Hedge: \$0.10959 /kwh

WHEREAS, the contract provided that the Authority may pursue Block Energy pricing for the 50% balance of energy volume from Direct Energy Business; and

WHEREAS, pricing was received from Direct Energy Business on October 20, 2022; and

WHEREAS, the Authority's Attorney has reviewed the bids for conformance with the Local Public Contracts Law and the requirements of the bid specifications; 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:

A 6-month contract is hereby awarded to Direct Energy Business beginning November 2022, in accordance with its bid and specifications, at the Block and Index Price as follows

Bid Group 4 JCPL GT

Bid Fixed Adder & Block Energy – Remaining 50% Hedge: \$0.10667 /kwh

1. The Authority is hereby authorized and directed to execute any and all documents necessary to effectuate the terms of this resolution.
2. The Authority authorizes and ratifies all actions taken in furtherance of this resolution.

MOTIONED BY: Mr. Notte; SECONDED BY: Mr. Kohle
AYES: Notte, Kohle, Boorady, Verdonik, Schmidt, Voorman
ABSENT: Runfeldt, Campisi

RESOLUTION #22-049: Approve Adoption of Revised Approval and Payment of Claims Policy

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority wishes to revise its policy on the Approval and Payment of Claims as a result of new guidance; and

WHEREAS, a copy of the revised Approval and Payment of Claims Policy is incorporated by reference herein;

NOW THEREFORE, be it Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that the revised Approval and Payment of Claims Policy is hereby adopted.

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Kohle
AYES: Verdonik, Kohle, Boorady, Schmidt, Notte, Voorman
ABSENT: Runfeldt, Campisi

RESOLUTION #22-050: Payment of Operating Vouchers (copy attached)

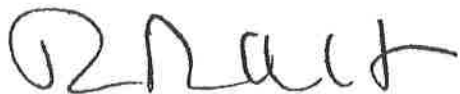
MOTIONED BY: Mr. Notte; SECONDED BY: Mr. Boorady
AYES: Notte, Boorady, Verdonik, Schmidt, Kohle, Voorman
ABSENT: Runfeldt, Campisi

RESOLUTION #21-051 Construction Fund Vouchers Approval (copy attached)

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Kohle
AYES: Verdonik, Kohle, Boorady, Schmidt, Notte, Voorman
ABSENT: Runfeldt, Campisi

ADJOURNMENT:

There being no further business to come before the Authority, on motion by Mr. Kohle, seconded by Mr. Verdonik, and all in favor, the meeting was adjourned at 5:35 p.m.



David A. Runfeldt, Secretary
Dated: November 9, 2022



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 11/9/22

Period Ending October 31, 2022

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$12,918,902.25	
Operating Checking Account	64,526.23	
Payroll Checking Account	251,430.13	
Renewal & Replacement	<u>5,502,196.90</u>	\$18,737,055.51

CONSTRUCTION AND GENERAL

Construction Improvements	\$4,922,648.39	
General	<u>236,924.07</u>	<u>5,159,572.46</u>

TOTAL FUNDS OCTOBER 31, 2022

\$23,896,627.97

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$262,109.40 *	
Payroll - Salaries & Wages	173,935.05	
- Benefits	35,219.64 *	
- Taxes	<u>12,672.70</u>	\$483,936.79

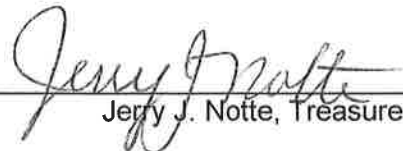
CONSTRUCTION

2,914.05 *

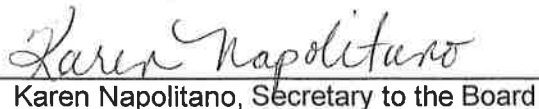
TOTAL EXPENDITURES FOR OCTOBER 2022

\$486,850.84

* 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

November 9, 2022

6-Month Review

Effective Date

Evan Napolitano
Current Position:

Employed:
Operator Trainee:

6 Months
6 Months

11/20/2022

OPERATING
RESOLUTION #22-050

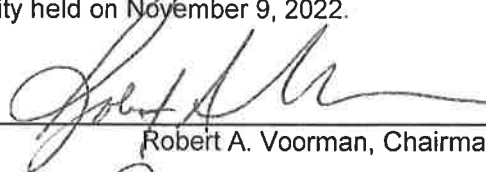
BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #23200 through #23268 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

2022 BUDGET Payee	Check #	Voucher #	Amount	Description	Account
Accurate Pest Control, Inc.		23200	89.17	Pest Control/Oct'22	51.41
AEA		23201	850.00	Conference Registration/TB, BC	31.24
Allied Construction Group, Inc.		23202	25,556.00	Pressure Filter #2 Rehab	61.10
Allmark Door Company		23203	12,048.00	Replace Doors/Skimmings Bldg.	61.10
American Wear		23204	386.98	Uniforms	51.43
Atlantic Health/Chilton		23205	659.00	Pre-Placement Exams	51.64
Borough of Lincoln Park Water		23206	1,694.72	Lincoln Boulevard (7/1-9/30/22)	51.14
Chas. F. Connolly Dist Co., Inc.		23207	354.15	RAD System Zone Valve	51.31
Cintas First Aid & Safety		23208	450.60	Re-Stock First Aids Kits	51.44
Clark Transmission Co.		23209	173.96	Shop Supplies	51.31
Cleary Giacobbe Alfieri Jacobs		23210	2,900.00	General & Retainer/Sep'22	51.58
Costello's Hardware		23211	112.93	Shop Supplies	51.31
Costello's Hardware			53.94	Cycle Oil	51.34
Direct Energy Business		23212	53,411.96	Plant Electric (9/22-10/20/22)	51.11
Engineered Solutions Corp.		23213	7,694.10	Computer Supp/Operations & Remote Access	51.52
Engineered Solutions Corp.			1,701.00	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			3,852.00	Rehab Pressure Filter #2	61.10
Environmental Resource Assoc.		23214	689.72	Quarterly Lab Samples	51.65
ESS, Inc.		23215	1,830.00	Two-way Radios/Trucks	51.31
Fairfield Maintenance Inc.		23216	320.00	Monthly UST Inspection/Sep'22	51.65
Fisher Scientific		23217	1,134.18	Chemicals/Lab Supplies	51.42
Garden State Laboratories		23218	380.00	Chemical Analysis/Sep'22	51.65
Grainger, Inc.		23219	4,604.97	Shop Supplies	51.31
Grainger, Inc.			476.82	Liquid Hand Soap	51.41
Grainger, Inc.			266.30	Disposable Gloves/Lab	51.42
Home Depot		23220	89.94	Sandbags	51.31
Home Depot			36.98	Housekeeping Supplies	51.41
Idexx Laboratories		23221	297.83	E-Coli QC Kit/Lab	51.42
Jersey Central Power&Light		23222	13,098.68	Plant	51.11
Jersey Central Power&Light			5,046.12	Pump Stations	51.12
Loraine Tuohey		23223	700.00	Retiree Health Benefits/Nov'22	21.12R
McMaster-Carr Supply Co.		23224	584.97	Parts/Shop Supplies	51.31
Michael Solla		23225	700.00	Retiree Health Benefits/Nov'22	21.12R
Miller Energy Inc.		23226	1,556.04	Pressure Transmitters/SPS	51.31
Motion Ai		23227	1,587.75	PLC Parts/SCADA	51.52
Motion Industries		23228	620.94	Jaw Coupling/2nd Stage Aerator Gearbox	61.10
Mott MacDonald Group, Inc.		23229	2,000.00	General Consulting/Oct'22	51.53
Mott MacDonald Group, Inc.		23230	7,544.50	Task Order Work	51.53
Mott MacDonald Group, Inc.		23231	2,149.25	IPP Services 2022-2023	51.63
Mott MacDonald Group, Inc.		23232	3,815.00	Interceptor Sewer Rehab	61.24
New Jersey Manufacturers Ins.		23233	7,020.00	Workers Compensation	51.48
North Jersey Media Group Inc.		23234	115.14	Public Notice/Audit Summary	31.32
One Call Concepts		23235	38.61	One Call Messages/Oct'22	51.62
Optimum (Cablevision)		23236	180.88	Internet Service (10/16-11/15/22)	31.35
Passaic Valley Sewerage Auth.		23237	38,380.00	Sludge Disposal (10/1-31/22)	51.55D
Primepoint, LLC		23238	222.60	Payroll Processing/Oct'22	31.38
PSE&G		23239	1,538.61	Jane & Fairfield Roads	51.12

2022 BUDGET Payee	Check #	Voucher #	Amount	Description	Account
PSE&G		23240	2,510.80	Glenroy Road	51.12
Raritan Supply Company		23241	2,108.68	Spare Reducers/Pressure Filters	51.31
R & D		23242	22,046.28	Sludge Removal/Nov'22	51.55H
Robert N. Bongiovanni		23243	700.00	Retiree Health Benefits/Nov'22	21.12R
Rodney Hunt		23244	2,150.00	Hoist Head/Clear Stem Cover/Gate #3	51.31
Russell Reid/United Site Services		23245	1,225.27	Waste Disposal/Oct'22	51.51
Sherwin Williams		23246	229.16	Paint Supplies	51.35
Skyline Environmental, Inc.		23247	2,888.75	Health & Safety Training	51.44
State of NJ-DCA		23248	191.00	Life Hazard Use Renewal Fee	51.62
State of NJ/Pensions & Benefits		23249	42,559.30	Health & Dental Benefits	21.12
TBSA/Brian Carey		23250	300.00	Cell Phone (Jun-Nov'22)	31.35
TBSA/Ernest DeGraw		23251	300.00	Cell Phone (Jun-Nov'22)	31.35
TBSA/Jason Tillery		23252	200.00	Cell Phone (Aug-Nov'22)	31.35
TBSA/Joseph Gibson		23253	300.00	Cell Phone (Jun-Nov'22)	31.35
TBSA/Karen Napolitano		23254	90.00	Indeed Resumes/Lab Tech Position	31.32
TBSA/Karen Napolitano			252.93	Office Supplies	31.33
TBSA/Karen Napolitano			300.00	Cell Phone (Jun-Nov'22)	31.35
TBSA/Nicholas Stein		23255	300.00	Cell Phone (Jun-Nov'22)	31.35
TBSA/Patrick Tuohey		23256	300.00	Cell Phone (Jun-Nov'22)	31.35
TBSA/Petty Cash		23268	7.50	Mileage & Tolls/Bank & Edison	31.21
TBSA/Petty Cash			114.85	Food/Board Meeting (10/19)	31.36
TBSA/Petty Cash			20.00	Flu Vaccine	51.64
TBSA/Richard Walter		23257	300.00	Cell Phone (Jun-Nov'22)	31.35
TBSA/Thomas Bongiovanni		23258	378.24	Cell Phone (Jun-Nov'22)	31.35
Trojan UV		23259	829.88	Acticlean Gel/Shop Supplies	51.31
United Cooling & Refrigeration Inc.		23260	1,562.50	Quarterly HVAC PM	51.33
USA Blue Book		23261	631.85	PH Buffer/Lab	51.42
USALCO Baltimore Plant, LLC		23262	10,612.93	Polyaluminum Chloride	51.25
Verizon		23263	734.43	Telephone	31.35
Verizon Wireless		23264	380.50	Modems (9/2-10/1/22)	31.37
Wayne Auto Supply		23265	47.03	Shop Supplies	51.36
Wayne Electrical Supply		23266	382.48	Shop Supplies	51.31
William Murphy		23267	700.00	Retiree Health Benefits/Nov'22	21.12R
2022 BUDGET TOTAL			304,668.70		

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 November 9, 2022.

Dated: November 9, 2022


Robert A. Voorman, Chairman


Jeffrey J. Notte, Treasurer


Karen Napolitano, Secretary to the Board

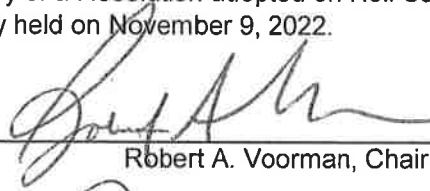
CONSTRUCTION
RESOLUTION #22-051

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 #1064 through #1064 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
Engineered Solutions Corp.		1064	2,914.05	Control Enhancements/Headworks	81.10
2022 BUDGET TOTAL			2,914.05		

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 November 9, 2022.

Dated: November 9, 2022



Robert A. Voorman, Chairman



Jerry J. Notte, Treasurer



Karen Napolitano, Secretary to the Board