

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
SEPTEMBER 14, 2016 **6:00 pm** **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, September 14, 2016 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, Raymond Kerwin, Jerry Notte

ABSENT: David Runfeldt

ALSO PRESENT:

Cleary Giacobbe: Mitchell Jacobs, John Napolitano
Mott MacDonald: John Scheri, Joe Procopio
Black & Veatch: Steve Hydro
TBSA: Robert N. Bongiovanni, Bill Murphy, Karen Napolitano

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 by mailing said notice and agenda to the following official newspapers:

THE CALDWELL PROGRESS
NORTH JERSEY NEWSPAPERS (RECORD & HERALD)
THE SUBURBAN TRENDS

MINUTES APPROVAL:

On motion by Mr. Phelan, seconded by Mr. Verdonik, the Minutes of the Regular Meeting of August 10, 2016 were approved by the following vote:

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

At this time, Chairman Notte moved the agenda to approval of resolutions.

RESOLUTIONS:

On motion by Mr. Voorman, seconded by Mr. Schmidt, Resolution #16-055, Approve FY 2017 Budget (DCA Format), was approved by the following vote:

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

RESOLUTION # 16-055

2017 AUTHORITY BUDGET RESOLUTION
Pequannock, Lincoln Park and Fairfield Sewerage Authority

FISCAL YEAR: FROM: Dec. 1, 2016 TO: Nov. 30, 2017

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
SEPTEMBER 14, 2016 **6:00 pm** **REGULAR MEETING**

WHEREAS, the Annual Budget and Capital Budget for the Pequannock, Lincoln Park and Fairfield Sewerage Authority for the fiscal year beginning December 1, 2016 and ending November 30, 2017 has been presented before the governing body of the Pequannock, Lincoln Park and Fairfield Sewerage Authority at its open public meeting of September 14, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$11,188,400, Total Appropriations, including any Accumulated Deficit if any, of \$11,188,400 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$9,915,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

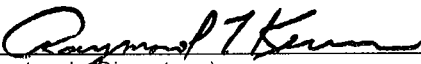
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pequannock, Lincoln Park and Fairfield Sewerage Authority, at an open public meeting held on September 14, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Pequannock, Lincoln Park and Fairfield Sewerage Authority for the fiscal year beginning, December 1, 2016 and ending November 30, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pequannock, Lincoln Park and Fairfield Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 9, 2016.



(Secretary's Signature)

September 14, 2016

(Date)

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

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
SEPTEMBER 14, 2016 **6:00 pm** **REGULAR MEETING**

On motion by Mr. Voorman, seconded by Mr. Kerwin, Resolution #16-056, Payment of the Operating Vouchers, was approved by the following vote (copy attached):

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

On motion by Mr. Verdonik, seconded by Mr. Kerwin, Resolution #16-057, Payment of the Construction Vouchers was approved by the following vote (copy attached):

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

On motion by Mr. Phelan, seconded by Mr. Schmidt, and all in favor, Resolution #16-058, Closed Session, was approved.

RESOLUTION #16-058

Closed Session

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:

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) Legal Matters – Project 1
- b) Personnel and Succession Planning

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.

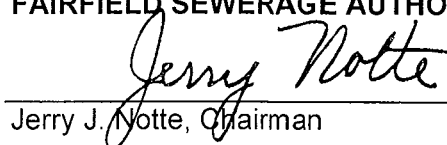
**PEQUANNOCK, LINCOLN PARK AND
FAIRFIELD SEWERAGE AUTHORITY**

ATTEST:



Raymond T. Kerwin, Secretary

Dated: September 14, 2016



Jerry J. Notte, Chairman

The meeting went into Closed Session at 6:05 p.m. and returned to Open Session at 7:03 p.m. Rich Phelan and John Napolitano left the meeting at 6:45 p.m. Steve Hydro and Joe Procopio left the meeting at 6:50 p.m. Jerry Notte left the meeting at 7:03 p.m.

The meeting returned to the regular agenda format.

REPORTS OF COMMITTEES:

FINANCE:

Mr. Voorman presented the Treasurer's Report for the month of September (copy attached) along with the monthly financial reports for Mott MacDonald and Cleary Jacobbe and the vouchers. Mr. Voorman also noted the TBSA 6-month interim audit report on the table.

PURCHASING and PERSONNEL:

Mr. Voorman presented the Personnel Actions for the month of September. On motion by Mr. Schmidt, seconded by Mr. Kerwin, the Personnel Actions were approved by the following vote:

VOTED AYE: SCHMIDT, KERWIN, CAMPISI, VOORMAN, VERDONIK

ABSENT: RUNFELDT, PHELAN, NOTTE

PLANT OPERATIONS:

Mr. Schmidt referred to the Operating Report on the table, noting that the flows were up slightly due to the wet weather.

PLANNING and EXPANSION:

Mr. Kerwin had nothing to report.

CONSTRUCTION:

Mr. Verdonik noted the construction report on the table.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt was absent.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi had nothing to report.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Bongiovanni had no formal report.

ENGINEER'S REPORT:

Mr. Scheri distributed copies of the monthly Engineers Report and brought the members up-to-date on all on-going projects. He noted that the results of the groundwater sampling of the DICAR wells indicated that while there was some improvement, it was not sufficient. A report was sent to the Authority and a recommendation letter will follow. Mr. Scheri also reported that the Deepavaal pumping station construction work will most likely not be completed until April 2017. As the contract completion date was September 2016, a formal extension of the contract may need to be considered.

UNFINISHED BUSINESS: FY 2017 Proposed Budget Review

Mr. Bongiovanni reported that the Budget (in both formats) will be going out soon to the towns and DCA. The towns will be requested to make any comments prior to next Board Meeting. It is expected that the budget will be adopted at the November Board Meeting. Mr. Voorman inquired about the status of the ash lagoons. Mr. Bongiovanni and Mr. Scheri

responded noting that the closure of the ash lagoons is complete and the lagoons may eventually be filled with dirt.

NEW BUSINESS: FY 2016 Annual Consulting Engineer's Report

Mr. Scheri summarized the annual CE Report. The report gives an overview of the Authority's system, the purpose, history and description of the Authority. The report covers the regulatory requirements and a status of compliance with those requirements. Mr. Scheri noted that the Authority does an admirable job being in compliance with all of the programs. Mott MacDonald performed a walk-through inspection in April to assess the overall condition of the facilities and to make recommendations for improvements. Mr. Scheri commented that the plant and pumping stations are well maintained and the Authority should be proud of the state of its facilities. The report lists the recent accomplishments, identifies some potential upcoming projects and concludes with MM's recommendations and the cost projections over a 6-year period. Mr. Scheri noted that there are areas of the plant that need to be addressed over the next few years, including the middle of the plant which handles biological processes and advance treatment, and the pipeline network, particularly the pumping station force mains.

CORRESPONDENCE:

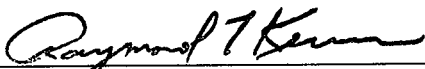
All members received copies of the correspondence prior to the meeting. The correspondence was reviewed and discussed. All correspondence is on file with the Authority Secretary.

PUBLIC DISCUSSION:

There was no public present.

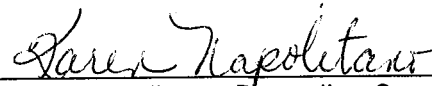
ADJOURNMENT:

On motion by Mr. Verdonik, seconded by Mr. Schmidt and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 7:30 p.m.



Raymond T. Kerwin, Secretary

Dated: September 14, 2016



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD
SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 9/14/16

Period Ending August 31, 2016

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Operating Checking Account	\$28,825.73	
Payroll Checking Account	\$285,392.48	
Revenue Account	<u>\$9,083,738.88</u>	\$9,397,957.09

CONSTRUCTION

General	\$236,924.07	
Renewal & Replacement	\$3,911,688.05	
Construction Improvements	<u>\$1,141,020.10</u>	<u>\$5,289,632.22</u>

TOTAL FUNDS AUGUST 31, 2016

\$14,687,589.31

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating - Bills, Benefits, etc.	\$232,033.11 *	
Payroll - Salaries & Wages (net)	\$96,924.17 **	
- Taxes	\$50,017.69 **	
- 3rd Party Payments	<u>\$9,173.07 **</u>	\$388,148.04

CONSTRUCTION

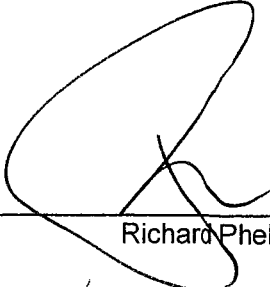
\$178,826.04 *

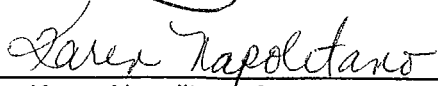
TOTAL EXPENDITURES FOR AUGUST 2016

\$566,974.08

* 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

PERSONNEL ACTIONS

September 14, 2016

<u>New Employees</u>	<u>Position</u>	<u>Start Date</u>
Tyler Mrocka	Operator Trainee	8/16/2016
Andrew Nix	Repairman Trainee	9/6/2016

OPERATING

RESOLUTION #16-056

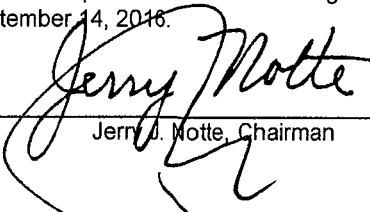
BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #17417 through #17490 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

2016 BUDGET					
Payee	Ck#	Vou.#	Check Amt.	Description	Account
Accurate Pest Control, Inc.		17417	89.17	Pest Control/Aug'16	b51.41
ADP, Inc (Louisville)		17418	650.70	Payroll Processing Chrg	b31.38
Aqua Pro-Tech Laboratories		17419	152.00	Chemical Analysis/Rec'd 7/6-7/27/16	b51.65
Atlantic Health Sys-Chilton Med Ctr		17420	476.00	PrePlacement Exam & HepB Vaccine/New Empl.	b51.64
Borough of Lincoln Park Water & Sewer		17421	450.00	Two Bridges Hydrants (6/1-8/31/16)	b51.14
Cablevision		17422	144.90	Internet Service 8/16-9/15/16	b31.35
Cleary Giacobbe Alfieri Jacobs, LLC		17423	1,362.50	Retainer & Gen'l thru Jul'16	b51.58
Constellation NewEnergy		17424	1,210.97	PS'	b51.12
Costello's Hardware		17425	164.73	Pts/Tools/Shop & Operations Supplies	b51.31
Costello's Hardware			12.00	Spray Paint	b51.35
Engineered Solutions Corp.		17426	30.00	Monthly Off-Site Backup Storage - N/C	b51.52
Engineered Solutions Corp.			120.00	Backup Software/Server - N/C	b51.52
Engineered Solutions Corp.			1,320.00	Computer Support Operations	b51.52
Fairfield Maintenance Inc.		17427	520.00	Monthly UST Inspection/Jul & Aug'16	b51.65
FedEx		17428	180.75	Postage	b31.34
Fisher Scientific		17429	1,875.26	Lab Supplies	b51.42
Flexline		17430	1,575.40	Various Pts/Plant & Shop Supplies	b51.31
Grainger, Inc.		17431	1,887.64	Hour Meter/Shop Supplies	b51.31
Grainger, Inc.			204.74	Soap/Towelettes	b51.41
Grainger, Inc.			168.00	Gloves/Lab	b51.42
Grainger, Inc.			282.72	Rainwear Jackets/Pants	b51.43
Grainger, Inc.			153.46	Safety Vest/Hard Hats/Ear Muffs/Safety	b51.44
Grainger, Inc.			245.70	Bug Zapper	b51.54
Grainger, Inc.		17432	3,082.53	Roof Damper & Exhaust Fan/CPS Control Rm	b51.31
Hach Company		17433	119.64	Lab Supplies	b51.42
Harper Haines Fluid Control Inc.		17434	2,046.54	Plug Valve/Chain/2ndStg	b51.31
Idexx Distribution		17435	2,391.81	Lab Supplies	b51.42
Interstate Waste Services		17436	2,503.53	Service/Jul-Aug'16	b51.51
JDA Contracting		17437	1,575.00	Replace Hydrant	b51.33
Jersey Central Power&Light		17438	13,967.33	Plant (Actual)	b51.11
Jersey Central Power&Light			4,704.70	MC/Ryerson Rd (Actual)	b51.12
Labconco Corporation		17439	265.34	Lab Dishwasher	b51.42
Lincoln Park Postmaster		17440	278.00	P.O.Box Rental	b31.34
McMaster-Carr Supply Co.		17441	1,602.86	Various Pts & Tools/Shop Supplies	b51.31
Modern Handling Equipment, NJ		17442	259.05	Clear Cap/Fork Lift	b51.31
Mott MacDonald Group, Inc.		17443	1,650.00	Gen'l Consulting/Aug'16	b51.53
Mott MacDonald Group, Inc.		17444	1,676.28	Steel Pipe Assessment	b51.53
Mott MacDonald Group, Inc.		17445	1,121.01	Permit Assistance	b51.63
Mott MacDonald Group, Inc.		17446	1,564.52	IPP Service/Aug'16	b51.63
Mott MacDonald Group, Inc.		17447	2,045.22	Manhole Inspection	b51.63
Mott MacDonald Group, Inc.		17448	5,670.11	Groundwater LSRP	b51.63
Mott MacDonald Group, Inc.		17449	8,145.50	PCB Monitoring	b51.63
New Jersey Manufacturers Ins. Co.		17450	6,539.81	W.Comp/Pym't #9 of 11	b51.48
NJDEP/Sewage & Water License		17451	50.00	Lic. Renewal/RNB	b51.61
NJWEA, Registrar		17452	608.00	Regist/Seminar/7 Employees	b31.24
North Jersey Media Group Inc .		17453	187.33	Public Notices	b31.32
Olympic Wire & Cable Corp.		17454	308.00	Cables/SCADA/Communication Supplies	b51.52
One Call Concepts		17455	300.00	One Call Messages/Jul-Aug'16	b51.62
Passaic Valley Sewerage Commission		17456	30,420.00	Liquid Sludge 7/16-8/15/16	b51.55D
Pinnacle Wireless		17457	1,200.00	Preventative Maintenance Visit	b51.33
Power Place		17458	23.14	Oil/Landscaping	b51.34
Power Place			1,358.97	Bagger Unit/Trimmer String	b51.54
Precision Electric Motor Works, Inc.		17459	873.51	Motors/Air Cooler Unit/CPS/WAS#2	b51.31
PSE&G		17460	302.56	PS/Jane Rd	b51.12
PSE&G		17461	736.98	PS/Fairfield Rd	b51.12
R&D Trucking		17462	22,707.00	Sludge Removal 8/1-8/31/16	b51.55H
Recchia Landscaping, Inc		17463	2,754.28	3rd Pym't/Lawn Maintenance/Jul-Aug'16	b51.54

State of NJ/Pensions & Benefits/SHBP	17464	1,911.93	Dental Insurance	b21.12
State of NJ/Pensions & Benefits/SHBP		49,461.26	Health Benefits	b21.12
Syna-Flow Technologies	17465	1,810.00	Ser/Bi-Annual/Hoffman Blowers 1 & 2	b51.33s
TBSA/Ernest DeGraw	17466	100.00	S4/C4 License Renewal	b51.61
TBSA/Gerald DeBonte	17467	50.00	S2 License Renewal	b51.61
TBSA/Jason Tillery	17468	100.00	S3/C2 License Renewal	b51.61
TBSA/Karen Napolitano	17469	173.92	Admin & Board Mtg Supplies	b31.33
TBSA/Leonardo Menna	17470	50.00	S1 License Renewal	b51.61
TBSA/Nicholas Stein	17471	100.00	S3/C2 License Renewal	b51.61
TBSA/Patrick Tuohey	17472	100.00	S4/C2 License Renewal	b51.61
TBSA/Petty Cash	17473	13.20	Admin & Board Mtg Supplies	b31.33
TBSA/Petty Cash		69.02	Reimburse (7/29-8/31/16)	b31.36
TBSA/Petty Cash		71.85	Food/Board Mtg (8/10)	b31.36
TBSA/Petty Cash		94.98	Food/Project Mtg (8/2)	b51.47
TBSA/Robert N. Bongiovanni	17474	332.28	Cell Phone 5/21-8/20/16	b31.35
TBSA/Robert Villanova	17475	50.00	S2 License Renewal	b51.61
TBSA/Steve Sussmann	17476	114.99	S1 License Renewal	b51.61
TBSA/William Murphy	17477	100.00	C2/S2 License Renewal	b51.61
The Home Depot	17478	772.26	Pts/Pressure Washer/Tools/Supplies	b51.31
The Home Depot		29.94	Trash Bags/Operations	b51.41
The Home Depot		78.91	Ivy Killer/Sprayer/Nozzle/Landscaping	b51.54
UniFirst Corporation	17479	308.28	Uniforms	b51.43
United Cooling & Refrigeration Inc.	17480	248.00	Ser/VFD Faults/Lab RTU	b51.32
United Cooling & Refrigeration Inc.		1,191.75	Ser/Lab RTU	b51.33
United Cooling & Refrigeration Inc.	17481	1,098.75	PM/May'16-July'16/Pynt 1 of 4	b51.33
United Cooling & Refrigeration Inc.	17482	2,600.99	Ser/Steam Coil/RTU HV-5	b51.33
UPS	17483	23.25	Shipping Service	b31.34
USA Blue Book	17484	678.25	Lab Supplies	b51.42
VanGuard Cleaning Systems	17485	323.00	Cleaning Service/Sep'16	b51.41
Verizon	17486	610.19	Telephones 8/16	b31.35
Verizon		2,228.12	Lease Lines 8/16	b31.37
W. B. Mason Co., Inc.	17487	124.27	Safe/RNB	b31.31
W. B. Mason Co., Inc.		587.78	Office Supplies	b31.33
W. B. Mason Co., Inc.		51.96	USB Cables/Cords	b51.52
Wallington Plumbing & Heating Supply	17488	302.79	Pts/Couplings/Shop Supplies	b51.31
Wayne Electrical Supply Company	17489	509.40	Pts/Shop & Plant Supplies	b51.31
Wayne Electrical Supply Company		1,216.60	UPS (2)/Plant Supplies	b51.52
Willis of New Jersey, Inc.	17490	6,313.00	Renew/Public Official Liability	b31.15
Willis of New Jersey, Inc.		21,717.00	Renew/Package w/Auto Pym't #4	b51.48
TOTAL 2016 BUDGET		232,033.11		

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 September 14, 2016.

Dated: September 14, 2016


Jerry J. Notte, Chairman


Richard Phelan, Treasurer


Karen Napolitano, Recording Secretary

CONSTRUCTION

RESOLUTION #16-057

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 Voucher #0761 through #0763 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.

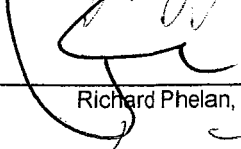
2016 BUDGET					
Payee	Ck#	Vou.#	Check Amt.	Description	Account
Black & Veatch		0761	60,536.60	Project#1/Construction Phase	b84.23
Cleary Giacobbe Alfieri Jacobs, LLC		0762	74.00	Plant Improvements/Jul'16	b84.41
DeMaio Electrical Company		0763	118,215.44	PPS Modifications	b84.34
TOTAL 2016 BUDGET			178,826.04		

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 September 14, 2016.


Dated: September 14, 2016



Jerry J. Notte, Chairman



Richard Phelan, Treasurer



Karen Napolitano, Recording Secretary