

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
OCTOBER 14, 2015 **6:00 pm** **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, October 14, 2015 at 6:00 p.m., in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Notte called the meeting to order at 6:00 p.m.

ROLL CALL:

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

Also Present:

 Cleary Giacobbe: Mitchell Jacobs
 Hatch Mott MacDonald: John Scheri
 Black & Veatch: Stephen Hydro
 TBSA: Robert N. Bongiovanni
 Michael E. Solla
 Karen Napolitano

OPENING 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:

Mr. Bongiovanni noted that going forward the Closed Session Minutes will need to be approved along with the Open Session Minutes. On motion by Mr. Schmidt, seconded by Mr. Verdonik, the Minutes of the Meeting on September 9, 2015 were approved by the following vote:

VOTED AYE: SCHMIDT, VERDONIK, VOORMAN, RUNFELDT, KERWIN, NOTTE

ABSTAIN: CAMPISI, PHELAN

REPORTS OF COMMITTEES:

FINANCE:

Mr. Voorman presented the Treasurer's Report for the month of October (copy attached), along with the vouchers and the monthly financial reports for Hatch Mott MacDonald and Cleary Giacobbe Alfieri Jacobs. He recommended the payment of bills as presented. Mr. Voorman also acknowledged receipt of the 6-month interim audit.

PURCHASING and PERSONNEL:

Mr. Phelan presented the Personnel Actions for the month of October. A discussion followed regarding the staffing needs of the Authority. 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, RUNFELDT, KERWIN, NOTTE

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
OCTOBER 14, 2015 **6:00 pm** **REGULAR MEETING**

PLANT OPERATIONS:

Mr. Schmidt noted the Operating report on the table. He stated that flows continue to be low due to the lack of rain.

PLANNING AND EXPANSION:

Mr. Kerwin had nothing to report.

CONSTRUCTION:

Mr. Verdonik started by thanking Ernie DeGraw for guiding the Board Members on a tour of the construction site. He discussed the status of Project 1 which is only 4.68% complete. Mr. Solla commented that the priority is quality over timing, but the progress of the project is being watched. He noted that Worth acknowledged that there is no room for error if they hope to hit the deadlines.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt had nothing to report.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi had nothing to report. Mr. Jacobs noted that there has not been much movement on the pending bills affecting the Authority.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Bongiovanni informed the Board that there has been no progress on the NJPDES permit adjudicatory hearing request. Mr. Solla noted that Diane Alexander will be forwarding a summary of the permit status. Mr. Bongiovanni also discussed the upcoming AEA conference.

ASSISTANT EXECUTIVE DIRECTOR'S REPORT:

Mr. Solla informed the Board that the lab has been E.coli certified as required by the State. He also noted that the discharge to surface water inspection went well. He discussed the meeting of the electric group which he will be attending on Friday to discuss rebidding the supply contracts in order to take advantage of the favorable rates.

With regard to the cable replacement, the original plan to use Reuter Hanney under the state contract is no longer an option. As a result, the Authority must now go out to bid for the work and is in need of Engineering Services to prepare the bid specifications. Mr. Solla stated that Hatch Mott MacDonald (HMM) has provided a proposal for these services in the amount of \$12,750.00. At this time he requested a motion to award the contract to HMM.

On motion by Mr. Schmidt, seconded by Mr. Phelan, motion to award Profession Engineering Services Contract for Cable Replacement in the amount of \$12,750.00 to HMM was approved by the following vote:

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

Mr. Solla then discussed the progress on the ash lagoons and addressed the anticipated back charges to Worth & Co. for the additional work required of the engineers. Lastly, Mr. Solla commented on the WEFTEC Summary Report prepared by Mr. DeGraw. The Board noted that the report was very well done.

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
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ENGINEER'S REPORT:

Mr. John Scheri, of HMM, distributed copies of the monthly Engineers Report and brought the members up-to-date on all on-going projects. A discussion followed regarding the status of the Hazard Mitigation grant.

UNFINISHED BUSINESS: FY 2015 Proposed Budget – Review

Mr. Bongiovanni noted that there were no changes to the budget and that there were no comments or questions received from the Participants regarding the budget. Mr. Bongiovanni then noted the preliminary User Charge Adjustments schedule on the table, based upon 10 months, explaining how the minimum limits significantly impact the distribution of the user charges in times of low flows. The preliminary report reflects a large user charge adjustment calculated as required by the service agreements. A refund of surplus could be used to offset the adjustments. Budget changes can be made prior to the adoption of the budget in December.

NEW BUSINESS:

None

CORRESPONDENCE:

All members received copies of the correspondence prior to the meeting. The correspondence was reviewed and is on file with the Authority Secretary. Discussion ensued regarding the recent OPRA requests and insurance issues.

PUBLIC DISCUSSION:

None

RESOLUTIONS:

On motion by Mr. Voorman, seconded by Mr. Phelan, Resolution #15-056, Operating Vouchers Approval was approved by the following vote (copy attached):

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

On motion by Mr. Verdonik, seconded by Mr. Kerwin, Resolution #15-057, Construction Vouchers Approval was approved by the following vote (copy attached):

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

On motion by Mr. Schmidt, seconded by Mr. Kerwin and all in favor, Resolution #15-058, Closed Session, was approved.

RESOLUTION #15-058

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:

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
OCTOBER 14, 2015 **6:00 pm** **REGULAR MEETING**

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 and Personnel Negotiations

2. The matters will be considered at this meeting, and the public shall not be admitted to this discussion.

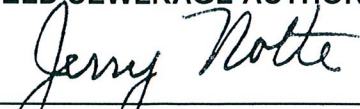
3. It is not known when or if the matters to be discussed in closed session can be disclosed to the public.

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

ATTEST:



Raymond T. Kerwin, Secretary
Dated: October 14, 2015



Jerry J. Notte, Chairman

The public portion of the meeting was adjourned at 6:42 p.m. to go into Closed Session.

The meeting was reconvened to the public at 7:05 p.m.

On motion by Mr. Schmidt, seconded by Mr. Campisi and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 7:06 p.m.



Raymond T. Kerwin, Secretary
Dated: October 14, 2015



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD
SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 10/14/15

Period Ending September 30, 2015

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Operating Checking Account	\$23,048.52	
Payroll Checking Account	\$186,795.17	
Revenue Accounts - TD Bank	\$7,853,237.55	
NJ Cash Management Fund	<u>\$0.00</u>	\$8,063,081.24

CONSTRUCTION

General	\$276,924.07	
Renewal & Replacement	\$3,036,675.13	
Construction Improvements	<u>\$3,011,195.48</u>	<u>\$6,324,794.68</u>

TOTAL FUNDS SEPTEMBER 30, 2015		<u><u>\$14,387,875.92</u></u>
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MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

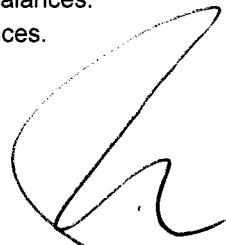
Operating - Bills, Benefits, etc.	\$304,317.57 *	
Payroll - Salaries & Wages (net)	\$94,941.99 **	
- Taxes	\$47,436.31 **	
- 3rd Party Payments	<u>\$35,936.21 **</u>	\$482,632.08

CONSTRUCTION

TOTAL EXPENDITURES FOR SEPTEMBER 2015		<u><u>\$563,613.85 *</u></u>
		<u><u>\$1,046,245.93</u></u>

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

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



Richard Phelan, Treasurer



Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

Date: October 14, 2015

Personnel Actions:

			<u>Increase</u>	<u>Effective</u>
<u>Anniversary:</u>				
Nick Stein	Employed:	23.5 years	2.5%	11/1/2015
	Maintenance Foreman:	15 years		
<u>Resignation:</u>				
Michael DiMaio	Employed:	9.5 years		10/13/2015
	Operator 1:	8.5 years		

OPERATING

RESOLUTION # 15-056

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 #16711 through #16780 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 #
A E A		16711	370.00	Registration/RNB	a31.24
Accurate Pest Control, Inc.		16712	89.17	Pest Control/Sep'15	a51.41
Accurate Waste Systems, Inc.		16713	375.00	Truck Time Standby/SPS Force Main#2	a51.33
ADP, Inc (Louisville)		16714	411.92	Payroll Processing Chrg	a31.38
Allen Paper & Supply Co.		16715	1,793.71	Cleaning Supplies	a51.41
American Aquatic Testing, Inc.		16716	825.00	Ammonia Analysis/Acute Bioassay	a51.65
American Express/RNB		16717	2,900.00	Regist/4 Empl/WEFTEC	a31.24
AP/Certified Testing		16718	375.00	Field Tes/Backflow Preventor/Plant&PS'	a51.65
ASCE		16719	250.00	2016 Membership Renewal/RNB	a31.22
Bergen Industrial Supply Co., Inc.		16720	331.55	Saddle/2ndStg SPS Meter	a51.31
Borough of Lincoln Park Water & Sewer		16721	1,314.00	Two Bridges Road/Hydrants	a51.14
Cablevision		16722	144.90	Internet Service 9/16-10/15/15	a31.35
Cleary Giacobbe Alfieri & Jacobs LLC		16723	1,704.75	General & Retainer thru 9/30/15	a51.58
Cummins Power Systems, LLC		16724	1,337.01	Rpr/CPS Generator	a51.32
Electronic Drives and Controls		16725	1,683.33	VFD Drive/Thickener Penn Pump#2	a51.32s
Engineered Solutions Corp.		16726	1,500.00	Annual Subscription/Software/NC	a51.52
Engineered Solutions Corp.			3,345.00	Comp Supp/Operations	a51.52
Engineered Solutions Corp.			1,800.00	Inst TS/Engrg	a51.56
Expert Air Inc.		16727	800.00	Remove Refrigerant/Lab Samplers	a51.33s
Extel Communications		16728	3,488.00	Annual Maint/Install Voice Processor	a31.35
Fairfield Maintenance Inc.		16729	520.00	Monthly UST Inspections/Aug/Sep	a51.65
FedEx		16730	21.12	Postage	a31.34
Feldman Bros. Elect. Supply Co., Inc.		16731	16.83	Transformer/UV Replacement Part	a51.31
Fleet Pump & Service Group Inc.		16732	1,750.00	Ser/Labor to Train/Inspect/UV System	a51.33
Flow Assessment Services LLC		16733	2,350.00	Calibration & Reports/Flow Meters (4)	a51.56
Grainger, Inc.		16734	1,363.08	Parts/Tools/Shop Supplies	a51.31
Grainger, Inc.			251.52	Mechanic Gloves	a51.44
Hach Company		16735	2,776.00	Repair/UVT Probe	a51.56
Hatch Mott MacDonald		16736	801.07	Groundwater LSRP Service	a51.63
Hatch Mott MacDonald		16737	4,825.31	IPP Services/Aug'15	a51.63
Independence Constructors, Inc.		16738	3,100.00	Fuel Tank Inspections/PS'	a51.33
Interstate Waste Services		16739	2,425.67	Service/Aug/Sep	a51.51
Jersey Central Power&Light		16740	61,490.36	Plant	a51.11
Jersey Central Power&Light			7,858.26	PS'	a51.12
Jersey Central Power&Light		16741	40,000.00	Install GOAB Switch	a71.10
McMaster-Carr Supply Co.		16742	1,012.71	Parts/Tools/Supplies/Enclosure Panel	a51.31
Nestle Pure Life		16743	549.31	Water/Sep'13	a51.14
New Jersey Manufacturers Ins. Co.		16744	6,763.88	W.Comp/Pym't #10 of 11	a51.48
New Jersey State League Municipalities		16745	55.00	Sexual Harassment Seminar/M.Solla	a31.24
NJBIA/Member Dues		16746	440.00	Membership Dues	a31.22
North Jersey Media Group Inc .		16747	52.56	PubNotice/Bid Open Channel Comminutor	a31.32
One Call Concepts		16748	135.24	One Call Messages/Aug/Sep	a51.62
Passaic Valley Sewerage Commission		16749	35,685.00	Liquid Sludge 8/16/15-9/15/15	a51.55D
PSE&G		16750	830.10	PS/Jane Rd.	a51.12
PSE&G		16751	2,511.67	PS/Fairfield Rd.	a51.12
PSE&G		16752	3,041.00	PS/Glenroy Rd.	a51.12
R & R Pump & Control Services, LLC		16753	1,940.54	Troubleshoot Pump/VFD/JPS	a51.32
R & R Pump & Control Services, LLC			1,102.75	Troubleshoot Thickener Drive #1/Controls	a51.32s
R&D Trucking		16754	21,808.00	Sludge Removal 9/1-9/30/15	a51.55H
Recchia Landscaping, Inc		16755	1,376.43	5th Pym't/Lawn Maintenance/Aug'15	a51.54
Semel's Embroidery, Inc.		16756	712.00	Sweatshirts/Employees	a51.43
State of NJ/Pensions & Benefits(Dental)		16757	2,036.17	Dental Insurance	a21.12
State of NJ/Pensions & Benefits(Health)			49,570.64	Health Benefits	a21.12
TBSA/Donna Peteja		16758	311.23	Exp/NJWEA Seminar (9/16-17)	a31.21
TBSA/Ernest DeGraw		16759	82.25	Mileage/NJWEA Seminar (9/16)	a31.21

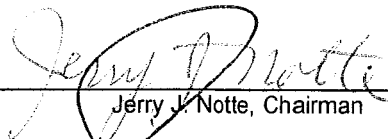
TBSA/Ernest DeGraw		2,118.85	Exp/WEFTEC (9/26&10/1/15)	a31.21
TBSA/Greg Daly	16760	100.00	S1/C1 License Renewal	a51.61
TBSA/Joseph Gibson	16761	20.00	Flu Vaccine	a51.64
TBSA/Karen Napolitano	16762	113.85	Mileage/NJEIT/AEA Seminars (9/14 & 9/25)	a31.21
TBSA/Karen Napolitano		219.82	Admin & Board Mtg Supplies	a31.33
TBSA/Michael E. Solla	16763	46.90	Lunch/TBSA Mtg (10/2)	a31.21
TBSA/Michael E. Solla		86.90	Cell Phone (8/27-9/26)	a31.35
TBSA/Michael E. Solla		125.00	Steel Toe Safety Boots	a51.43
TBSA/Nicholas Stein	16764	100.00	S3/C2 License Renewal	a51.61
TBSA/Patrick Tuohey	16765	2,064.75	Exp/WEFTEC (9/26&10/1/15)	a31.21
TBSA/Petty Cash	16766	45.40	Reimburse (9/2-10/7/15)	a31.36
TBSA/Petty Cash		83.75	Food/Roadwork (9/2)	a31.36
TBSA/Petty Cash		84.85	Food/Board Mtg (9/9)	a31.36
TBSA/Petty Cash		73.88	Food/Project Mtgs (10/6)	a51.47
TBSA/Richard Eickhoff	16767	50.00	S1 License Renewal	a51.61
The Progress	16768	48.97	Award&Affidavit/JCP&L	a31.32
Township of Fairfield	16769	250.50	PS' (7/1-10/1/15)	a51.14
United Equip. & Fabricators	16770	2,485.42	Pts/Filter Housing/Mix Liquor Blowers	a51.31
United Equip. & Fabricators	16771	2,235.00	Replace Flapper on Exhaust Fan	a51.31
USA Blue Book	16772	1,179.71	Lab Supplies	a51.42
VanGuard Cleaning Systems	16773	323.00	Cleaning Service/Oct'15	a51.41
Verizon	16774	592.59	Telephones 9/15	a31.35
Verizon		2,025.80	Lease Lines 9/15	a31.37
W. B. Mason Co., Inc.	16775	446.97	Office Supplies	a31.33
W. B. Mason Co., Inc.		1,821.70	Mobile Stands & Clamps/Project Plans	a31.31
W. B. Mason Co., Inc.		259.10	Keyboard/Flashdrives	a51.52
Wallington Plumbing & Heating Supply	16776	992.17	Shop Supplies	a51.31
Water Works Supply Co.Inc.	16777	1,390.06	Pts/2ndStg RAS Line	a51.31
Wayne Auto Supply	16778	50.68	Oil Filters/Solvent	a51.36
Wayne Electrical Supply Company	16779	406.76	Shop Supplies	a51.31
Wayne Electrical Supply Company		38.15	Breaker/Lab AC	a51.42
Wizard Printing	16780	33.00	Signature Stamp/Notte	a31.33

TOTAL 2015 BUDGET

304,317.57

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 14, 2015.

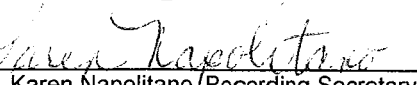
Dated: October 14, 2015



 Jerry J. Notte, Chairman



 Richard Rhetan, Treasurer



 Karen Napolitano, Recording Secretary

CONSTRUCTION FUND

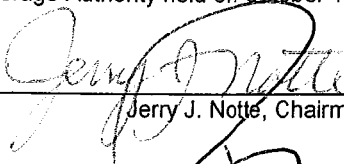
RESOLUTION # 15-057

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 #0705 through #0710 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.

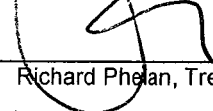
Payee	Ck#	Vou. #	Ck. Am't	Description	Acc't #
Black & Veatch Corporation		0705	86,391.32	Project #1/Construction Phase	a84.23
Cleary Giacobbe Alfieri & Jacobs LLC		0706	296.00	Plant Improvements/8/31/15	a84.41
DeMaio Electrical Co., Inc.		0707	78,028.58	Pym't #3/PPS Modifications	a84.34
Hatch Mott MacDonald		0708	603.00	Hazard Mitigation	a84.10
Hatch Mott MacDonald		0709	20,990.05	Project #2/PS Construction	a84.33
Worth and Company, Inc.		0710	377,304.90	WWTP Improvements/Pymt Estimate #5	a84.24
TOTAL 2015 BUDGET			563,613.85		

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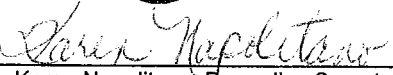
Dated: October 14, 2015



 Jerry J. Notte, Chairman



 Richard Phelan, Treasurer



 Karen Napolitano, Recording Secretary