

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**REGULAR MEETING MINUTES**  
**October 12, 2022**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, October 12, 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 4:30 p.m.

**ROLL CALL**

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

Absent: Anthony Campisi, Raymond Verdonik (*excused*)

Also Present: Thomas Bongiovanni, Executive Director; Brian Carey, Assistant Authority Engineer; Karen Napolitano, Secretary; 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:** September 14, 2022 (Regular Meeting)

Mr. Kohle called for a motion to approve the Regular Meeting Minutes of September 14, 2022, seconded by Mr. Runfeldt.

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

ABSENT: Verdonik, Campisi

**REPORTS OF COMMITTEES**

**FINANCE**

Mr. Notte presented the Treasurer's Report for the month of September (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. Bongiovanni presented the Personnel Actions for the month of September.

**PLANT OPERATIONS**

Mr. Schmidt referenced the Operating Report on the table, noting that flows are down. Mr. Bongiovanni reported there were no issues operating the plant this month and everything is running smoothly. Mr. Notte had a question regarding the E.coli levels to which Mr. Carey responded.

**PLANNING and EXPANSION**

Mr. Boorady had nothing to report. Mr. Bongiovanni touched upon the boiler project noting that the Authority had commissioned Mott MacDonald to do a full assessment of the scope of the project. Following receipt of the completed report, there were some cost concerns due to inflation and the possibility of changes to the scope of the project. Mr. Bongiovanni stated that we would like to move ahead on the design phase of the project, but the Authority may ask Mott MacDonald for a completely new proposal as the scope and other phases of the project may change. There will be further actions in the coming months concerning this project.

## **CONSTRUCTION**

Mr. Bongiovanni reported all the last tasks were finished on the filter project last week. The final pay app will be on the agenda next month.

## **INSURANCE and LEGISLATIVE REVIEW**

Mr. Kohle had nothing to report. Mr. Bongiovanni mentioned there are several bills pending that are PFAS-related but do not affect Authorities.

## **LEGAL and PUBLIC RELATIONS**

Mr. Runfeldt was absent.

## **MANAGEMENT REPORT**

### **1. Energy Bid**

TBSA is currently in contract with Direct Energy to supply 50% of our Plant's energy needs at a rate of \$0.10959/kWh (plus capacity and transmission pass-thru costs). This rate became effective in September 2022. The other 50% of our supply is currently being delivered at market rates, which have averaged \$0.1239/kWh from June through September 2022. As such, the blended/average (realized) rate, based on the 4-month market average, is \$0.1168/kWh. The realized market rates include capacity and transmission pass-thru costs.

NJSMUAESA has recommended locking in the unhedged portion of our energy supply before expected volatility hits the market. Some members have already done so and all others are expected to do so in the coming weeks (prior to any influence from long range winter forecasts).

Indicative prices are being supplied daily and a snap decision will have to be made prior to its expiration. All contracted rates expire in May 2023. Prior to that time (~March 2023), we will be going out to bid for energy supply again.

### **2. Service Agreements**

Updates are as follows;

- a. A letter was sent to each governing body informing them of the ongoing effort to consolidate and propose changes to the Service Agreements (see correspondence file).
- b. I have contacted bond counsel (Bob Beinfield, Hawkins) and discussed their review effort. I have received a general proposal including their hourly rates. Once the consolidated draft has been presented, I will seek an estimate and authorization to proceed.
- c. I have issued a revised summary of the Service Agreement Consolidation actions taken to date. Additional changes have been made based on my draft QC review.
- d. I expect to release the first draft of the consolidated agreement, to the committee, prior to the next Board Meeting.

### **3. Other Items**

- a. Rail Strike has been delayed for now, although the issue still remains (workers could strike as early as 11/14). I will report on any known changes.
- b. AEA conference is at Caesars Atlantic City on November 15-16. Worker safety will be the focal point following the fatality in Middletown.

## **ENGINEER'S REPORT**

Mr. O'Brien referred to the monthly Engineer's Report on the table and brought the members up-to-date on all on-going projects.

**UNFINISHED BUSINESS:** FY 2023 Proposed Budget Review

Mr. Bongiovanni reported that the 2023 Budget has been approved by the DCA and that we have received no comments on the budget from the Participants. Both the DCA and TBSA Budgets will be on the November agenda for adoption as scheduled.

**NEW BUSINESS:** 10-Year Summary of Costs and Revenues (FY 2011 – FY 2021)

Ms. Napolitano referenced the report and memo on the table. She summarized the report, noting that expenses were down from 10 years ago, primarily due to a decrease in energy costs. She also noted that the increase in Participant Payments has averaged 1.1% per year over the past 10 years.

**NEW BUSINESS:** FY 2022 Preliminary User Charge Adjustments

Mr. Bongiovanni referred to the Preliminary User Charge Adjustments on the table, noting the total adjustment is lower than in the past. An updated report will be provided next month.

**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 #22-043: Authorize Purchase of Certificates of Deposit**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") desires to manage its investments so as to produce the greatest return consistent with prudence and with the restrictions established by State law and by the Authority's Bond Resolutions; and

**WHEREAS**, it has been determined that it is in the best interest of the Authority to authorize the purchase of approved Certificates of Deposit to further the Authority's investments;

**NOW THEREFORE**, be it Resolved by the Pequannock, Lincoln Park and Borough of Lincoln Park as follows:

1. The Authority's Chief Financial Officer and/or Executive Director shall be enabled to direct the Authority's funds in order to maximize the Authority's investment return.
2. The Executive Director and/or Chief Financial Officer is hereby authorized to purchase Certificates of Deposit that are determined to be in the best interest of the Authority.

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

**RESOLUTION #22-044: Payment of Operating Vouchers (copy attached)**

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

**RESOLUTION #21-045: Payment of Construction Fund Vouchers (copy attached)**

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

**ADJOURNMENT:**

There being no further business to come before the Authority, on motion by Mr. Schmidt, seconded by Mr. Kohle, and all in favor, the meeting was adjourned at 4:57 p.m.



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David A. Runfeldt, Secretary  
Dated: October 12, 2022



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Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 10/12/22

Period Ending September 30, 2022

**ACCOUNT BALANCES:**

OPERATIONS AND ADMINISTRATION

Revenue Account	\$13,496,133.47	
Operating Checking Account	61,812.73	
Payroll Checking Account	237,844.53	
Renewal & Replacement	<u>5,491,685.07</u>	\$19,287,475.80

CONSTRUCTION AND GENERAL

Construction Improvements	\$4,922,472.09	
General	<u>236,924.07</u>	<u>5,159,396.16</u>

TOTAL FUNDS SEPTEMBER 30, 2022		<u><u>\$24,446,871.96</u></u>
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**MONTHLY EXPENDITURES:**


OPERATIONS AND ADMINISTRATION

Operating Bills	\$340,482.62 *	
Payroll - Salaries & Wages	167,914.73	
- Benefits	30,595.55 *	
- Taxes	<u>12,259.53</u>	\$551,252.43

CONSTRUCTION		<u>7,249.50 *</u>
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TOTAL EXPENDITURES FOR SEPTEMBER 2022		<u><u>\$558,501.93</u></u>
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\* Amount shown has not been deducted from above account balances.

  
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Jerry J. Motte, Treasurer

  
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Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

**PERSONNEL ACTIONS**

October 12, 2022

<b><u>New Employee</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Julia Skowronski	Laboratory Technician	10/17/2022
Collin Hernandez	Operator Trainee	10/18/2022

OPERATING  
RESOLUTION #22-044

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 #23113 through #23199 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.		23113	89.17	Pest Control/Sep'22	51.41
Allen Paper & Supply Co.		23114	1,368.00	Cleaning Supplies	51.41
Amazon		23115	724.98	Planners/Calendars	31.33
Amazon			83.09	Calculator/Starch Indicator Solution/Lab	51.42
American Air Filter Company		23116	464.50	Air Filters/Shop Supplies	51.31
American Wear		23117	521.73	Uniforms/Jackets	51.43
AP/Certified Testing		23118	500.00	Field Test/Backflow Preventor/Plant & PS	51.65
Atlantic Health Sys-Chilton		23119	77.00	New Employee Pre-Placement Exam	51.64
Balco Industries, Inc.		23120	360.00	Gloves/Shop Supplies	51.44
Borough of Lincoln Park Water		23121	450.00	Two Bridges Hydrants (6/1-8/31/22)	51.14
Clark Transmission Co.		23122	730.32	V-Belts/Shop Supplies	51.31
Cleary Giacobbe Alfieri Jacobs		23123	2,560.00	General & Retainer/Aug'22	51.58
Costello's Hardware		23124	194.08	Parts/Air Circulators	51.31
Costello's Hardware			10.78	Housekeeping Supplies	51.41
Divita Balance Service Co.,LLC		23125	490.00	Maintenance & Calibration/Lab	51.65
Donna Peteja		23126	576.50	Retiree Health Benefits/Oct'22	21.12R
Duddy Contracting, Inc.		23127	2,850.00	Refractory Maintenance/Boilers	51.33
Engineered Solutions Corp.		23128	3,423.90	Computer Support/Operations	51.52
Engineered Solutions Corp.			1,512.75	Instrumentation Troubleshooting	51.56
Fairfield Maintenance Inc.		23129	320.00	Monthly UST Inspection/Aug'22	51.65
Fairfield Maintenance Inc.		23130	2,970.00	Annual Compliance Testing/USTs	51.65
Fisher Scientific		23131	1,443.00	Chemicals/Barometer/Filters/Lab	51.42
Flow Assessment Services LLC		23132	3,369.50	Calibration & Report/Flow Meter (5)	51.56
Garden State Laboratories		23133	4,005.00	Chemical Analysis/Aug'22	51.65
GenServe Inc.		23134	4,105.00	PM Service "A"/Pumpstations	51.33
Global Equipment Company, Inc.		23135	817.94	Caster Kit/Cart Frame/Shop Supplies	51.31
GP Jager Inc.		23136	3,533.21	Replace Meter Pump/PAC Pump #2	51.31
GP Jager Inc.		23137	35,945.00	Replace Cutter Block/Channel Grinder/SPS	61.10
Grainger, Inc.		23138	2,780.28	Parts/Motor Starter	51.31
Grainger, Inc.			30.54	Safety Signs	51.44
Grainger, Inc.			198.18	Insect Killer/Shop Supplies	51.54
Grainger, Inc.		23139	3,135.44	Vacuum Pump/Lab	51.42
Home Depot		23140	23.47	Door Knob/Sludge Transfer Hut	51.31
Home Depot			19.98	Weed Trimmer Cap	51.54
Idexx Laboratories		23141	750.00	Idexx Sealer Care/Lab	51.42
Idexx Laboratories		23142	3,094.49	Quanti-Tray Sealer Plus/Lab	51.42
Institute for Professional Devel.		23143	50.00	Budget & FAST Webinar/K.Napolitano	31.24
JCI Jones Chemicals, Inc.		23144	6,492.79	Sodium Hypochlorite	51.23
Jersey Central Power & Light		23145	75,990.49	Plant	51.11
Jersey Central Power & Light			4,496.89	Pump Stations	51.12
Lincoln Park Postmaster		23146	338.00	P.O.Box Rental	31.34
Loraine Tuohey		23147	700.00	Retiree Health Benefits/Oct'22	21.12R
McMaster-Carr Supply Co.		23148	868.38	Parts/Shop Supplies	51.31
Michael E. Solla		23149	700.00	Retiree Health Benefits Oct'22	21.12R
Motion Industries		23150	57,714.28	Replace Gearbox/2nd Stage Aerator	61.10

2022 BUDGET Payee	Check #	Voucher #	Amount	Description	Account
Mott MacDonald		23151	940.00	Task Order Work	51.53
Mott MacDonald		23152	2,000.00	General Consulting/Sep'22	51.53
Mott MacDonald		23153	838.50	IPP Services	51.63
Mott MacDonald		23154	2,371.58	Force Main Alternative Study	61.1
Mott MacDonald		23155	1,117.50	Interceptor Sewer Rehab	61.24
Nestle Pure Life		23156	1,059.29	Water/Sep'22	51.14
New Jersey Hills Media Group		23157	66.01	Legal Notices	31.32
New Jersey Manufacturer's Ins.		23158	7,009.00	Workers Compensation	51.48
NJBIA/Member Dues		23159	555.00	Membership Dues	31.22
NJWEA, Registrar		23160	1,755.00	Registration/Seminar/10 Employees	31.24
North Central Laboratories		23161	79.83	Lab Supplies	51.42
North Jersey Media Group Inc .		23162	247.56	Legal Notices	31.32
One Call Concepts		23163	57.20	One Call Messages/Sep'22	51.62
Optimum (Cablevision)		23164	181.11	Internet Service (9/16-10/15/22)	31.35
Passaic Valley Sewerage		23165	36,860.00	Liquid Sludge Disposal (9/1-9/30/22)	51.55D
Pitney Bowes Credit Corp.		23166	184.44	Postage Meter Lease/Jul-Oct'22	31.34
Ploger Crane Service, Inc.		23167	1,500.00	Lift Jockey Pump/CPS	51.38
Power Place		23168	75.23	Replace & Mount Tire/Tractor	51.54
Precision Electric Motor Works		23169	3,380.00	Repair/Rewind Stator/DPS Pump J-4	51.33
Primepoint, LLC		23170	297.14	Payroll Processing/Sep'22	31.38
PSE&G		23171	1,989.70	Jane & Fairfield Roads	51.12
PSE&G		23172	3,118.31	Glenroy Road	51.12
R & D Trucking		23173	21,173.61	Sludge Removal/Sep'22	51.55H
Recchia Landscaping, Inc		23174	3,861.42	Lawn Maintenance Aug-Sep'22	51.54
Robert N. Bongiovanni		23175	700.00	Retiree Health Benefits/Oct'22	21.12R
Russell Reid/United Site Services		23176	1,259.26	Waste Disposal/Sep'22	51.51
Skyline Environmental, Inc.		23177	2,077.50	Health & Safety Training	51.44
State of NJ/Assessments		23178	221.68	'21 Assessment Bill/TDI	21.15
State of NJ/Pensions & Benefits		23179	42,559.30	Health & Dental Benefits	21.12
TBSA/Ernest DeGraw		23180	345.02	Hotel/Mileage/Tolls/NJWEA Conf (9/27-9/28)	31.21
TBSA/Jason Tillery		23181	246.76	Mileage & Tolls/NJWEA Conf (9/27 & 9/28)	31.21
TBSA/Karen Napolitano		23182	155.96	Office Supplies	31.33
TBSA/Matthew Cheringal		23183	150.18	WWTP Operations Training Manual	31.24
TBSA/Nicholas Stein		23184	114.55	Mileage & Tolls/NJWEA Conf (9/29)	31.21
TBSA/Patrick Tuohey		23185	171.93	Mileage & Tolls/NJWEA Conf (9/27-9/28)	31.21
TBSA/Petty Cash		23186	5.50	Mileage/PO&Bank	31.21
TBSA/Petty Cash			114.85	Food/Board Mtg (9/14)	31.36
TBSA/Petty Cash			9.48	Buckets/Operations	51.31
TBSA/Petty Cash			11.56	Ice/Lab	51.42
TBSA/Petty Cash			20.00	Flu Vaccine/1 Employee	51.64
TBSA/Richard Eickhoff		23187	96.30	Mileage & Tolls/NJWEA Conf (9/29)	31.21
TBSA/Robert Villanova		23188	96.30	Mileage & Tolls/NJWEA Conf (9/29)	31.21
Technical Components Co., Inc.		23189	836.80	Repair Actuator/WW Gate/Plant Sewer	51.33
Township of Fairfield		23190	125.00	Water/Pumpstations (7/1-10/1/22)	51.14
United Cooling & Refrigeration Inc.		23191	3,065.41	Service Calls/Lab HVAC	51.33
USA Blue Book		23192	169.29	Nitrate/Phosphorus/Lab	51.42
USALCO Baltimore Plant, LLC		23193	6,666.57	Polyaluminum Chloride	51.25
Verizon		23194	754.32	Telephone (9/13-10/19/22)	31.35
Verizon Wireless		23195	381.58	Modems (8/2-9/1)	31.37
W. B. Mason Co., Inc.		23196	176.13	Office Supplies	31.33
Wallington Plumbing & Heating		23197	108.98	Shop Supplies	51.31
Wallington Plumbing & Heating			59.62	Urinal Kit/Shop Supplies	51.41
Wayne Electrical Supply		23198	46.00	Pulling Grip/Shop Supplies	51.31
William Murphy		23199	700.00	Retiree Health Benefits/Oct'22	21.12R



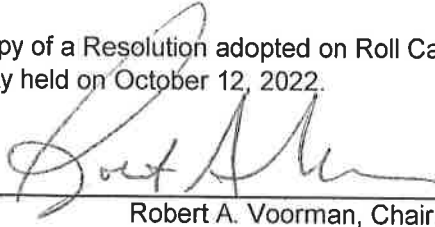
2022 BUDGET Payee	Check #	Voucher #	Amount	Description	Account
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2022 BUDGET TOTAL

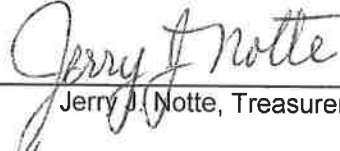
383,041.92

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 October 12, 2022.

Dated: October 12, 2022



Robert A. Voorman, Chairman



Jerry J. Notte, Treasurer



Karen Napolitano, Secretary to the Board

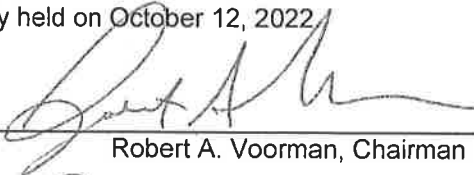
CONSTRUCTION  
RESOLUTION #22-045

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 #1063 through #1063 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.

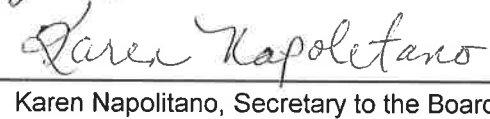
2022 BUDGET Payee	Check #	Voucher #	Amount	Description	Account
Engineered Solutions Corp.		1063	7,249.50	Control Enhancements/Headworks	81.10
2022 BUDGET TOTAL			7,249.50		

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 October 12, 2022.

Dated: October 12, 2022

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

  
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Jerry J. Notte, Treasurer

  
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Karen Napolitano, Secretary to the Board