

Authority Budget of: **ADOPTED COPY**

Pequannock, Lincoln Park and Fairfield Sewerage Authority

State Filing Year

2018

**APPROVED COPY
ADOPTED COPY**

For the Period:

December 1, 2018

to

November 30, 2019

www.tbsa.net

Authority Web Address

RECEIVED

OCT 22 2018

RECEIVED

DEC 19 2018

Department Of



**Community
Affairs**

Division of Local Government Services

2019 AUTHORITY BUDGET

Certification Section

2019

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

AUTHORITY BUDGET

FISCAL YEAR: FROM DECEMBER 1, 2018 TO NOVEMBER 30, 2019

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 10/18/2018

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 12/12/2018

2019 PREPARER'S CERTIFICATION


PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: FROM: DEC. 1, 2018 TO: NOV. 30, 2019

It is hereby certified that the Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Robert N. Bongiovanni		
Title:	Executive Director		
Address:	P.O. Box 188, Lincoln Park, NJ 07035		
Phone Number:	973-696-4494	Fax Number:	973-305-1764
E-mail address	tbsa@ensocorp.net		

2019 APPROVAL CERTIFICATION

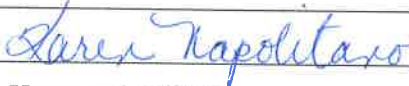
PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: **FROM:** DEC. 1, 2108 **TO:** NOV. 30, 2019

It is hereby certified that the Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Pequannock, Lincoln Park and Fairfield Sewerage Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 12th day of September, 2018.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Karen Napolitano		
Title:	Secretary to the Board		
Address:	P.O. Box 188, Lincoln Park, NJ 07035		
Phone Number:	973-696-4494	Fax Number:	973-305-1764
E-mail address	tbsa@ensocorp.net		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: tbsa.net

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- ☒ A description of the Authority's mission and responsibilities
- ☒ Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- ☒ Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- ☒ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- ☒ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- ☒ Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years
- ☒ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- ☒ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

Raymond T. Kerwin

Title of Officer Certifying compliance

Chairman

Signature



RESOLUTION #18-056
2019 AUTHORITY BUDGET RESOLUTION
Pequannock, Lincoln Park and Fairfield Sewerage Authority

FISCAL YEAR: FROM: Dec. 1, 2018 TO: Nov. 30, 2019

WHEREAS, the Annual Budget and Capital Budget for the Pequannock, Lincoln Park and Fairfield Sewerage Authority for the fiscal year beginning December 1, 2018 and ending November 30, 2019, has been presented before the governing body of the Pequannock, Lincoln Park and Fairfield Sewerage Authority at its open public meeting of September 12, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$11,499,252, Total Appropriations, including any Accumulated Deficit if any, of \$11,499,252 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$3,950,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$1,619,928; and

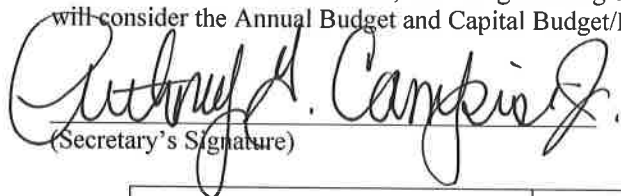
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 12, 2018 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, 2018 and ending November 30, 2019, 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 14, 2018.


(Secretary's Signature)

September 12, 2018
(Date)

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			


2019 ADOPTION CERTIFICATION

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

AUTHORITY BUDGET

FISCAL YEAR: **FROM:** Dec. 1, 2018 **TO:** Nov. 30, 2018

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Pequannock, Lincoln Park and Fairfield Authority, pursuant to N.J.A.C. 5:31-2.3, on the 12th day of November, 2018.

Officer's Signature:			
Name:	Karen Napolitano		
Title:	Secretary to the Board		
Address:	P.O. Box 188, Lincoln Park, NJ 07035		
Phone Number:	973-696-4494	Fax Number:	973-305-1764
E-mail address	tbsa@ensocorp.net		

RESOLUTION #18-067

2018 ADOPTED BUDGET RESOLUTION

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

FISCAL YEAR: FROM: Dec. 1, 2018 TO: Nov. 30, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Pequannock, Lincoln Park and Fairfield Sewerage Authority for the fiscal year beginning December 1, 2018 and ending November 30, 2019 has been presented for adoption before the governing body of the Pequannock, Lincoln Park and Fairfield Sewerage Authority at its open public meeting of November 12, 2018; and

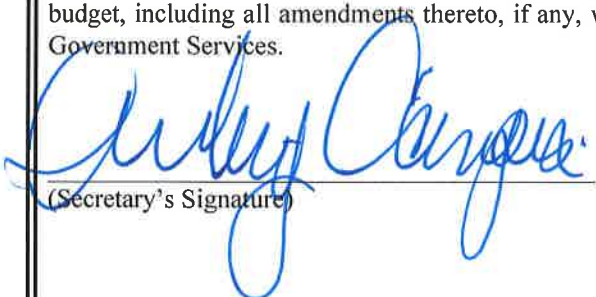
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$11,499,252, Total Appropriations, including any Accumulated Deficit, if any, of \$11,499,252 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$3,950,000 and Total Unrestricted Net Position planned to be utilized of \$1,619,928; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Pequannock, Lincoln Park and Fairfield Sewerage Authority, at an open public meeting held on November 12, 2018 that the Annual Budget and Capital Budget/Program of the Pequannock, Lincoln Park and Fairfield Sewerage Authority for the fiscal year beginning December 1, 2018 and ending November 30, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.


(Secretary's Signature)

November 12, 2018

(Date)

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			

2019 AUTHORITY BUDGET

Narrative and Information Section

2019 AUTHORITY BUDGET MESSAGE & ANALYSIS PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY AUTHORITY BUDGET

FISCAL YEAR: FROM: Dec. 1, 2018 TO: Nov. 30, 2019

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.

Overall expenses are up by \$301,604 or 2.7%. The most significant changes are increases in salary and benefit costs due to adding two additional employees. We are also providing for healthcare benefits to an employee currently waiving coverage, increasing the total number of covered employees from 25 to 28. In addition, we are budgeting for a 20% increase in healthcare premium costs as we have experienced negligible increases over the past two years.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.

Excluding the EOY User Charge Adjustments (\$100,826), the combination of the above changes in expenses and revenues results in an overall change in Participant payments of \$293,604 or 2.6%. However, due to the prescribed methods for distribution of different categories of expenses in relation to flow and capacity, the range of increases to each Participant will vary. Other revenues (i.e. revenue other than Participant service charges) are up by 13.7% due to an increase in interest rates.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

No local/regional impacts are expected.

4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

Net position is being utilized in the capital budget. The Authority reserves funds each year through the operating budget for Renewal and Replacement items. This Renewal and Replacement Reserve is being used in 2019 to fund treatment plant projects identified in the Capital Budget.

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

N/A

6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **(Prepare a response to deficits caused by the implementation of GASB 68)**

N/A

7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) if it has been changed since the prior year budget submission and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

N/A

AUTHORITY CONTACT INFORMATION

2019

Please complete the following information regarding this Authority. All information requested below must be completed.

Name of Authority:	Pequannock, Lincoln Park and Fairfield Sewerage Authority		
Federal ID Number:	22-1930339		
Address:	P.O. Box 188		
City, State, Zip:	Lincoln Park	NJ	07035
Phone: (ext.)	973-696-4494	Fax:	973-305-1764

Preparer's Name:	Robert N. Bongiovanni		
Preparer's Address:	P.O. 188		
City, State, Zip:	Lincoln Park	NJ	07035
Phone: (ext.)	973-696-4494	Fax:	973-305-1764
E-mail:	tbsa@ensocorp.net		

Chief Executive Officer:	Robert N. Bongiovanni		
Phone: (ext.)	973-696-4494	Fax:	973-305-1764
E-mail:	tbsa@ensocorp.net		

Chief Financial Officer:	Robert N. Bongiovanni		
Phone: (ext.)	973-696-4494	Fax:	973-305-1764
E-mail:	tbsa@ensocorp.net		

Name of Auditor:	Paul Cuva, CPA, RMA		
Name of Firm:	Ferraioli, Wielkottz, Cerullo & Cuva		
Address:	401 Wanaque Ave.		
City, State, Zip:	Pompton Lakes	NJ	07442
Phone: (ext.)	973-835-9700 x209	Fax:	973-835-6631
E-mail:	paulcuva@optonline.net		

AUTHORITY INFORMATIONAL QUESTIONNAIRE

Pequannock, Lincoln Park and Fairfield Sewerage Authority

FISCAL YEAR: FROM: Dec. 1, 2018 TO: Nov. 30, 2019

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2016 or 2017**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 38
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2016 or 2017**) Transmittal of Wage and Tax Statements: \$2,132,196.51
- 3) Provide the number of regular voting members of the governing body: 8
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authorities procedures for all employees.**
- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes If "yes," **attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.**
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
 - b. Travel for companions No
 - c. Tax indemnification and gross-up payments No
 - d. Discretionary spending account No
 - e. Housing allowance or residence for personal use No
 - f. Payments for business use of personal residence No
 - g. Vehicle/auto allowance or vehicle for personal use No
 - h. Health or social club dues or initiation fees No
 - i. Personal services (i.e.: maid, chauffeur, chef) No
If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If "no," **attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)**
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," **attach explanation including amount paid.**
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," **attach explanation including amount paid.**
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A If "no," **attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.**
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No If "yes," **attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.**
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No If "yes," **attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.**

N-3 ATTACHMENT

Pequannock, Lincoln Park & Fairfield Sewerage Authority

Response to Authority Informational Questionnaire Question #10

An Annual Wage and Salary Guide is prepared each year and approved by the Board. All increases in base pay are subject to review and approval by the Board. Salary surveys are used to help determine compensation for comparable positions in similar facilities. An independent compensation consultant was used one time. Annual increases in pay (excluding promotions) are generally consistent with written employment contracts. Board Member compensation is set by local municipal ordinances and must be approved unanimously.

N-3 ATTACHMENT

Pequannock, Lincoln Park & Fairfield Sewerage Authority Response to Authority Informational Questionnaire

Question #11

Date	Name	Description	Amount
12/5/17	Nicholas Market (Pat Tuohey)	Construction Meeting	122.21
12/9/17	Plaza Bagels	PRBA Meeting	35.00
12/13/17	Frank's Pizza	Board Meeting	\$ 94.50
12/15/17	Maggie's Town Tavern	Employee Holiday Lunch	913.03
12/21/17	Deb Pastries	Retirement Luncheon	36.95
12/21/17	Nicholas Market (Pat Tuohey)	Retirement Luncheon	224.84
1/10/18	Frank's Pizza	Board Meeting	77.00
1/19/18	Nicholas Market (Pat Tuohey)	Construction Meeting	120.94
1/25/18	Rare The Steak House	Board Holiday Dinner	1,693.20
1/25/18	Board Members/Staff	Payment for Holiday Dinner	(640.00)
2/14/18	Frank's Pizza	Board Meeting	96.50
3/7/18	Park West Diner (E DeGraw)	Snow Emergency	105.65
3/13/18	Nicholas Market (Pat Tuohey)	Construction Meeting	125.28
3/14/18	Frank's Pizza	Board Meeting	97.50
3/21/18	Manhattan Bagel	Snow Emergency	65.81
4/5/18	Nicholas Market (Pat Tuohey)	Construction Meeting	128.28
4/11/18	Frank's Pizza	Board Meeting	77.00
5/3/18	Nicholas Market (Pat Tuohey)	Construction Meeting	122.94
5/16/18	Frank's Pizza	Board Meeting	94.50
6/12/18	Plaza Bagels	Construction Meeting	40.00
6/13/18	Frank's Pizza	Board Meeting	94.50
6/26/18	Plaza Bagels	PRBA Meeting	40.00
7/6/18	Plaza Bagels	Construction Meeting	25.00
	Total		<u><u>\$ 3,790.63</u></u>

Question #12

Date	Name	Description	Amount
3/5/18	Joseph Gibson	Attend NJWEA Seminar	\$ 86.35
3/6/18	Ernest DeGraw	Attend NJWEA Seminar	83.91
5/7/18	Ernest DeGraw	Attend NJWEA Conference	787.05
5/7/18	Joseph Gibson	Attend NJWEA Conference	404.39
5/7/18	Nicholas Stein	Attend NJWEA Conference	591.21
5/7/18	Robert Bongiovanni	Attend NJWEA Conference	49.00
6/6/18	Ernest DeGraw	Attend Lyons Enviromental Mtg	134.48
6/19/18	Nicholas Stein	Attend Seminar	59.95
6/19/18	Joseph Gibson	Attend NJWEA Seminar	26.16
	Total		<u><u>\$ 2,222.50</u></u>

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS
Pequannock, Lincoln Park and Fairfield Sewerage Authority**

FISCAL YEAR: FROM: Dec. 1, 2018 TO: Nov. 30, 2019

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: (Use the Most Recent W-2 available 2017 or 2018. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2018, the most recent W-2 and 1099 should be used 2017 or 2016 (60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2017 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period December 1, 2018 to December 30, 2019
 Pequannock, Lincoln Park and Fairfield Sewerage Authority

Position (Can Check more than 1 Column for each person)
 Reportable Compensation from Authority (W-2/1099)

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
1 Raymond Kerwin	Chairman	3	X	X				3,525				3,525	Lincoln Park	Councilman	5	7,161		10,686
2 Richard Phelan	Vice Chairman	0.5	X	X				3,000				3,000	Pequannock Twp	Councilman	2	5,000		8,000
3 Robert Voorman	Treasurer	2	X	X			3,000					3,000	PRBRSA	Chairman	2	0		3,000
4 Anthony Campisi	Secretary	2	X	X			3,000					3,000	None		0	0		3,000
5 Jerry Notte	Board Member	2	X	X			3,175					3,175	None		0	0		3,175
6 Arthur Schmidt	Board Member	2	X	X			3,000					3,000	None		0	0		3,000
7 David Runfeldt	Board Member	10	X	X			3,000					3,000	Lincoln Park	Mayor	20	10,000		13,000
8 Raymond Verdonik	Board Member	2	X	X			3,000					3,000	Butler	Councilman	5	3,000		6,000
9 Raymond Verdonik	Executive Director	45		X			189,937				15,408	205,345	PRBRSA	Vice Chairman	1	0		0
10 Robert Bongiovanni	Superintendent	45		X			135,150				21,692	156,842	None		0	0		205,345
11 Ernest DeGraw	Maint. Foreman	44		X			109,173				22,651	131,824	None		0	0		156,882
12 Nick Steln	Engineer	40			X		112,091				15,408	127,499	None		0	0		131,804
13 William Murphy	Chief Operator	44		X			108,973				16,531	125,504	None		0	0		127,499
14 Joseph Gibson																		125,504
15																		0
Total:								\$ 680,064	\$ -	\$ -	\$ 91,670	\$ 771,734				\$ 25,161	\$ -	\$ 796,895

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

Pequannock, Lincoln Park and Fairfield Sewerage Authority

For the Period	December 1, 2018	to	November 30, 2019
----------------	------------------	----	-------------------

Annual Cost									
	# of Covered Members (Medical & Rx)	Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)	
Active Employees - Health Benefits - Annual Cost									
Single Coverage	6	\$ 13,468	\$ 80,808	6	\$ 11,223	\$ 67,338	\$ 13,470	20.0%	
Parent & Child	1	24,107	24,107	1	20,089	20,089	4,018	20.0%	
Employee & Spouse (or Partner)	10	26,906	269,060	9	22,422	201,798	67,262	33.3%	
Family	11	28,181	309,991	9	23,484	211,356	98,635	46.7%	
Employee Cost Sharing Contribution (enter as negative -)			(164,320)			(122,262)	(42,058)	34.4%	
Subtotal	28		519,646	25		378,319	141,327	37.4%	
Commissioners - Health Benefits - Annual Cost									
Single Coverage	0	-	-	0	-	-	-	#DIV/0!	
Parent & Child	0	-	-	0	-	-	-	#DIV/0!	
Employee & Spouse (or Partner)	0	-	-	0	-	-	-	#DIV/0!	
Family	0	-	-	0	-	-	-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!	
Subtotal	0		-	0		-	-	#DIV/0!	
Retirees - Health Benefits - Annual Cost									
Single Coverage	0	-	-	0	-	-	-	#DIV/0!	
Parent & Child	1	8,400	8,400	1	8,400	8,400	-	0.0%	
Employee & Spouse (or Partner)	2	8,400	16,800	2	8,400	16,800	-	0.0%	
Family	0	-	-	0	-	-	-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!	
Subtotal	3		25,200	3		25,200	-	0.0%	
GRAND TOTAL									
	31		\$ 544,846	28		\$ 403,519	\$ 141,327	35.0%	

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Note: Remember to Enter an amount in rows for Employee Cost Sharing

Schedule of Accumulated Liability for Compensated Absences

Pequannock, Lincoln Park and Fairfield Sewerage Authority

For the Period

December 1, 2018

to

November 30, 2019

Complete the below table for the Authority's accrued liability for compensated absences.

X Box if Authority has no Compensated Absences

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Robert Bongiovanni	300	\$ 71,875			X
Ernest DeGraw	322.5	44,430		X	
William Murphy	250.5	29,197		X	
Loraine Tuohey	34.5	6,936		X	
Diane Tresca	13.5	2,547		X	
Karen Napolitano	16	4,291		X	
Donna Peteja	164	24,997		X	
Kimberly Marquez	18.5	4,373		X	
Nicholas Stein	234.5	34,772		X	
Richard Walter	42.5	9,213		X	
Roger Schuch	146.5	17,872	X		
Joseph Selvaggi	31.5	5,184	X		
Hector Cadavid	9	1,506	X		
Michael Nix	9.5	1,589	X		
Total liability for accumulated compensated absences at beginning of current year		\$ 258,782			

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Accumulated Liability for Compensated Absences

Pequannock, Lincoln Park and Fairfield Sewerage Authority

For the Period December 1, 2018 to November 30, 2019

Complete the below table for the Authority's accrued liability for compensated absences.

X Box if Authority has no Compensated Absences

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at End of Last Issued Audit Report	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Gregory Daly	111.5	\$ 17,793		X	
Gerald DeBonte	133.5	15,223	X		
Peter Squirlock	110.5	7,712	X		
Joseph Gibson	190.5	32,671		X	
Patrick Tuohey	196	31,016		X	
Richard Eickhoff	218.5	22,562		X	
Robert Villanova	164	7,250	X		
Leonardo Menna	161	14,147	X		
Stephen Sussmann	29.5	4,875	X		
Jason Tillery	25	6,698		X	
Tyler Mrocka	7.5	1,285	X		
Total Page 1		258,782			
Total liability for accumulated compensated absences at beginning of current year		\$ 420,014			

The total Amount Should agree to most recently issued audit report for the Authority

Schedule of Shared Service Agreements

Pequannock, Lincoln Park and Fairfield Sewerage Authority
December 1, 2018 to November 30, 2019

Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

[illegible]

If No Shared Services X this Box

X

2019 AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

Pequannock, Lincoln Park and Fairfield Sewerage Authority
For the Period December 1, 2018 to November 30, 2019

	FY 2019 Proposed Budget						FY 2018 Adopted Budget		% Increase (Decrease) Proposed vs. Adopted	
	Operation #1	Operation #2	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
REVENUES										
Total Operating Revenues	\$ 11,475,252	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,475,252	\$ 11,080,822	\$ 394,430	3.6%
Total Non-Operating Revenues	24,000	-	-	-	-	-	24,000	16,000	8,000	50.0%
Total Anticipated Revenues	11,499,252	-	-	-	-	-	11,499,252	11,096,822	402,430	3.6%
APPROPRIATIONS										
Total Administration	928,180	-	-	-	-	-	928,180	896,350	31,830	3.6%
Total Cost of Providing Services	6,179,420	-	-	-	-	-	6,179,420	5,941,580	237,840	4.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	1,858,637	-	-	-	-	-	1,858,637	1,834,148	24,489	1.3%
Total Operating Appropriations	8,966,237	-	-	-	-	-	8,966,237	8,672,078	294,159	3.4%
Total Interest Payments on Debt	422,943	-	-	-	-	-	422,943	450,743	(27,800)	-6.2%
Total Other Non-Operating Appropriations	2,110,072	-	-	-	-	-	2,110,072	2,074,827	35,245	1.7%
Total Non-Operating Appropriations	2,533,015	-	-	-	-	-	2,533,015	2,525,570	7,445	0.3%
Accumulated Deficit	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	11,499,252	-	-	-	-	-	11,499,252	11,197,648	301,604	2.7%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	100,826	(100,826)	-100.0%
Net Total Appropriations	11,499,252	-	-	-	-	-	11,499,252	11,096,822	402,430	3.6%
ANTICIPATED SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Revenue Schedule

Pequannock, Lincoln Park and Fairfield Sewerage Authority
For the Period December 1, 2018 to November 30, 2019

FY 2019 Proposed Budget							FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
Operation #1	Operation #2	N/A	N/A	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES									
<i>Service Charges</i>									
Residential						\$ -	\$ -	\$ -	#DIV/0!
Business/Commercial						-	-	-	#DIV/0!
Industrial						-	-	-	#DIV/0!
Intergovernmental	11,432,752					11,432,752	11,038,322	394,430	3.6%
Other						-	-	-	#DIV/0!
Total Service Charges	11,432,752	-	-	-	-	11,432,752	11,038,322	394,430	3.6%
<i>Connection Fees</i>									
Residential						-	-	-	#DIV/0!
Business/Commercial						-	-	-	#DIV/0!
Industrial						-	-	-	#DIV/0!
Intergovernmental						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Connection Fees		-	-	-	-	-	-	-	#DIV/0!
<i>Parking Fees</i>									
Meters						-	-	-	#DIV/0!
Permits						-	-	-	#DIV/0!
Fines/Penalties						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Parking Fees		-	-	-	-	-	-	-	#DIV/0!
<i>Other Operating Revenues (List)</i>									
Miscellaneous	500					500	500	-	0.0%
Industrial Permits	42,000					42,000	42,000	-	0.0%
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Type in (Grant, Other Rev)						-	-	-	#DIV/0!
Total Other Revenue	42,500	-	-	-	-	42,500	42,500	-	0.0%
Total Operating Revenues	11,475,252	-	-	-	-	11,475,252	11,080,822	394,430	3.6%
NON-OPERATING REVENUES									
<i>Other Non-Operating Revenues (List)</i>									
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Type in						-	-	-	#DIV/0!
Total Other Non-Operating Revenue		-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>									
Interest Earned	24,000					24,000	16,000	8,000	50.0%
Penalties						-	-	-	#DIV/0!
Other						-	-	-	#DIV/0!
Total Interest	24,000	-	-	-	-	24,000	16,000	8,000	50.0%
Total Non-Operating Revenues	24,000	-	-	-	-	24,000	16,000	8,000	50.0%
TOTAL ANTICIPATED REVENUES	\$ 11,499,252	\$ -	\$ -	\$ -	\$ -	\$ 11,499,252	\$ 11,096,822	\$ 402,430	3.6%

Prior Year Adopted Revenue Schedule

Pequannock, Lincoln Park and Fairfield Sewerage Authority

	FY 2018 Adopted Budget						
	Operation						Total All
	Operation #1	#2	N/A	N/A	N/A	N/A	Operations
OPERATING REVENUES							
<i>Service Charges</i>							
Residential							\$ -
Business/Commercial							-
Industrial							-
Intergovernmental	11,038,322						11,038,322
Other							-
Total Service Charges	11,038,322	-	-	-	-	-	11,038,322
<i>Connection Fees</i>							
Residential							-
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
Total Connection Fees	-	-	-	-	-	-	-
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
Total Parking Fees	-	-	-	-	-	-	-
<i>Other Operating Revenues (List)</i>							
Miscellaneous	500						500
Industrial Permits	42,000						42,000
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Total Other Revenue	42,500	-	-	-	-	-	42,500
Total Operating Revenues	11,080,822	-	-	-	-	-	11,080,822
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Other Non-Operating Revenues	-	-	-	-	-	-	-
<i>Interest on Investments & Deposits</i>							
Interest Earned	16,000						16,000
Penalties							-
Other							-
Total Interest	16,000	-	-	-	-	-	16,000
Total Non-Operating Revenues	16,000	-	-	-	-	-	16,000
TOTAL ANTICIPATED REVENUES	\$ 11,096,822	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,096,822

Appropriations Schedule

Pequanock, Lincoln Park and Fairfield Sewerage Authority
For the Period December 1, 2018 to November 30, 2019

	FY 2019 Proposed Budget						FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Operation #1	Operation #2	N/A	N/A	N/A	N/A	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS									
<i>Administration - Personnel</i>									
Salary & Wages	\$ 433,580						\$ 433,580	\$ 423,150	\$ 10,430 2.5%
Fringe Benefits	232,600						232,600	213,200	19,400 9.1%
Total Administration - Personnel	666,180	-	-	-	-	-	666,180	636,350	29,830 4.7%
<i>Administration - Other (List)</i>									
Financial Svcs, Professional & Office Exp	262,000						262,000	260,000	2,000 0.8%
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Type in Description							-	-	#DIV/0!
Miscellaneous Administration*							-	-	#DIV/0!
Total Administration - Other	262,000	-	-	-	-	-	262,000	260,000	2,000 0.8%
Total Administration	928,180	-	-	-	-	-	928,180	896,350	31,830 3.6%
<i>Cost of Providing Services - Personnel</i>									
Salary & Wages	2,045,420						2,045,420	1,935,580	109,840 5.7%
Fringe Benefits	878,900						878,900	838,700	40,200 4.8%
Total COPS - Personnel	2,924,320	-	-	-	-	-	2,924,320	2,774,280	150,040 5.4%
<i>Cost of Providing Services - Other (List)</i>									
Energy	1,111,000						1,111,000	1,050,000	61,000 5.8%
Chemicals, Equip/Maint/Repairs, Contracted Services, State Requirements	2,144,100						2,144,100	2,117,300	26,800 1.3%
Type in Description							-	-	#DIV/0!
Miscellaneous COPS*							-	-	#DIV/0!
Total COPS - Other	3,255,100	-	-	-	-	-	3,255,100	3,167,300	87,800 2.8%
Total Cost of Providing Services	6,179,420	-	-	-	-	-	6,179,420	5,941,580	237,840 4.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	1,858,637	-	-	-	-	-	1,858,637	1,834,148	24,489 1.3%
Total Operating Appropriations	8,966,237	-	-	-	-	-	8,966,237	8,672,078	294,159 3.4%
NON-OPERATING APPROPRIATIONS									
Total Interest Payments on Debt	422,943	-	-	-	-	-	422,943	450,743	(27,800) -6.2%
Operations & Maintenance Reserve							-	-	#DIV/0!
Renewal & Replacement Reserve	1,210,072						1,210,072	1,174,827	35,245 3.0%
Municipality/County Appropriation							-	-	#DIV/0!
Other Reserves	900,000						900,000	900,000	- 0.0%
Total Non-Operating Appropriations	2,533,015	-	-	-	-	-	2,533,015	2,525,570	7,445 0.3%
TOTAL APPROPRIATIONS	11,499,252	-	-	-	-	-	11,499,252	11,197,648	301,604 2.7%
ACCUMULATED DEFICIT									
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	11,499,252	-	-	-	-	-	11,499,252	11,197,648	301,604 2.7%
UNRESTRICTED NET POSITION UTILIZED									
Municipality/County Appropriation							-	-	#DIV/0!
Other							100,826	(100,826)	-100.0%
Total Unrestricted Net Position Utilized							100,826	(100,826)	-100.0%
TOTAL NET APPROPRIATIONS	\$ 11,499,252	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,499,252	\$ 11,096,822	\$ 402,430 3.6%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 448,311.85 \$ - \$ - \$ - \$ - \$ - \$ - \$ 448,311.85

Prior Year Adopted Appropriations Schedule

Pequannock, Lincoln Park and Fairfield Sewerage Authority

FY 2018 Adopted Budget							
	Operation #1	Operation #2	N/A	N/A	N/A	N/A	Total All Operations
OPERATING APPROPRIATIONS							
<i>Administration - Personnel</i>							
Salary & Wages	\$ 423,150						\$ 423,150
Fringe Benefits	213,200						213,200
Total Administration - Personnel	636,350	-	-	-	-	-	636,350
<i>Administration - Other (List)</i>							
Financial Svcs, Professional & Office Exp	260,000						260,000
Type In Description							-
Type In Description							-
Type In Description							-
Miscellaneous Administration*							-
Total Administration - Other	260,000	-	-	-	-	-	260,000
Total Administration	896,350	-	-	-	-	-	896,350
<i>Cost of Providing Services - Personnel</i>							
Salary & Wages	1,935,580						1,935,580
Fringe Benefits	838,700						838,700
Total COPS - Personnel	2,774,280	-	-	-	-	-	2,774,280
<i>Cost of Providing Services - Other (List)</i>							
Energy	1,050,000						1,050,000
Chemicals, Equip/Maint/Repairs,	-						-
Contracted Services, State Requirements	2,117,300						2,117,300
Type In Description							-
Miscellaneous COPS*							-
Total COPS - Other	3,167,300	-	-	-	-	-	3,167,300
Total Cost of Providing Services	5,941,580	-	-	-	-	-	5,941,580
Total Principal Payments on Debt Service in Lieu of Depreciation	1,834,148	-	-	-	-	-	1,834,148
Total Operating Appropriations	8,672,078	-	-	-	-	-	8,672,078
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	450,743	-	-	-	-	-	450,743
Operations & Maintenance Reserve							-
Renewal & Replacement Reserve	1,174,827						1,174,827
Municipality/County Appropriation							-
Other Reserves	900,000						900,000
Total Non-Operating Appropriations	2,525,570	-	-	-	-	-	2,525,570
TOTAL APPROPRIATIONS	11,197,648	-	-	-	-	-	11,197,648
ACCUMULATED DEFICIT							-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	11,197,648	-	-	-	-	-	11,197,648
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation	-	-	-	-	-	-	-
Other	100,826						100,826
Total Unrestricted Net Position Utilized	100,826	-	-	-	-	-	100,826
TOTAL NET APPROPRIATIONS	\$ 11,096,822	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,096,822

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 433,603.90 \$ - \$ - \$ - \$ - \$ - \$ - \$ 433,603.90

Debt Service Schedule - Principal

Pequannock, Lincoln Park and Fairfield Sewerage Authority

If Authority has no debt X this box

	Fiscal Year Ending in							Total Principal Outstanding
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	
Operation #1								
Series 2015 (NJFIT)	\$ 1,023,160	\$ 1,038,160	\$ 1,048,160	\$ 1,063,160	\$ 1,073,160	\$ 1,088,160	\$ 1,103,160	\$ 11,911,601
Series 2010 (NJFIT)	290,788	290,788	293,788	301,788	302,788	306,788	312,788	1,781,006
Series 2006 (NJFIT)	520,200	529,689	538,922	556,094	564,446	580,727	596,350	1,164,963
Type in Issue Name								
Total Principal	1,834,148	1,858,637	1,880,870	1,921,042	1,940,394	1,975,675	2,012,298	14,857,570
Operation #2								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Principal								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Principal								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Principal								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Principal								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Principal								
N/A								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Total Principal								
TOTAL PRINCIPAL ALL OPERATIONS	\$ 1,834,148	\$ 1,858,637	\$ 1,880,870	\$ 1,921,042	\$ 1,940,394	\$ 1,975,675	\$ 2,012,298	\$ 14,857,570
								\$ 26,446,486

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	Moody's	Fitch	Standard & Poors
Bond Rating			
Year of Last Rating			

Debt Service Schedule - Interest

Pequannock, Lincoln Park and Fairfield Sewerage Authority

If Authority has no debt X this box

	Fiscal Year Ending in								Total Interest Payments Outstanding
	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	
Operation #1									
Series 2015 (NJEIT)	\$ 260,100	\$ 248,600	\$ 236,350	\$ 223,600	\$ 210,100	\$ 196,100	\$ 181,350	\$ 939,250	\$ 2,235,350
Series 2010 (NJEIT)	68,955	63,455	58,805	54,055	48,945	43,795	38,485	105,770	413,310
Series 2006 (NJEIT)	121,688	110,888	99,688	88,087	75,506	62,512	48,488	47,175	532,344
Type in Issue Name									
Total Interest Payments	450,743	422,943	394,843	365,742	334,551	302,407	268,323	1,092,195	3,181,004
Operation #2									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Total Interest Payments	-	-	-	-	-	-	-	-	-
N/A									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									

Net Position Reconciliation

Pequannock, Lincoln Park and Fairfield Sewerage Authority
 For the Period December 1, 2018 to November 30, 2019

FY 2019 Proposed Budget

	Operation #1	Operation #2	N/A	N/A	N/A	N/A	Total All Operations
TOTAL NET POSITION BEGINNING OF LATEST AUDIT REPORT YEAR(1)	\$ 48,423,352						\$ 48,423,352
Less: Invested in Capital Assets, Net of Related Debt (1)	37,047,258						37,047,258
Less: Restricted for Debt Service Reserve (1)							-
Less: Other Restricted Net Position (1)	75,336						75,336
Total Unrestricted Net Position (1)	11,300,758	-	-	-	-	-	11,300,758
Less: Designated for Non-Operating Improvements & Repairs							-
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	10,547,390						10,547,390
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	6,374,729						6,374,729
Plus: Estimated Income (Loss) on Current Year Operations (2)	430,000						-
Plus: Other Adjustments (attach schedule)							430,000
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	7,558,097	-	-	-	-	-	7,558,097
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	1,619,928	-	-	-	-	-	1,619,928
Appropriation to Municipality/County (3)	-	-	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	1,619,928	-	-	-	-	-	1,619,928
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR	\$ 5,938,169	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,938,169
Last issued Audit Report (4)							

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 448,312 \$ - \$ - \$ - \$ - \$ - \$ 448,312

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2019

Pequannock, Lincoln Park and
Fairfield Sewerage Authority

AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2019 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM


Pequannock, Lincoln Park and Fairfield Sewerage Authority

FISCAL YEAR: FROM: Dec. 1. 2018 TO: Nov. 30, 2019

[X] It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Pequannock, Lincoln Park and Fairfield Sewerage Authority, on the 12th day of September, 2018.

OR

[] It is hereby certified that the governing body of the _____ Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): _____

Officer's Signature:			
Name:	Karen Napolitano		
Title:	Secretary to the Board		
Address:	P.O. Box 188, Lincoln Park, NJ 07035		
Phone Number:	973-696-4494	Fax Number:	973-305-1764
E-mail address	tbsa@ensocorp.net		

2019 CAPITAL BUDGET/PROGRAM MESSAGE

Pequannock, Lincoln Park and Fairfield Sewerage Authority

FISCAL YEAR: FROM: Dec. 1. 2018 TO: Nov. 30, 2019

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program?

The Capital Budget will be submitted to the Participants following initial approval by the Authority.

2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include full lifecycle costs; and is it consistent with appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority?

The annual Consulting Engineer's Report was used to develop the Capital Budget.

3. Has a long-term (10-20 years) infrastructure needs assessment or other capital plan with a horizon beyond six years been prepared?

An assessment of Renewal and Replacement (R&R) needs of equipment projected over a 25 year period has been employed since the original construction of TBSA Facilities (1979). A corresponding R&R Fund has been developed to provide funding for those needs over the same planning period. The R&R Fund evaluation was last updated in 2004 and a new 25 year schedule is in effect through 2030. Also, the Authority has completed the TBSA Master Plan for Capital Improvements (Oct. 2009) which forms the basis for determining the major capital projects. In addition, we had completed the NJ 2012 Clean Watershed Needs Survey which provides a rough estimate of costs over a 20 year planning period.

4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules.

For the budget, all capital projects will be funded by a combination of current debt authorization, existing construction funds and R&R reserves. For future years, additional debt authorization will be required. The annual Consulting Engineer's Report shows that \$21,610,000 will be needed for the initial 6-year planning period, of which \$9,300,000 requires debt authorization. Looking beyond the initial 6-year period, another \$26,690,000 will be needed, almost all of which will require additional debt authorization. These projections are preliminary and are subject to future NJDEP discharge permit limits.

5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.

None

6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.

None

Add additional sheets if necessary.

Proposed Capital Budget

Pequannock, Lincoln Park and Fairfield Sewerage Authority

For the Period December 1, 2018

to

November 30, 2019

		Funding Sources				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Sources
<i>Operation #1</i>						
Pumping Station Projects	\$ 725,000			\$ 625,000		\$ 100,000
Pipelines Projects	540,000			540,000		
Treatment Plant Projects	2,685,000		1,619,928	45,072	700,000	320,000
Type in Description	-					
Total	3,950,000		1,619,928	1,210,072	700,000	420,000
<i>Operation #2</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-		-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-		-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-		-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-		-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-		-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-		-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 3,950,000		\$ 1,619,928	\$ 1,210,072	\$ 700,000	\$ 420,000

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

5 Year Capital Improvement Plan

Pequannock, Lincoln Park and Fairfield Sewerage Authority

For the Period December 1, 2018 to November 30, 2019

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget Year 2019	2020	2021	2022	2023	2024
Operation #1							
Pumping Station Projects	\$ 2,665,000	\$ 725,000	\$ 1,110,000	\$ 730,000	\$ 50,000	\$ 50,000	\$ -
Pipelines Projects	1,775,000	540,000	475,000	150,000	150,000	250,000	210,000
Treatment Plant Projects	17,170,000	2,685,000	4,870,000	4,400,000	2,470,000	1,875,000	870,000
Type in Description	-	-	-	-	-	-	-
Total	21,610,000	3,950,000	6,455,000	5,280,000	2,670,000	2,175,000	1,080,000
Operation #2							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
N/A							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 21,610,000	\$ 3,950,000	\$ 6,455,000	\$ 5,280,000	\$ 2,670,000	\$ 2,175,000	\$ 1,080,000

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

5 Year Capital Improvement Plan Funding Sources

Pequannock, Lincoln Park and Fairfield Sewerage Authority
For the Period December 1, 2018 to November 30, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Operation #1</i>						
Pumping Station Projects	\$ 2,665,000		\$ 1,565,000	\$ 1,000,000		\$ 100,000
Pipelines Projects	1,775,000		1,775,000			
Treatment Plant Projects	17,170,000	1,619,928	4,780,072	8,300,000		2,470,000
Type in Description	-					
Total	21,610,000	1,619,928	8,120,072	9,300,000	-	2,570,000
<i>Operation #2</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL	\$ 21,610,000	\$ 1,619,928	\$ 8,120,072	\$ 9,300,000	\$ -	\$ 2,570,000
Total 5 Year Plan per CB-4	\$ 21,610,000					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

**Annual List of Change Orders Approved
Pursuant to N.J.A.C. 5:30-11**

Contracting Unit:

Pequannock, Lincoln Park & Fairfield Sewerage Authority

Year Ending: November 30, 2018

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent.

For Regulatory details please consult N.J.A.C. 5:30-11.1 et. Seq. Please identify each change order by name of the project.

1 Contract 2016-1: Refurbishing and modification of piping and pipe cleaning access chamber at two pumping stations

2

3

4

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d)
(Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here

☐

Date

Clerk of the Governing Body

RESOLUTION #18-055

Authorize Amendment to Contract 2016-1 and Change Order

WHEREAS, by previous Resolution the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") awarded a contract to Montauk Services, Inc. ("Montauk") for the refurbishing and modification of piping and pipe cleaning access chambers at two (2) pumping stations in the amount of \$39,600.00; and

WHEREAS, due to unforeseen conditions Montauk was required to perform additional work including the fabrication of additional material; and

WHEREAS, the cost of the change order was \$11,244.32, which is in excess of twenty percent (20%) of the original contract amount; and

WHEREAS, pursuant to N.J.A.C. 5:30-11.9, Montauk and the Authority's Superintendent have provided written statements setting forth the nature for the work, such statements are incorporated by reference herein; and

WHEREAS, the Authority has reviewed the additional costs and determined them to be fair and reasonable; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution; and

NOW THEREFORE BE IT RESOLVED, by the Members of the Board of the Pequannock, Lincoln Park and Fairfield Sewerage Authority as follows:

1. The proposed change order with Montauk Services, Inc., is hereby approved; and
2. The Authority's Counsel is authorized and directed to prepare a contract amendment for the change order; and
3. The Authority shall take all actions required by N.J.A.C. 5:30-9, including advertising notice of the change order and reporting to the Director as required.

BE IT FURTHER RESOLVED that the Executive Director is authorized and directed to take all steps reasonable and necessary to effectuate the terms of this Resolution.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: September 12, 2018


Raymond T. Kerwin, Chairman



Memo

TO: Members of the Board

FROM: Ernie DeGraw, Plant Superintendent

CC: Robert Bongiovanni

SUBJECT: Request for Change Order in Excess of 20% - Contract 2016-1

DATE: September 12, 2018

The Authority entered into an agreement with Montauk Services, Inc. ("Montauk") to refurbish and modify piping and pipe cleaning access chambers at two (2) pumping stations in the amount of \$39,600.00. As required by the contract, Montauk removed the existing 30" x 20" tees and had new tees fabricated. Unfortunately, upon installation it was discovered that the existing force mains did not properly align and the existing grooves for the Victaulic coupling were incorrect. As a result, additional work, including the fabrication of a new coupling, the modifying of the grooves on the tees, and 4" sleeves were required. The work was not indicated on the contract documents and was unforeseen by the Authority and the Contractor. The cost of these changes was \$11,244.32. Stopping the project and rebidding was not feasible since this work was required to keep the Authority's largest remote pump station operational. Therefore, the change order is necessary.

ED



August 21, 2018

Nick Stein
Two Bridges
tbsanick@ensocorp.net

RE: Letter of Explanation for Extra on Contract No. 2016-1 Refurbish and Modify Piping within Pipe Cleaning Access Chambers at Two Pumping Stations

The new 30x20 tees were designed by old drawings to replace the existing spool pieces at the Two Bridges pump station at Ryerson Rd in Lincoln Park. The old drawings were incorrect measurements for the spools that were originally installed. The OD of the spool shows 30" and when the spools were removed the actual OD was 31". The proper length shown was also incorrect. Even had the proper length been shown the existing type 77 couplings would have not seated correctly because of the difference in OD. Also, the standard set back for a Victaulic coupling of 30" is 1 3/4". The existing spools set back were fabricated to have 1 1/8" setback. The depth of the grooves on the existing spools were also not at standard depth. The depth of the grooves on the spools are 1/8" and standard depth is 1/4". The new tees that were built will use the 4" sleeves to lengthen the tees and put the grooves in the same location and depth as the existing spools to ensure the proper seating of the couplings once the tees are installed.

The above required the fabrication/modification of the two Tees with JPW, additional material from Whitco Supply (attached both invoices) as well additional manpower and equipment all totaling \$11,244.32 above the original contract price/bid.

Reginald "Rex" Murphey
President
Montauk Services, Inc.

RIGGERS

STRUCTURAL INSTALLERS

MACHINERY MOVERS

FABRICATION SPECIALIST

ORIGINAL X

DUPLICATE _____

JPW STRUCTURAL CONTRACTING, INC.

6376 THOMPSON RD.
SYRACUSE, NY 13206
PHONE (315) 432-1111
FAX (315) 432-8202

CRANE RENTAL

FORK TRUCK RENTAL

HEAVY HAULING

WAREHOUSING

Montauk Services Inc
84A Johnson Ave
Hackensack, NJ 07601

Invoice No:
11325

DATE 03/08/2017	SALESMAN JPW III
CUSTOMER No. 3892	JOB NO. 5737
LOCATION: Montauk/Mod 30" T-elbows	

PO NO. Verbal-Mitch

Contact: Mitch Howe

Classification: Fabrication

Description	Units	U/M	Unit Price	Amount
Modify (2) T's and repair concrete				5,318.00
Retainage				0.00
Sales Tax - Exempt				0.00
DUE THIS INVOICE				5,318.00

PAID

NET 30 DAYS. PAST DUE ACCOUNTS BEAR INTEREST AT 2% PER MONTH OR AN ANNUAL RATE OF 24%.

CK. NO. _____
DATE _____

Broussard, LA
Houma, LA
Shreveport, LA
Houston, TX
Midland, TX
Williamsport, PA

Phone: 337.837.2440
Phone: 985.223.6091
Phone: 318.779.0127
Phone: 713.457.0803
Phone: 432.684.1118
Phone: 570.601.4645

WHITCO SUPPLY

Remit To: 200 N Morgan Ave
Broussard, LA 70518

SOLD TO:

MONTAUK SERVICES INC
84A JOHNSON AVE
HACKENSACK NEW JERSEY 07601

INVOICE 564686

SHIP TO:

MONTAUK SERVICES INC
MIKE TREVORAH
84A JOHNSON AVENUE
HACKENSACK NJ 07601

INVCE# INVCE-DATE SALESPERS REQ-DATE SHIP VIA
564686 SEP 21 2016 HOU SEP 07 2016 OUR TRUCK

WGHT PGE

CUST# CUST PO NUMBER DOC-REQ# SUB TERMS FREIGHT TRMS FOB INSD SALES
MONSER TWO BRIDGES NET 30 PREPAY & ADD ORIGIN JC

LIN	ORDERED	SHIPPED	BCK ORD	W PRODUCT	UNIT DESCRIPTION	UNIT \$	EXTENDED
001	40.00	40.00		3 S0066257.002	EA 1.12 X 6.25 304SS STUD W/2 NUT	16.10	644.00
002					ORIGINAL QTY ORD: 40.00		
003					ORIGINAL BACK ORD: 40.00		
004					BACK ORD REMAINING: .00		
005							
006					FILLS ITEMS ON ORDER # 561913		
007					YOUR PO# TWO BRIDGES		
008	1.00	1.00		3 FREIGHT/PENN	EA 1Z82Y8V10367316139	32.32	32.32

POSTED

PAID

CK. NO. _____
DATE _____

SUB-TOTAL AMOUNT 676.32
SALES TAX

TOTAL AMOUNT 676.32

ALL ACCOUNTS NOT PAID IN FULL WITHIN 30 DAYS
SHALL BEAR A FINANCE CHARGE OF 1-1/2% PER MONTH

STATE OF NEW JERSEY
COUNTY OF PASSAIC SS:

Anna Figueira

Of full age, being duly sworn according to law, on his/her oath says that he/she is employed at North Jersey Media Group publisher of the The Record. Included herewith is a true copy of the notice that was published on the following date(s):

09/15/18

in The Record, a newspaper of general circulation and published in Hackensack, in the County of Bergen and circulated in Bergen, Passaic, Hudson, Morris and Essex Counties. Said newspaper is published seven days a week.

Subscribed and sworn before me this 15 day of September, 2018 at Woodland Park, NJ

Melanie C Altz
A Notary Public of New Jersey



NOTICE OF CONTRACT AWARDED
THE PEQUANNOCK, LINCOLN
PARK AND FAIRFIELD SEWERAGE
AUTHORITY

The Pequannock, Lincoln Park and Fairfield Sewerage Authority, in the County of Morris and State of New Jersey, has awarded a contract without competitive bidding as a professional service pursuant to N.J.S.A. 40A:11-5(1)(a)(i). This Contract and the Resolution authorizing it are available for public inspection in the office of the Authority, End of Lincoln Boulevard, Lincoln Park, New Jersey during normal business hours.

Date: September 12, 2018

Awarded To: Montauk Services, Inc.

Services: Additional work and materials required to refurbish and modify piping within pipe cleaning access chambers at two pumping stations due to unforeseen circumstances discovered after the start of the project.

Original Cost: \$39,600.00
Additional Cost: 11,244.32
Total Cost: \$50,844.32

Karen Napolitano, Secretary to the Board

September 15, 2018
Fee \$30.00(40)
4288600