

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**REGULAR MEETING MINUTES**  
**October 14, 2020**

The regular meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held virtually on the above date via Microsoft Teams. Executive Director Bongiovanni called the meeting to order at 4:34 p.m.

**ROLL CALL**

Members Present: Raymond Kerwin, David Runfeldt, Raymond Verdonik, Arthur Schmidt, Richard Phelan, Jerry Notte, Anthony Campisi, Robert Voorman

Also Present: Robert Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent; Thomas Bongiovanni, Authority Engineer; Karen Napolitano, Secretary to the Board; John Napolitano and Victoria Leblein, 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 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/or websites and by serving said notice thereof to The Progress, Herald News, The Record and Suburban Trends newspapers. Notice of the change to remote meeting was posted on the Authority website on Sunday, October 11, 2020.

Mr. T. Bongiovanni noted that the meeting was being recorded.

**MINUTES APPROVAL**

Mr. Phelan called for a Motion to approve the Regular Meeting Minutes of September 9, 2020, seconded by Mr. Verdonik.

AYES: Phelan, Verdonik, Kerwin, Runfeldt, Schmidt, Notte, Voorman

ABSTAINED: Campisi

**REPORTS OF COMMITTEES**

**FINANCE**

Mr. Kerwin presented the Treasurer's Report for the month of October (copy attached) along with the monthly financial reports for Mott MacDonald and Cleary Giacobbe and the vouchers. Mr. R. Bongiovanni noted that the 6-month audit had been forwarded to the Board Members.

**PURCHASING and PERSONNEL**

There are no Personnel Actions for the month of October. Mr. R. Bongiovanni and Ms. Napolitano discussed the selection of a new payroll provider effective January 1, 2021.

**PLANT OPERATIONS**

Mr. Schmidt noted the Operating Report on the table. He reported that flows are down for the month of September and everyone is under their limit year to date. Mr. DeGraw reported that there was a problem with pressure filter #1. The Authority is in the process of getting quotes to remove the media. We anticipate the pressure filters will require emergency repairs.

### **PLANNING and EXPANSION**

Mr. Notte had nothing to report. Mr. DeGraw reported that for several years the Authority has been researching new cloth media filters. If it is determined that we need to replace the pressure filters we will most likely have the top two companies run the filters side by side to determine which gives us the best results.

### **CONSTRUCTION**

Mr. Verdonik noted the Construction Report on the table. Mr. T. Bongiovanni reported that the intermediate settling tank project is close to being completed. The first rebuilt drive is scheduled to be reinstalled on Friday. The remaining drives are scheduled to be rebuilt and reinstalled successively, with final completion by early February. The site restoration project is scheduled to mobilize this week and the medium voltage project should be mobilizing next week. The tank cleaning project is currently on hold.

### **INSURANCE and LEGISLATIVE REVIEW**

Mr. Runfeldt had nothing to report. Mr. Napolitano advised there are new remote meeting requirements that would require slight modifications to our meeting notice and meeting procedures. A resolution will be on the agenda next month regarding these changes.

### **LEGAL and PUBLIC RELATIONS**

Mr. Campisi had nothing to report. Mr. Napolitano discussed AEA's two legal challenges to recent rules adopted by the DEP regarding C1 waterways and discharge to groundwater. A discussion ensued.

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. R. Bongiovanni had no formal report.

### **ENGINEER'S REPORT**

Mr. Scheri referred to the monthly Engineer's Report provided to bring the members up-to-date on all on-going activities.

### **UNFINISHED BUSINESS: FY 2021 Proposed Budget Review**

Mr. R. Bongiovanni noted that the budget has not changed since last month. No comments were received from the towns. DCA has already approved the proposed budget. He discussed the preliminary user charges adjustment summary that was forwarded to the Board, noting that the adjustments are significant, as anticipated. Mr. R. Bongiovanni also noted that due to the low flow year, the user charge adjustments are impacted by PRBRSA's minimum flow requirement.

### **UNFINISHED BUSINESS: Plant Improvements Study**

Mr. R. Bongiovanni referenced the Plant Improvement Study that had been forwarded to the Board and reviewed by Mr. Scheri last month. Mr. Scheri responded to questions from the Board.

### **UNFINISHED BUSINESS: Selection of Executive Search Committee**

Mr. R. Bongiovanni reminded the Board that his employment contract expires November 30<sup>th</sup> and that a resolution will be put on next month's agenda to extend the contract.

Mr. Voorman expressed the need to select an Executive Search Committee to fill the position of Executive Director. He requested that the following members sit on the Executive Search Committee: Rich Phelan, Jerry Notte, Art Schmidt, and Anthony Campisi. All four members agreed to serve on the committee and Art Schmidt agreed to act as chairman.

**NEW BUSINESS:** 10 Year Summary of Costs and Revenues

Ms. Napolitano referenced the report and memo which were emailed to the Board. She reported that there has not been much change in costs and revenues from last year. Overall, the Authority expenses have remained mostly flat and participant payment increases have averaged about 1.5% per year over the past ten years.

**NEW BUSINESS:** Future Board Meeting Venue Options

Mr. Voorman requested the Boards input on resuming in-person meetings ( with proper precautions) or a hybrid of in-person and virtual meetings. He felt that virtual meetings did not foster proper amount of discussion but he also acknowledged there are safety concerns. Mr. R. Bongiovanni recommended activating smaller committees to discuss specific items as needed to keep the number of meeting participants down. A poll of Board members preferences will be taken following the meeting.

**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 #20-066: Payment of the Operating Vouchers**

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

AYES: Notte, Phelan; Kerwin, Runfeldt, Verdonik, Schmidt, Campisi, Voorman

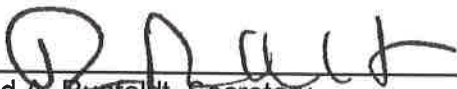
**RESOLUTION #20-067: Payment of the Construction Vouchers**

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

AYES: Verdonik, Phelan, Kerwin, Runfeldt, Verdonik, Schmidt, Campisi, Voorman

**ADJOURNMENT:**

There being no further business to come before the Authority, on motion by Mr. Phelan, seconded by Mr. Kerwin, and all in favor, the meeting was adjourned at 5:20 p.m.



David A. Runfeldt, Secretary

Dated: October 14, 2020



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 10/14/20

Period Ending September 30, 2020

**ACCOUNT BALANCES:**

OPERATIONS AND ADMINISTRATION

Revenue Account	\$12,105,334.55	
Operating Checking Account	65,076.93	
Payroll Checking Account	73,805.46	
Renewal & Replacement	<u>6,090,861.66</u>	\$18,335,078.60

CONSTRUCTION AND GENERAL

Construction Improvements	\$3,654,467.92	
General	<u>236,924.07</u>	<u>3,891,391.99</u>

TOTAL FUNDS SEPTEMBER 30, 2020		<u><u>\$22,226,470.59</u></u>
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**MONTHLY EXPENDITURES:**


OPERATIONS AND ADMINISTRATION

Operating Bills	\$247,051.88 *	
Payroll - Salaries & Wages	252,549.35	
- Benefits	33,874.48 *	
- Taxes	<u>17,152.16</u>	\$550,627.87

CONSTRUCTION		<u>20,636.66 *</u>
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TOTAL EXPENDITURES FOR SEPTEMBER 2020		<u><u>\$571,264.53</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

OPERATING  
RESOLUTION #20-066

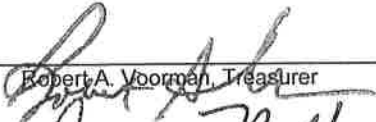

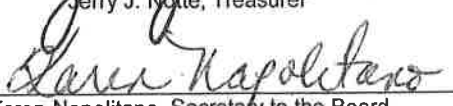
BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #21195 through #21280 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet

2020 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Accurate Pest Control, Inc.		21195	89.17	Pest Control Sep'20	51.41
ADP, Inc (Louisville)		21196	321.00	Payroll Processing	31.38
Allen Paper & Supply Co.		21197	1,044.64	Cleaning Supplies	51.41
Amazon		21198	31.99	Wireless Mouse/Admin	31.33
American Express/RNB		21199	119.41	Dinner Mtg/Authority Attorney	31.21
American Wear		21200	266.28	Uniforms	51.43
AP/Certified Testing		21201	500.00	Field Test/Backflow Preventor/Plant & PS	51.65
ASCE		21202	270.00	2021 Membership Renewal/RNB	31.22
Atlantic Health Sys-Chilton Med Ctr		21203	270.00	New Employee Pre-Placement Exam	51.64
Borough of Lincoln Park Water & Sewer		21204	1,890.82	Hydrants/Two Bridges Rd (6/1-8/31/20)	51.14
Clark Transmission Co.		21205	410.16	Sleeves/Shop Supplies	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		21206	2,879.50	General & Retainer/Sep'20	51.58
Costello's Hardware		21207	18.87	Batteries/Shop Supplies	51.31
Costello's Hardware			14.12	Paint Brushes	51.35
Costello's Hardware			48.58	Weed Killer/Operations	51.54
David Weber Oil Company		21208	197.50	Oil/Cherry Picker/UV PM	51.34
Divita Balance Service Co.,LLC		21209	324.00	Maintenance & Calibration/Lab	51.65
ENGIE Power & Gas LLC		21210	32,849.22	Plant (8/20-9/18/20)	51.11
Engineered Solutions Corp.		21211	89.95	Monthly Domain Name/Reflexion N/C	51.52
Engineered Solutions Corp.			100.00	Monthly Off Site Backup Storage N/C	51.52
Engineered Solutions Corp.			131.25	Monthly MS Office Online (3 mos)	51.52
Engineered Solutions Corp.			2,125.00	Annual Remote Computer Access	51.52
Engineered Solutions Corp.			3,891.25	Computer Support/Operations	51.52
Engineered Solutions Corp.			3,920.00	Network Extension/Collection System	61.10
Engineered Solutions Corp.			2,687.50	Cybersecurity	6999
Environmental Resource Assoc.		21212	661.88	Quarterly Lab Samples/4 of 4	51.65
Fisher Scientific		21213	1,286.07	Lab Supplies	51.42
Garden State Laboratories		21214	230.00	Chemical Analysis/Aug'20	51.65
Grainger, Inc.		21215	2,639.01	Shop Supplies & Tools/Hand Dryer	51.31
Grainger, Inc.			109.30	Cutting Oil/Shop Supplies	51.34
Grainger, Inc.			92.08	Rain Coats/Jackets/Operations	51.43
Grainger, Inc.			1,116.46	Safety Supplies	51.44
Home Depot		21216	199.92	Folding Table/Shop Supplies	31.31
IPS-Integrated Project Services LLC		21217	10,000.00	Medium Voltage-Peer Review/Contract 2019-4	61.10
Jersey Central Power&Light		21218	11,732.02	Plant	51.11
Jersey Central Power&Light			1,998.60	Pumpstations	51.12
Lorraine Tuohey		21219	700.00	Retiree Health Benefits Oct'20	21.12R
Maxon Supplies LLC/ dba NJ Safety		21220	1,091.46	Gloves/Operations	51.44
McMaster-Carr Supply Co.		21221	1,389.05	Shop Supplies & Tools	51.31
Metro Pressure Systems		21222	786.30	Repair Hot Water Pressure Washer	51.33
Michael E. Solla		21223	700.00	Retiree Health Benefits Oct'20	21.12R
Mott MacDonald Group, Inc.		21224	1,850.00	General Consulting/Sep'20	51.53
Mott MacDonald Group, Inc.		21225	1,777.45	Operations	51.53
Mott MacDonald Group, Inc.		21226	406.91	SPCC Plans/Jul-Sep'20	51.63
Mott MacDonald Group, Inc.		21227	2,672.19	IPP Services/May-Jun'20	51.63
Mott MacDonald Group, Inc.		21228	2,981.87	SPCC Plans/May-Jun'20	51.63
Mott MacDonald Group, Inc.		21229	3,112.01	IPP Services/Jul-Aug'20	51.63
Mott MacDonald Group, Inc.		21230	3,609.49	IPP Services/Jun-Jul'20	51.63
Mott MacDonald Group, Inc.		21231	1,129.45	Deepavaal Roof Replacement	61.10
Mott MacDonald Group, Inc.		21232	1,317.88	Unit Substations	61.10
Mott MacDonald Group, Inc.		21233	1,533.92	Medium Voltage Transformer/Construction	61.10
Municipal Maintenance Co. Inc.		21234	3,470.00	Replace Float/DPS Wet Well Channel	51.31
Nestle Pure Life		21235	518.50	Water/Sep'20	51.14
New Jersey Manufacturers Ins. Co.		21236	6,771.00	Workers Comp/Pym't #10 of 11	51.48
NJBIA/Member Dues		21237	555.00	Membership Dues	31.22
North Central Laboratories		21238	66.61	Lab Supplies	51.42
North Jersey Pump & Controls, LLC		21239	1,361.00	Transducer/Post Aeration	51.31
North Jersey Pump & Controls, LLC			1,299.49	Service/Motor & WAS Pump/Blower #1	51.32
Omni Services, Inc.		21240	1,748.16	Lam & Groove Fittings/Shop Supplies	51.31
One Call Concepts		21241	102.24	One Call Messages/Sep'20	51.62
Optimum (Cablevision)		21242	180.77	Internet Service (9/16-10/15/20)	31.35

Parker Publications	21243	61.01	Legal Notice/MM/Substation Testing	31.32
Passaic Valley Sewerage Commission	21244	38,760.00	Liquid Sludge (9/1-9/30/20)	51.55D
Precision Electric Motor Works, Inc.	21245	2,640.38	Replace/Baldor Motor/Blower#1	51.31
Precision Electric Motor Works, Inc.	21246	3,250.00	Rebuild Pump/1st Stg Pump WAS #1	51.33
PSE&G	21247	472.61	PS/Jane Road	51.12
PSE&G		1,295.94	PS/Fairfield Road	51.12
PSE&G	21248	2,619.65	PS/Glenroy Road	51.12
Pumping Services, Inc.	21249	486.77	Fan Kit Hoffman/DPS	51.31
R&D Trucking	21250	21,216.00	Sludge Removal (9/1-9/30/20)	51.55H
Rachles/Michele's Oil Company	21251	1,731.08	No Lead Regular Gas	51.34
Recchia Landscaping, Inc	21252	1,537.86	Lawn Maintenance/Sep'20	51.54
Safety Gear Pro, Inc.	21253	134.61	Safety Rx Eyewear	51.44
Samson Metal Service	21254	1,194.56	Bar Angles/Plates/Shop Supplies	51.31
Schneider Electric USA, Inc.	21255	3,809.50	Ballast Repair/UV	51.31
Sherwin Williams	21256	205.32	Paint/Operations	51.35
Skyline Environmental, Inc.	21257	550.00	Complete TBSA/NJDOH RTK Survey Reports	51.64
Staples	21258	390.00	Folding Tables/Operations	31.31
State of NJ/Pensions & Benefits/SHBP	21259	44,703.62	Health & Dental Benefits	21.12
State of NJ-Dept. of Community Affairs	21260	191.00	Life Hazard Use Registration Fee	51.62
TBSA/Karen Napolitano	21261	116.97	Office/Plant Supplies	31.33
TBSA/Petty Cash	21262	35.65	Mileage/PO & Bank	31.21
TBSA/Petty Cash		57.87	Keys/Shop Supplies	51.31
TBSA/Petty Cash		32.00	Ice/Lab Supplies	51.42
TBSA/Petty Cash		40.00	Flu Shot/2 Employees	51.64
Township of Fairfield	21263	180.00	Water/Pumpstations (7/1-10/1/20)	51.14
Trojan UV	21264	428.91	Acticlean Gel/UV Cleaner	51.31
Unified Power	21265	1,164.99	Troubleshoot UPS/Substation	51.32
Unified Power	21266	3,699.82	Repair/UPS/Substation & Plant Sewer	51.32
UPS	21267	202.13	Shipping Service	31.34
USA Blue Book	21268	1,291.75	Lab Supplies	51.42
USALCO Baltimore Plant, LLC	21269	12,485.07	Polyaluminum Chloride	51.25
Verizon	21270	874.76	Telephone (8/28-10/27/20)	31.35
Verizon Wireless	21271	384.32	Modems (Aug-Sep)	31.37
W. B. Mason Co., Inc.	21272	557.16	Office Supplies	31.33
Wallington Plumbing & Heating Supply	21273	198.67	Parts/Shop Supplies	51.31
Waste Mgmt. of New Jersey, Inc.	21274	1,998.71	Dumpsters/Jul-Oct	51.51
Wayne Auto Supply	21275	50.82	Anti-Freeze/Shop Supplies	51.31
Wayne Auto Supply		49.97	Oil/Shop Supplies	51.34
Wayne Electrical Supply Company	21276	1,919.72	Parts/Shop Supplies/1st Stage Pumps	51.31
Wayne Electrical Supply Company	21277	5,220.00	Disconnect Switches/RAS #1&3/1st Stage	51.31
Wielkotz & Company, LLC	21278	6,000.00	Audit/May'20 Interim Report	51.57
William Murphy	21279	700.00	Retiree Health Benefits Oct'20	21.12R
Willis of New Jersey, Inc.	21280	3,130.00	Renewal/Pollution Liability	51.48
<b>2020 BUDGET TOTAL</b>		<b>291,755.50</b>		

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, 2020.

Dated: October 14, 2020

  
 Robert A. Voorman, Treasurer  
  
 Jerry J. Notte, Treasurer  
  
 Karen Napolitano, Secretary to the Board

CONSTRUCTION  
RESOLUTION #20-067

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 #1032 through #1035 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.

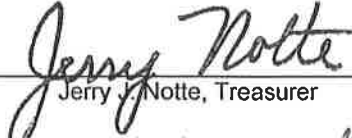
2020 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Engineered Solutions Corp.		1032	10,641.25	Project #1 Completion/Headworks	84.23
HC Constructors		1033	5,403.72	Site Restoration Project	84.24
Mott MacDonald Group, Inc.		1034	2,160.00	Proj. #1 Closeout Tasks/Eng. Support	84.23
Mott MacDonald Group, Inc.		1035	2,431.68	TBSA Site Restoration	84.23
2020 BUDGET TOTAL			20,636.65		

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Dated: October 14, 2020



Robert A. Voorman, Treasurer



Jerry J. Notte, Treasurer



Karen Napolitano, Secretary to the Board