

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
SEPTEMBER 11, 2019 **4:30 pm** **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, September 11, 2019 at 4:30 p.m. in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Vice Chairman Phelan called the meeting to order at 4:30 p.m.

ROLL CALL:

On roll call, the members present were: Robert Voorman, Raymond Verdonik, David Runfeldt, Richard Phelan, Arthur Schmidt

ABSENT: Raymond Kerwin, Jerry Notte, Anthony Campisi (*all excused*)

ALSO PRESENT:

Cleary Giacobbe: John Napolitano, Victoria Leblein
Mott MacDonald: Pete Ripkey
TBSA: Robert Bongiovanni, Ernest DeGraw, Thomas Bongiovanni, 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 serving said notice thereof to The Progress, Herald, Record and Suburban Trends newspapers.

MINUTES APPROVAL:

On motion by Mr. Schmidt, seconded by Mr. Verdonik, the Minutes of the meeting of August 14, 2019 were approved by the following vote:

VOTED AYE: SCHMIDT, VERDONIK, VOORMAN

ABSTAINED: RUNFELDT, PHELAN

ABSENT: KERWIN, NOTTE, CAMPISI

REPORTS OF COMMITTEES:

FINANCE:

Mr. Voorman presented the Treasurer's Report for the month of September (copy attached) along with the vouchers and the monthly financial reports for Mott MacDonald and Cleary Giacobbe. He recommended the vouchers be paid as presented.

PURCHASING and PERSONNEL:

Mr. Phelan presented a plaque to Rich Eickhoff, commemorating his accomplishment of "25 Years of Service" with the Authority. The Board congratulated Rich on this achievement. There were no other Personnel Actions for the month of September.

PLANT OPERATIONS:

Mr. Schmidt referred to the Operating Report on the table, noting that the flows are down due to drier weather. Mr. DeGraw reported that the Authority recently had a PEOSH inspection. This is the first inspection in 12 years and resulted in seven items to be remediated. Overall the Authority fared reasonably well in the inspection. The Authority also recently had a DEP inspection which also went well.

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PLANNING and EXPANSION:

Mr. Notte was absent. Tom Bongiovanni reported that he has started work on an RFP for preliminary and final design services for the 3rd clarifier project.

CONSTRUCTION:

Mr. Verdonik noted the construction report on the table. Mr. DeGraw reported that work is continuing on the intermediate clarifier project. There was a meeting with the contractor regarding the issue with the skimming troughs. He also reported that there was a pre-construction meeting today for the Deepavaal roof replacement project. Work on that project will begin tomorrow. He also discussed the timing on the site restoration and paving.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt had nothing to report. Mr. Napolitano reported on three pieces of legislation regarding the Equal Pay Act, I-Bank funding, and a Department of Labor law allowing stop-work orders for non-payment of prevailing wage.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi was absent. Mr. Napolitano updated the Board on the status of the lawsuit filed naming the Authority as a third party. Our insurance company is defending the Authority in the matter.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Bongiovanni advised the Board the 5-Year NJPDES permit is up for renewal. Mott MacDonald will be assisting the Authority in its preparation for the permit.

ENGINEER'S REPORT:

Mr. Ripkey referred to the copies of the monthly Engineers Report on the table and brought the members up-to-date on all on-going projects.

UNFINISHED BUSINESS: FY 2020 Proposed Budget Review

Mr. Bongiovanni requested any final comments or observations on the budget, noting that there have been no changes made to either budget since the last Board Meeting. The budget (in both formats) will be sent out to the towns and DCA after tonight's meeting. The towns will be requested to make any comments by the next Board Meeting.

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

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SEPTEMBER 11, 2019 **4:30 pm** **REGULAR MEETING**

RESOLUTIONS:

On motion by Mr. Runfeldt, seconded by Mr. Verdonik, Resolution #19-059, Approve FY 2020 Budget (DCA Format), was approved by the following vote:

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

RESOLUTION #19-059

2020 AUTHORITY BUDGET RESOLUTION

Pequannock, Lincoln Park and Fairfield Sewerage Authority

FISCAL YEAR: FROM: Dec. 1, 2019 TO: Nov. 30, 2020

WHEREAS, the Annual Budget and Capital Budget for the Pequannock, Lincoln Park and Fairfield Sewerage Authority for the fiscal year beginning December 1, 2019 and ending November 30, 2020, has been presented before the governing body of the Pequannock, Lincoln Park and Fairfield Sewerage Authority at its open public meeting of September 11, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$11,814,350, Total Appropriations, including any Accumulated Deficit if any, of \$11,814,350 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$4,202,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$1,835,626; 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 11, 2019 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, 2019 and ending November 30, 2020, 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 13, 2019.



(Secretary's Signature)

September 12, 2018
(Date)

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
 SEPTEMBER 11, 2019 4:30 pm REGULAR MEETING**

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

On motion by Mr. Schmidt, seconded by Mr. Voorman, Resolution #19-060, Authorize Sale of Authority Surplus Property, was approved by the following vote:

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

RESOLUTION #19-060

Authorize Sale of Authority Surplus Property

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Authority is desirous of selling said surplus property in an "as is" condition without express or implied warranties;

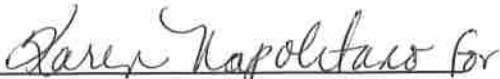
NOW THEREFORE, Be it Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority as follows:

1. The sale of the surplus property shall be conducted online through GovDeals pursuant to State Contract No. 83453/T-2581, in accordance with the terms and conditions of the State Contract. The terms and conditions are available online at govdeals.com and are also available from the Authority.
2. The sale is being conducted pursuant to Local Finance Notice 2008-9.
3. The surplus property to be sold is a decommissioned, 900 kW emergency generator.
4. The surplus property as identified shall be sold in an "as is" condition without express or implied warranties and the successful bidder is required to hold harmless and indemnify the Authority concerning use of said surplus property.
5. The Authority reserves the right to accept or reject any bid submitted.

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ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: September 11, 2019



Raymond T. Kerwin, Chairman

On motion by Mr. Voorman, seconded by Mr. Runfeldt, Resolution #19-061, Payment of the Operating Vouchers (copy attached), was approved by the following vote:


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

On motion by Mr. Verdonik, seconded by Mr. Runfeldt, Resolution #19-062, Payment of the Construction Vouchers (copy attached), was approved by the following vote:

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

ADJOURNMENT:

On motion by Mr. Schmidt, seconded by Mr. Verdonik, and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 4:55 p.m.



Anthony G. Campisi, Jr., Secretary
Dated: September 11, 2019



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 9/11/19

Period Ending August 31, 2019

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$11,773,253.52	
Operating Checking Account	164,130.15	
Payroll Checking Account	292,685.68	
Renewal & Replacement	<u>5,070,053.05</u>	\$17,300,122.40

CONSTRUCTION AND GENERAL

Construction Improvements	\$3,821,868.53	
General	<u>236,924.07</u>	<u>4,058,792.60</u>

TOTAL FUNDS AUGUST 31, 2019		<u><u>\$21,358,915.00</u></u>
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MONTHLY EXPENDITURES:

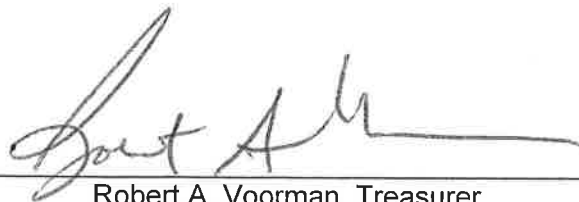
OPERATIONS AND ADMINISTRATION

Operating Bills	\$279,763.30 *	
Payroll - Salaries & Wages	176,362.42	
- Benefits	41,083.59 *	
- Taxes	<u>12,894.48</u>	\$510,103.79

CONSTRUCTION		<u>26,223.88 *</u>
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TOTAL EXPENDITURES FOR AUGUST 2019		<u><u>\$536,327.67</u></u>
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* Amount shown has not been deducted from above account balances.



Robert A. Voorman, Treasurer



Karen Napolitano, Secretary to the Board

OPERATING
RESOLUTION #19-061

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 #20247 through #20319 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.

2019 BUDGET Payee	Check#	Voucher#	Check Amount	Description	Account
Accurate Pest Control, Inc.		20247	964.17	Pest Control & Groundhogs Traps/Aug'19	51.41
ADP, Inc (Louisville)		20248	620.17	Payroll Services	31.38
Allen Paper & Supply Co.		20249	1,206.90	Cleaning Supplies	51.41
American Aquatic Testing, Inc.		20250	825.00	Acute Bioassay/Ammonia Analysis	51.65
American Express/RNB		20251	248.00	Business Cards/Sympathy Basket	31.33
American Wear		20252	287.24	Uniforms	51.43
Applied Analytics, Inc.		20253	2,023.12	#3 of 4 Calib Flow Meter (7/15/19)	51.56
Borough of Lincoln Park Water & Sewer		20254	209.43	Pumpstations (5/1-7/31/19)	51.14
C.J. Vanderbeck and Son, Inc.		20255	1,920.00	ACA Testing/Boilers/DEP	51.65
C.J. Vanderbeck and Son, Inc.			2,800.00	Annual Cleaning Plant Boilers	51.33
C.J. Vanderbeck and Son, Inc.		20256	2,950.00	Replace Boiler Tubes/Plant Boiler #2	51.33
C.J. Vanderbeck and Son, Inc.		20257	4,401.20	Replace FireEye Controller/Plant Boiler#2	51.33
CEUnion		20258	190.00	OPRA/Gov't Ethics Seminars/K.Napolitano	31.24
Clark Transmission Co.		20259	96.52	V-Belts/Shop Supplies	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		20260	1,196.00	Gen'l & Retainer thru Jul'19	51.58
Constellation NewEnergy, Inc.		20261	40,889.50	Plant	51.11
Constellation NewEnergy, Inc.			2,996.12	Pumpstations	51.12
Costello's Hardware		20262	12.58	Battery Pack/Operations	51.31
Costello's Hardware			32.38	Weed Killer	51.54
Divita Balance Service Co.,LLC		20263	324.00	Maintenance & Calibration/Lab	51.65
Engineered Solutions Corp.		20264	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.			2,448.50	Computer Support/Operations	51.52
Engineered Solutions Corp.			2,275.00	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			1,077.50	Computer Support/Cameras/UASI	61.10
Engineered Solutions Corp.			1,187.50	Computer Support/Gates/SCADA/UASI	61.10
Engineered Solutions Corp.			4,301.25	Collection System Communication	61.10
FedEx		20265	24.81	Postage	31.34
Fisher Scientific		20266	792.28	Lab Supplies	51.42
Flow Assessment Services LLC		20267	2,350.00	Calibration & Reports Flow Meter (4)	51.56
GenServe Inc.		20268	365.00	Transfer Test/CPS	51.33
Grainger, Inc.		20269	732.42	Parts/Tools/Shop Supplies	51.31
Grainger, Inc.			118.92	Hand Soap/Operations	51.41
Grainger, Inc.			1,914.76	Safety Signs/PEOSH Req.	51.44
Grainger, Inc.			72.15	Wasp Killer	51.54
Hach Company		20270	1,504.00	Service Contract /UVT Probe (8/1-7/31/20)	51.56
Hayes Pump Inc.		20271	2,080.00	Valves/Dampners/Hypo	51.31
Hero's Salute Awards Company		20272	263.56	Plaque/Eickhoff/25 yrs	31.36
Home Depot		20273	583.60	Sink Replacement & Shop Supplies	51.31
Home Depot			35.88	Garden Hose/Operations	51.54
Jersey Central Power&Light		20274	16,005.48	Plant	51.11
Jersey Central Power&Light			5,026.76	Pumpstations	51.12
JPMonzo Municipal Consulting, LLC		20275	50.00	Gov't Cost Seminar/K Napolitano (8/29)	31.24
Lincoln Park Postmaster		20276	290.00	P.O.Box Rental	31.34
Loraine Tuohy		20277	700.00	Retiree Health Benefits Sep'19	21.12R
McMaster-Carr Supply Co.		20278	1,481.03	Parts/Shop Supplies/Hypo Tank/1st Stg RAS	51.31
McMaster-Carr Supply Co.			51.06	Weed Killer	51.54
Michael E. Solla		20279	700.00	Retiree Health Benefits Sep'19	21.12R
Mott MacDonald Group, Inc.		20280	1,563.22	Operations	51.53
Mott MacDonald Group, Inc.			1,750.00	Gen'l Consulting/Aug'19	51.53
Mott MacDonald Group, Inc.		20281	1,143.59	Permit Assistance	51.63
Mott MacDonald Group, Inc.		20282	388.94	Unit Substations	61.10
Mott MacDonald Group, Inc.		20283	1,248.02	Deepavaal Roof Replacement	61.10
New Jersey Manufacturers Ins. Co.		20284	8,225.22	Workers Comp/Pym't #8 of 11	51.48
NJDEP/Sewage & Water License		20285	1,050.00	License Renewals/14 Employees	51.61
North Jersey Media Group Inc .		20286	78.55	PubNotice/Bid Awarded	31.32
North Jersey Pump & Controls, LLC		20287	1,920.60	Ser/Hypo Pump #2	51.32
Omni Services, Inc.		20288	30.90	Hose Nipples/Shop Supplies	51.31
One Call Concepts		20289	115.60	One Call Messages/Jul'19	51.62
Optimum (Cablevision)		20290	147.16	Internet Service 8/16-9/15/19	31.35

Parker Publications	20291	51.01	Legal Notice/MM/Transformers	31.32
Passaic Valley Sewerage Commission	20292	36,064.00	Liquid Sludge 8/1-8/31/19	51.55D
Pitney Bowes Credit Corp.	20293	183.69	Postage Meter Lease/Jul-Oct'19	31.34
Pitney Bowes/Reserve Account/Postage	20294	500.00	Postage for Meter	31.34
PSE&G	20295	1,011.96	Jane & Fairfield Roads	51.12
PSE&G	20296	2,092.72	Glenroy Rd (Actual)	51.12
Pumping Services, Inc.	20297	1,902.00	Sump Pump/CPS Drywell	51.31
R&D Trucking	20298	20,592.00	Sludge Removal 8/1-8/30/19	51.55H
Recchia Landscaping, Inc	20299	1,538.57	4th Pymt/Lawn Maintenance/Aug'19	51.54
Reiner Pump Systems, Inc.	20300	31,600.00	Dry Pit Submersible Pump/2ndStg RAS Pump#3	61.10
Semel's Embroidery	20301	577.90	Shirts/Employees & Board	51.43
Sherwin Williams	20302	76.35	Paint/Shop Supplies	51.35
Skyline Environmental, Inc.	20303	6,400.00	Health & Safety Training	51.64
State of NJ/Pensions & Benefits/SHBP	20304	48,272.61	Health & Dental Benefits	21.12
Suburban Energy Services	20305	155.13	Propane/ForkLift Tanks	51.26
TBSA/Petty Cash	20306	5.92	Mileage/Hero's Salute	31.21
TBSA/Petty Cash		26.07	Board Mtg & Office Supples	31.33
TBSA/Petty Cash		105.85	Food/Board Mtg (8/14)	31.36
TBSA/Petty Cash		50.90	Trimmer Parts	51.54
TBSA/Petty Cash		20.00	Employee Flu Shot	51.64
TBSA/Robert N.Bongiovanni	20307	304.10	Cell Phone 5/21-8/20/19	31.35
TRI-DIM Filter Corp.	20308	132.04	Filters/HV P.M.	51.31
United Business Systems	20309	528.00	Canon Copier/7of 20 Quarterly Pymts	31.31
United Cooling & Refrigeration Inc.	20310	1,176.76	PM/Aug-Oct.'19 Pymt 2 of 4	51.33
USALCO Baltimore Plant, LLC	20311	6,000.77	Polyaluminum Chloride	51.25
Verizon	20312	721.28	Telephone 8/19	31.35
Verizon		2,054.64	Lease Lines 8/19	31.37
Verizon Wirless	20313	76.02	Modems 3454/CPS/PPS (Aug-Sept)	31.37
W. B. Mason Co., Inc.	20314	136.99	Bulletin Board/Hallway	31.31
W. B. Mason Co., Inc.		283.90	Office Supplies	31.33
Waste Management of NJ	20315	684.69	10 yard Dumpster/Aug'19	51.51
Wayne Electrical Supply Company	20316	142.50	Bulbs/Boxes/Plates/Shop Supplies	51.31
WEB Insurance Consultants	20317	2,750.00	Review 2020 Insurance Policies	51.48
William Murphy	20318	700.00	Retiree Health Benefits Sep'19	21.12R
Willis of New Jersey, Inc.	20319	5,452.00	Public Official Liability Insurance	31.15
Willis of New Jersey, Inc.		27,190.00	Renew/Package w/AutoPymt#4	51.48
2019 BUDGET TOTAL		328,035.91		

Waste Management of NJ	20243	(3,621.81)	Bookkeeping Correction	51.51	
Waste Management of NJ	39772	20243	3,014.03	Bookkeeping Correction	51.51

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 11, 2019.

Dated: September 11, 2019

for Raymond T. Kerwin, Chairman

Robert A. Voorman, Treasurer

Karen Napolitano, Recording Secretary


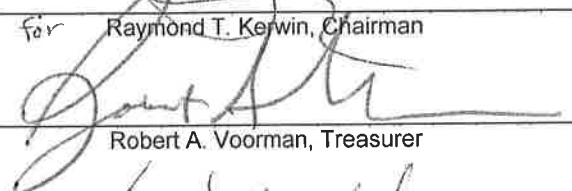
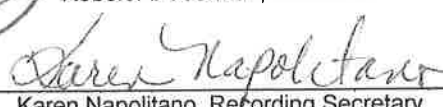
CONSTRUCTION
RESOLUTION #19-062

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 #967 through #974 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.

2018 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Cleary Giacobbe Alfieri Jacobs, LLC		967	814.00	Plant Improvements/Jul'19	84.41
Engineered Solutions Corp.		968	5,878.75	Project #1 Completion/Headworks	84.23
Home Depot		969	54.96	Sprayer/Spotlight/Headworks	84.24
McMaster-Carr Supply Co.		970	462.68	Parts/Headworks	84.24
Mott MacDonald Group, Inc.		971	840.73	CPS Jockey Pump	81.10
Mott MacDonald Group, Inc.		972	2,428.96	UST Removal	81.10
Mott MacDonald Group, Inc.		973	533.60	Odor Control Platform	84.23
Mott MacDonald Group, Inc.			14,661.89	Project #1 Closeout Tasks/Engrg Supp.	84.23
Samson Metal Service		974	548.31	Bar Angles/Plate Rings/Headworks	84.24
2019 BUDGET TOTAL			26,223.88		

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Dated: September 11, 2019


 for Raymond T. Kerwin, Chairman

 Robert A. Voorman, Treasurer

 Karen Napolitano, Recording Secretary