

PEQUANNOCK, LINCOLN PARK, AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
July 16, 2025

The Regular Meeting of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority was held on Wednesday, July 16, 2025, at 4:30 p.m. in the Administration Building, 188 Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Kohle called the meeting to order at 4:31 p.m.

ROLL CALL

Members Present: Raymond Verdonik, Robert Voorman, Arthur Schmidt, Thomas Boorady, Anthony Campisi, David Kohle

Absent: David Runfeldt, Jerry Notte

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent, Brian Carey, Authority Engineer; Karen Napolitano, Secretary; Victoria Holmes, Cleary Giacobbe; John Scheri, Mott MacDonald

OPEN MEETING STATEMENT

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by filing written Notice and Agenda with the Authority Secretary and Municipal Clerks of Lincoln Park, 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 notice thereof to the Herald News, Record, and Suburban Trends newspapers.

MINUTES APPROVAL

Mr. Verdonik called for a motion to approve the Regular Meeting Minutes of June 11, 2025, seconded by Mr. Voorman.

AYES: Verdonik, Voorman, Schmidt, Boorady, Kohle

ABSTAINED: Campisi

ABSENT: Runfeldt, Notte

REPORTS OF COMMITTEES

FINANCE

Mr. Notte was absent. Mr. Kohle presented the Treasurer's Report for the month of July (copy attached), the monthly financial reports for Mott MacDonald and Cleary Giacobbe, and the vouchers. He recommended the vouchers be paid as presented.

PURCHASING and PERSONNEL

Mr. Campisi presented the Personnel Actions for the month of July.

PLANT OPERATIONS

Mr. Schmidt referred to the Operations Report on the table. Mr. DeGraw reported the plant is operating well.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik referred to the Construction Report on the table. He reported on three projects, noting that two (Jane Road Pump Station and the Electrical Maintenance and Testing) were progressing towards the construction phase and that construction activities have begun for the Boiler Replacement project. Mr. Carey noted that NJ Natural Gas will complete their installation of the gas

lines next week, in support of the Boiler project. He added that the long lead times for major equipment will likely push the majority of the Jane Road project construction into next summer. He also noted that the Electrical Maintenance Project is anticipated to start in late September.

INSURANCE and LEGISLATIVE REVIEW

Mr. Voorman had nothing to report. Ms. Holmes reported that a State Healthcare bill was introduced, but at this time there is no action being taken.

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt was absent. There was nothing to report.

MANAGEMENT REPORT

Mr. Bongiovanni had no formal report.

ENGINEER'S REPORT

Mr. Scheri referred to the monthly Engineer's Report on the table and brought the members up to date on all on-going projects.

UNFINISHED BUSINESS

None

NEW BUSINESS: Preliminary FY 2026 Budget

Ms. Napolitano referred to the Preliminary 2026 Budget on the table. She reviewed the budget approval and adoption schedule. She then proceeded to review the highlights of the budget, noting that the DCA & Capital Budget is being developed and will be presented in August. Ms. Napolitano noted that the overall impact on Participant charges is a 3.3% increase over the 2025 Budget. She discussed changes in expenses from the 2025 Budget, noting the following: the contribution to the Reserve for Capital Improvements was increased to \$550,000. Administration expenses are budgeted higher in 2026 by about 6.7% due to salary and benefits increases as well as the addition of an intern position; Operating expenses are up 4.2% primarily due to anticipated increases in healthcare premiums. Energy costs are slightly down due to the savings anticipated as a result of the conversion to natural gas. Overall expenses are up 3.2% over the 2025 Budget.

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.

RESOLUTIONS RESOLUTION #25-038

RESOLUTION #25-038: Authorize Purchase of Open Channel Comminutor Equipment under North Jersey Wastewater Cooperative Pricing System

WHEREAS, the Pequannock, Lincoln Park, and Fairfield Sewerage Authority (hereinafter the "Authority"), has determined that there exists a need to purchase an additional open channel comminutor for the Wastewater Treatment Plant; and

WHEREAS, the Authority is authorized under the North Jersey Wastewater Cooperative Pricing System, under PVSC Contract Number B364-2, to purchase the comminutor equipment in accordance with the requirements of the Authority; and

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

NOW, THEREFORE, Be It Resolved that the Pequannock, Lincoln Park and Fairfield Sewerage Authority authorizes the use of PVSC Contract Number B364-2, awarded to Pumping Services, Inc., to purchase such additional open channel comminutor in an amount not to exceed \$67,008.53.

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

AYES: Voorman, Verdonik, Schmidt, Boorady, Campisi, Kohle

ABSENT: Runfeldt, Notte

RESOLUTION #25-039: Authorize Increase in Bid Threshold and Approve Updated Purchasing Policy

WHEREAS, The Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority") has chosen to increase the bid threshold to the maximum permitted by law; and

WHEREAS, the recent changes to the Local Public Law gave local contracting units the ability to increase their bid threshold up to \$53,000; and

WHEREAS, N.J.S.A. 40A:11-3a permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, the Authority has a designated Qualified Purchasing Agent in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Authority desires to take advantage of the increased bid threshold; and

WHEREAS, the Authority also wishes to update its Purchasing Policy; and

WHEREAS, a copy of the updated Purchasing Policy is attached hereto and incorporated by reference herein.

NOW, THEREFORE, Be It Resolved, that the governing body of the Pequannock, Lincoln Park and Fairfield Sewerage Authority, in the County of Morris, in the State of New Jersey, hereby increases its bid threshold to the statutory maximum pursuant to the supplemental authority provided by N.J.S.A. 40a:11-3 and 40a:11-4.3; and

BE IT FURTHER RESOLVED that the updated Purchasing Policy is hereby approved.

MOTIONED BY: Mr. Boorady; SECONDED BY: Mr. Voorman

AYES: Boorady, Voorman, Verdonik, Schmidt, Campis, Kohle

ABSENT: Runfeldt, Notte

RESOLUTION #25-040: Authorize 1-Year Contract Extension for Polyaluminum Chloride

WHEREAS, by previous Resolution, the Pequannock, Lincoln Park, and Fairfield Sewerage Authority (the "Authority") entered into an agreement with USALCO, LLC ("USALCO") for polyaluminum chloride; and

WHEREAS, the original contract terms allow for one-year contract extensions; and

WHEREAS, the Authority has determined that USALCO has successfully performed its contracted services; and

WHEREAS, the Local Public Contracts Law allows for a contract extension to include approved price changes; and

WHEREAS, the Authority approves a unit price change from \$2.9822/gallon to \$3.06/gallon; and

WHEREAS, the approved price change is below the current index rate at that time and permissible under the Local Public Contracts Law; and

WHEREAS, the Authority wishes to formally authorize an extension of the agreement between the parties for a one-year period under the current terms and conditions; 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.

NOW, THEREFORE, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority

1. The one-year extension of the agreement between the Authority and USALCO, LLC for polyaluminum chloride, commencing September 15, 2025, is hereby approved.

2. The Authority is hereby authorized and directed to execute any documents necessary to effectuate the terms of this Resolution.

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

AYES: Voorman, Verdonik, Schmidt, Boorady, Campisi, Kohle

ABSENT: Runfeldt, Notte

RESOLUTION #25-041: Operating Vouchers Approval (copy attached)

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

AYES: Verdonik, Boorady, Voorman, Schmidt, Campisi, Kohle

ABSENT: Runfeldt, Notte

RESOLUTION #25-042: Construction Fund Vouchers Approval (copy attached)

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

AYES: Verdonik, Campisi, Voorman, Schmidt, Boorady, Kohle

ABSENT: Runfeldt, Notte

ADJOURNMENT

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



Jerry J. Notte, Secretary

Dated: July 16, 2025



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

July 16, 2025

Period Ending June 30, 2025

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$9,079,653.24	
Revenue - NJCMF	\$4,036,371.18	
Revenue - CD	\$4,475,558.06	
Operating Checking Account	146,556.31	
Payroll Checking Account	355,912.62	
Renewal & Replacement - NJCMF	3,276,076.54	
Renewal & Replacement - CD	<u>4,466,249.99</u>	\$25,836,377.94

CONSTRUCTION AND GENERAL

Construction Fund	\$1,888,919.62	
Construction Fund - CD	<u>4,462,755.67</u>	<u>6,351,675.29</u>

TOTAL FUNDS JUNE 30, 2025

\$32,188,053.23

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$303,640.00 *	
Payroll - Salaries & Wages	217,782.84	
- Benefits	67,318.58 *	
- Taxes	<u>15,634.65</u>	\$604,376.07

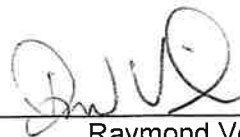
CONSTRUCTION

2,112.28 *

TOTAL EXPENDITURES FOR JUNE 2025

\$606,488.35

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



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board

OPERATING
RESOLUTION #25-041

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 #xxxx through #xxxx have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

Payee	Check #	Voucher #	Amount	Description	Account
Accurate Pest Control, Inc.		25840	89.17	Pest Control/Jun'25	51.41
Allen Paper & Supply Co.		25841	1,764.32	Cleaning Supplies	51.41
Amazon		25842	142.99	Keyboard & Mouse/Shop Supplies	31.31
Amazon			43.37	Office Supplies/Admin	31.33
American Wear		25843	441.35	Uniforms	51.43
AP/Certified Testing		25844	525.00	Field Test/Backflow Preventor/Plant & PS'	51.65
Apollo Flag Co.		25845	138.47	American/NJ Flags	51.31
Artistic Signs, LLC		25846	225.00	Install Logo/2025 F150	51.36
Balco Industries, Inc.		25847	99.00	Shop Towels	51.41
Balco Industries, Inc.			240.00	Gloves/Coveralls/Shop Supplies	51.44
Baxter Rubber Company		25848	419.49	Sheet Pure Gum Rubber/Shop Supplies	51.31
Blue Diamond Disposal, Inc.		25849	527.00	Garbage Disposal/Jun'25	51.51
Blue Diamond Disposal, Inc.		25850	1,439.10	Grit & Screening/Jun'25	51.51
Borough of Lincoln Park Water		25851	1,969.78	Lincoln Boulevard (4/1-6/30/25)	51.14
Broadvoice		25852	760.31	Telephone (6/21-7/20/25)	31.35
Bureau of Fire Prevention		25853	70.00	Annual Inspection Permit Fee	51.62
Clark/BDS		25854	156.64	V-Belts/Ball Bearings/Shop Supplies	51.31
Corrosion Products, Inc.		25855	981.39	Rolls Gasket Material/Shop Supplies	51.31
Costello's Hardware		25856	255.35	Shop Supplies/PPS Vertical Shed	51.31
Costello's Hardware			97.11	Paint & Brushes	51.35
Costello's Hardware			64.79	Insect Baits/Mop/Plant Supplies	51.41
Costello's Hardware			335.43	Weed Killer/Bug Zapper	51.54
D.R. Cordell & Associates		25857	2,718.00	Spare Parts/Dumpster Veyor	51.31
Direct Energy Business		25858	44,414.87	Plant Electric (5/21-6/21/25)	51.11
Donna Peteja		25859	698.26	Retiree Health Benefits/Jul'25	21.12R
Engineered Solutions Corp.		25860	10,973.20	Computer Support/Operations	51.52
Engineered Solutions Corp.			5,234.00	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			5,481.00	Network Upgrade 2025	61.10
Eurofins Lancaster Labs		25861	2,422.50	Quarterly PFAS Sampling/Plant & IPP	51.65
Fairfield Maintenance Inc.		25862	650.00	Monthly UST Inspection/Jun-Jul'25	51.65
Fisher Scientific		25863	689.54	Lab Supplies	51.42
Garden State Laboratories		25864	1,175.00	Chemical Anaylsis/Mar/May'25	51.65
GPR One Call LLC		25865	3,300.00	Plant Mark Out Assistance	51.33
Grainger, Inc.		25866	1,171.35	Stacking Chairs/Lunchroom	31.31
Grainger, Inc.			5,087.01	Parts/Shop Supplies & SPS Bubbler	51.31
Grainger, Inc.			211.60	Dry Wipe Rolls/Paper Towels/Shop Supplies	51.41
Grainger, Inc.			192.42	Rain Jackets/Pants/Operations	51.43
Grainger, Inc.			887.90	Safety Supplies/Shop & Operations	51.44
Grainger, Inc.			159.84	Wasp Killer/Operations	51.54
Health Equity/WageWorks		25867	75.00	HC FSA Admin Fee/Jun'25	31.38
Hogan Security Group		25868	1,551.40	Skimming Bldgs Door Lock	51.33
Hogan Security Group		25869	14,073.18	Door Repairs/Plant/Pumpstations	51.33
Home Depot		25870	488.00	Refrigerator/Shop Supplies	31.31
Home Depot			31.70	5 Gal. Spring Water/Plant Supply	51.14
Home Depot			169.00	Extension Ladder/Operations	51.31
Home Depot			537.61	Pressure Washer/Outdoor Cleaners	51.41
Home Depot			166.82	Sprayer/Weed Wacker Heads/Hose	51.54
Idexx Laboratories		25871	326.44	Quanti Trays/Coliform Containers/Lab	51.42
In-Line Air Conditioning Co., Inc.		25872	507.90	Repair AC Unit #1 & #3/Switchgear Bldg.	51.33

Payee	Check #	Voucher #	Amount	Description	Account
Institute for Prof.Development		25873	50.00	National CoOp Webinar/K.Napolitano	31.24
JCI Jones Chemicals, Inc.		25874	7,471.52	Sodium Hypochlorite	51.23
Jersey Central Power & Light		25875	13,222.83	Plant Electric	51.11
Jersey Central Power & Light			5,448.95	Pumpstations Electric	51.12
Johnson Truck Accessories, Inc.		25876	1,510.00	2025 F150 Truck Accessories	51.36
JT Fire & Safety LLC		25877	1,800.00	Troubleshoot Leaking Back Flow Preventor	51.33
Loraine Tuohey		25878	700.00	Retiree Health Benefits/Jul'25	21.12R
LUNgevity Foundation		25879	100.00	Memorial Donation/Ciampa Sister-in-Law	31.36
Maximum Material Handling, LLC		25880	1,013.82	Ratchet Screw Jack/PPS Crane	51.31
McMaster-Carr Supply Co.		25881	1,854.17	Parts/Flowmeter/Shop Supplies	51.31
McMaster-Carr Supply Co.			905.68	Antifatigue Mats/Lab	51.42
Michael E. Solla		25882	700.00	Retiree Health Benefits/Jul'25	21.12R
Miller Energy Inc.		25883	793.92	Switch Amplifier/Shop supplies	51.31
Mott MacDonald Group, Inc.		25884	2,400.00	General Consulting/Jun'25	51.53
Mott MacDonald Group, Inc.		25885	2,163.58	IPP Services 2025-2026	51.63
Mott MacDonald Group, Inc.		25886	3,374.85	LSRP Services/Gas USTs	51.63
Mott MacDonald Group, Inc.		25887	430.54	Electrical Maintenance & Testing	61.28c
Mott MacDonald Group, Inc.		25888	214.52	Administration Building Roof	61.29e
New Jersey Manufacturers Ins. Co.		25889	5,867.00	Workers Compensation	51.48
NJWEA, Registrar		25890	204.00	Seminar Registrations/6 Employees	31.24
One Call Concepts		25891	79.70	One Call Messages/Jun'25	51.62
Optimum		25892	180.37	Internet Service (6/16-7/15/25)	31.35
Optimum Fiber		25893	175.00	Fiber Service (6/16-7/15/25)	31.35
Passaic Valley Sewerage		25894	44,436.25	Liquid Sludge Disposal (6/1-6/30/25)	51.55D
Pitney Bowes (Supplies)		25895	148.98	Ink/Sealing Solution/Postage Meter	31.33
Pitney Bowes Credit Corp.		25896	184.44	Postage Meter Lease/Apr'25-Jul'25	31.34
Primepoint, LLC		25897	258.70	Payroll Processing/Jun'25	31.38
PSE&G		25898	3,082.40	Jane & Fairfield Roads Electric	51.12
PSE&G		25899	4,491.97	Glenroy Road Electric	51.12
R&D Trucking		25900	34,613.50	Sludge Removal (6/1-6/30/25)	51.55H
Raritan Supply Company		25901	2,807.75	Elbows/Adapters/2nd Stage RAS Pump #2	61.10
ReadyRefresh		25902	701.63	Water/Jun'25	51.14
Recchia Landscaping, Inc		25903	4,010.00	Lawn Maintenance/May & Jun'25	51.54
Rutgers, The State University of NJ		25904	4,185.00	Registration/Intro to WW Course/3 Employees	31.24
Semel's Embroidery, Inc.		25905	216.00	Employee/Board Polos	51.43
Sherwin Williams		25906	69.02	Paint/Shop & Operations	51.35
Skyline Environmental, Inc.		25907	200.00	Operating Training Certificates	51.64
State of NJ/Pensions & Benefits		25908	80,218.43	Health & Dental Benefits	21.12
TBSA/Brian Carey		25909	164.95	Safety Boots	51.43
TBSA/Ernest DeGraw		25910	376.96	Airfare & Baggage/WEFTEC	31.21
TBSA/Ernest DeGraw			900.00	Registration/WEFTEC	31.24
TBSA/Evan Napolitano		25911	200.00	Safety Shoes	51.43
TBSA/Jason Tillery		25912	114.00	Safety Boots	51.43
TBSA/Karen Napolitano		25913	210.54	Office Supplies/Plant/Admin	31.33
TBSA/Matthew Cheringal		25914	200.00	Safety Boots	51.43
TBSA/Michael Nix		25915	348.00	Course Enrollment/Manual/Test Fee	31.24
TBSA/Michael Nix			50.00	Initial C1 License Application	51.61
TBSA/Petty Cash		25916	18.48	Mileage/Bank & Misc.	31.21
TBSA/Petty Cash			121.51	Food/Board Meeting (6/11)	31.36
TBSA/Richard Eickhoff		25917	200.00	Safety Boots	51.43
TBSA/Robert Villanova		25918	195.00	Safety Boots	51.43
Township of Fairfield		25919	242.25	Pumpstations Water	51.14
Trojan UV		25920	5,425.78	Cylinder Wipers/UV Spare Parts	61.10
United Business Systems/LEAF		25921	603.00	Canon Copier Lease	31.31
USALCO Baltimore Plant, LLC		25922	11,895.32	Polyaluminum Chloride	51.25
Verizon		25923	408.02	Telephone (6/14-7/19/25)	31.35

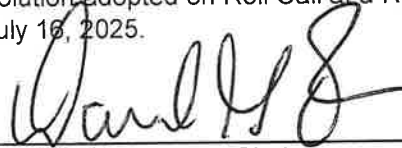
Payee	Check #	Voucher #	Amount	Description	Account
Verizon Wireless		25924	380.32	PS Modems/May'25	31.37
Verizon Wireless		25925	381.50	PS Modems/Jun'25	31.37
VSP Vision Insurance Co. (CT)		25926	383.38	Vision Insurance/Jul'25	21.12
W. B. Mason Co., Inc.		25927	520.03	Office Supplies	31.33
Wallington Plumbing & Heating		25928	1,349.34	Parts/Shop Supplies	51.31
Water Environment Federation		25929	2,931.00	Renewal WEF Membeships/15 Employees	31.22
Wayne Auto Supply		25930	34.97	Wheel Weight/Shop Supplies	51.31
Wayne Electrical Supply Company		25931	3,667.95	Parts/Shop/1st Stg Aerator/Thickener Room	51.31
Wayne Electrical Supply Company		25932	4,340.79	Electrical Disconnect Part/2nd Stage RAS#2	51.31
WEX Bank/Quick Chek		25933	516.37	Fuel Purchase (5/15-6/12)	51.34
WEX Bank/Quick Chek		25934	90.23	Fuel Purchase (6/27)	51.34
William Murphy		25935	700.00	Retiree Health Benefits/Jul'25	21.12R
Wizard Printing Co.		25936	422.00	Office Supplies	31.33
Wright National Flood Insurance		25937	2,387.00	Flood Insurance Renewal (8/18/25-8/18/26)	51.48

2025 BUDGET TOTAL

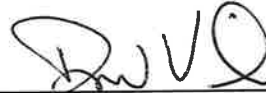
384,241.81

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 July 16, 2025.

Dated: July 16, 2025



David G. Kohle, Chairman



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board

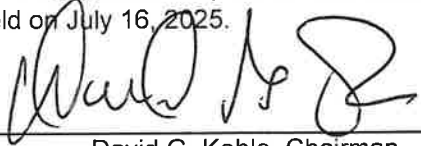
CONSTRUCTION
RESOLUTION #25-042

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 #xxxx through #xxxx have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

Payee	Check #	Voucher #	Amount	Description	Account
Mott MacDonald		1099	2,112.28	Solids Building Boiler Replacement	81.63
2025 BUDGET TOTAL			2,112.28		

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 July 16, 2025.

Dated: July 16, 2025



David G. Kohle, Chairman



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board