

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**AUGUST 10, 2016                      6:00 pm                      REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, August 10, 2016 at 6:00 p.m. in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Notte called the meeting to order at 6:02 p.m.

**ROLL CALL:**

On roll call, the members present were: Arthur Schmidt, Richard Phelan, Anthony Campisi, Robert Voorman, Raymond Verdonik, Raymond Kerwin, Jerry Notte

**ABSENT:** David Runfeldt

**ALSO PRESENT:**

Cleary Giacobbe: Mitchell Jacobs  
Mott MacDonald: Kevin O'Brien  
TBSA: Robert N. Bongiovanni  
Karen Napolitano

**OPEN MEETING STATEMENT:**

Adequate notice of this meeting, has been provided in accordance with the Open Public Meetings Act by filing written notice and agenda with the Authority Secretary and Municipal Clerks of the Borough of Lincoln Park, and the Townships of Fairfield and Pequannock and the Pequannock River Basin Regional Sewerage Authority, by having said notice and agenda posted on the public bulletin boards in the respective municipal buildings and by mailing said notice and agenda to the following official newspapers:

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

**MINUTES APPROVAL:**

On motion by Mr. Kerwin, seconded by Mr. Voorman, the Minutes of the Regular Meeting of July 13, 2016 were approved by the following vote:

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

**REPORTS OF COMMITTEES:**

**FINANCE:**

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

**PURCHASING and PERSONNEL:**

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

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

**PLANT OPERATIONS:**

Mr. Schmidt referred to the Operating Report on the table, reporting that the Authority is meeting all its permit levels and that flows were down due to the dry weather.

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**AUGUST 10, 2016** **6:00 pm** **REGULAR MEETING**

**PLANNING and EXPANSION:**

Mr. Kerwin had nothing to report.

**CONSTRUCTION:**

Mr. Verdonik noted the construction report on the table. He reported that Project 1 is at 38.5%, still behind schedule. Project 2 is currently at 61.9% completion. Mr. Verdonik and Mr. O'Brien discussed an issue with a switchgear building panel, noting that the Authority is waiting for a report on the testing of the panel from the manufacturer.

**INSURANCE & LEGISLATIVE REVIEW:**

Mr. Runfeldt was absent.

**LEGAL & PUBLIC RELATIONS:**

Mr. Campisi had no formal report.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Bongiovanni had no formal report.

**ENGINEER'S REPORT:**

Mr. O'Brien distributed copies of the monthly Engineers Report and brought the members up-to-date on all on-going projects. He reported that Project 1 is experiencing some difficulties. It appears there will be a change in the concrete subcontractor which the Authority must approve. The Authority has requested a recovery schedule from Worth which requires a response within 10 days. Mr. Notte expressed some concern regarding potential delays in the construction. Mr. O'Brien noted that any additional charges due to delays are being tracked for potential back charges.

Mr. O'Brien noted that the Annual Consulting Engineer's Report is on the table for distribution.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS: Preliminary FY 2017 Budget**

Mr. Bongiovanni noted that the budget is on the agenda for general review. He discussed the development of the Capital Budget from the CE Report and the budget schedule indicating the sources of the funds for the capital improvements. He requested the Board recommend the amount of the Capital Reserve increase they would like to see in the Budget. The Board agreed an increase which would result in a 0% increase in Participant fees over last year. Mr. Bongiovanni noted that the DCA Format Budget will be forwarded to the Board for review by the end of the month. A short discussion ensued regarding budgeted amount for Authority staffing.

**CORRESPONDENCE:**

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

**PUBLIC DISCUSSION:**

There was no public present.

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**AUGUST 10, 2016**                      **6:00 pm**                      **REGULAR MEETING**

**CHANGE ORDERS: CM-002, Contract 2014-2, Increase of \$88,000.00**

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #16-049, CM-002, Contract 2014-2, was approved by the following vote:

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

**RESOLUTION #16-049**

**Contract 2014-2, Contract Modification CM-002**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority has entered into Contract 2014-2 with DeMaio Electrical Co., Inc. for Pumping Station Improvements; and

**WHEREAS**, the Project Engineer, Mott MacDonald, has reviewed and approved Contract Modification CM-002.

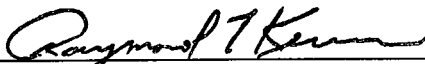
**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that Contract Modification CM-002 is hereby approved as follows:

CM-002 - Increase in contract amount of \$88,000.00

No extension of days in the contract time has been approved.

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

**ATTEST:**

  
Raymond T. Kerwin, Secretary  
Dated: August 10, 2016

  
\_\_\_\_\_  
Jerry J. Notte, Chairman

**RESOLUTIONS:**

On motion by Mr. Kerwin, seconded by Mr. Verdonik, Resolution #16-050, Authorize Award of Contract for Polyaluminum Chloride, was approved by the following vote:

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

**RESOLUTION #16-050**

**Authorize Award of Contract for Polyaluminum Chloride**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority advertised for bids for the supply of polyaluminum chloride and received two bids on July 28, 2016;

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

1. The contract is hereby awarded to the following low bidder, USALCO, LLC, for the term of two (2) years:

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**AUGUST 10, 2016 6:00 pm REGULAR MEETING**

USALCO, LLC  
2601 Cannery Ave  
Baltimore, MD 21226-1595  
\$1.21 per gallon  
Total Bid Price: \$242,000.00

2. The Chairman is hereby authorized and directed to execute a contract in accordance with the terms of this resolution.

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

**ATTEST:**



Raymond T. Kerwin, Secretary  
Dated: August 10, 2016

  
Jerry J. Notte, Chairman

After a short discussion, it was agreed to amend the proposed Workers' Compensation Policy. On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #16-051, Approve Adoption of Workers' Compensation Policy, as amended, was approved by the following vote:

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

**RESOLUTION #16-051**

**Approve Adoption of Workers' Compensation Policy**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority") wishes to adopt a Workers' Compensation Policy consistent with the laws and regulations of the State of New Jersey; and

**WHEREAS**, attached hereto and incorporated by reference herein is the proposed Authority Policy; and

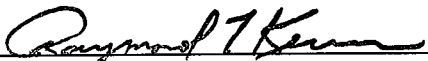
**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

1. The Authority's proposed Workers' Compensation Policy is hereby approved and adopted.

2. The Executive Director is hereby authorized and directed to implement the Workers' Compensation Policy.

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

**ATTEST:**



Raymond T. Kerwin, Secretary  
Dated: August 10, 2016

  
Jerry J. Notte, Chairman

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**AUGUST 10, 2016 6:00 pm REGULAR MEETING**

On motion by Mr. Voorman, seconded by Mr. Phelan, Resolution #16-052, Payment of the Operating Vouchers, was approved by the following vote (copy attached):

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

On motion by Mr. Verdonik, seconded by Mr. Voorman, Resolution #16-053, Payment of the Construction Vouchers was approved by the following vote (copy attached):

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

On motion by Mr. Voorman, seconded by Mr. Kerwin and all in favor, Resolution #16-054, Closed Session, was approved.

**RESOLUTION #16-054**

**Closed Session**

**WHEREAS,** The Open Public Meeting Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting at which the public body discusses certain matters for which confidentiality is required as permitted in Section 7b of the Act;

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

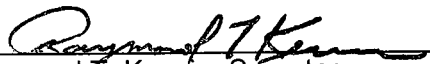
1. The following matters are to be discussed by the Authority on a confidential basis as provided for in Section 7b of the Act:

- a) Legal Matters – Personnel Update
- b) Reorganization Plans

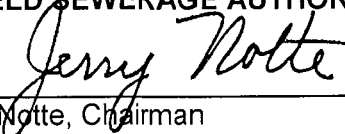
2. The matters will be considered at this meeting, and the public shall not be admitted to this discussion.

3. It is not known when or if the matters to be discussed in closed session can be disclosed to the public.

**ATTEST:**

  
Raymond T. Kerwin, Secretary  
Dated: August 10, 2016

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

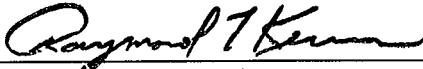
  
Jerry J. Notte, Chairman

The meeting went into Closed Session at 6:35 p.m. and returned to Open Session at 6:45 p.m.

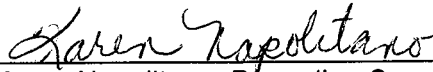
PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY  
AUGUST 10, 2016                      6:00 pm                      REGULAR MEETING

ADJOURNMENT:

On motion by Mr. Phelan, seconded by Mr. Schmidt and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 6:45 p.m.



Raymond T. Kerwin, Secretary  
Dated: August 10, 2016



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD  
SEWERAGE AUTHORITY

**TREASURER'S REPORT**

Board Meeting 8/10/16

**Period Ending July 31, 2016**

**ACCOUNT BALANCES:**

OPERATIONS AND ADMINISTRATION

Operating Checking Account	\$28,236.55	
Payroll Checking Account	\$277,070.99	
Revenue Account	<u>\$6,822,293.90</u>	\$7,127,601.44

CONSTRUCTION

General	\$236,924.07	
Renewal & Replacement	\$3,911,197.20	
Construction Improvements	<u>\$2,709,764.36</u>	<u>\$6,857,885.63</u>

TOTAL FUNDS JULY 31, 2016		<u><u>\$13,985,487.07</u></u>
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**MONTHLY EXPENDITURES:**

OPERATIONS AND ADMINISTRATION

Operating - Bills, Benefits, etc.	\$291,367.02 *	
Payroll - Salaries & Wages (net)	\$93,556.16 **	
- Taxes	\$49,989.67 **	
- 3rd Party Payments	<u>\$21,701.59 **</u>	\$456,614.44

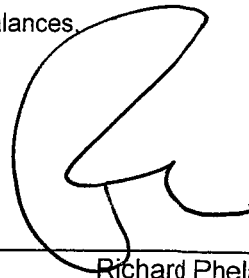
CONSTRUCTION

\$2,328,462.17 \*

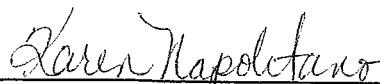
TOTAL EXPENDITURES FOR JULY 2016		<u><u>\$2,785,076.61</u></u>
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\* Amount shown has not been deducted from above account balances.

\*\* Amount shown has been deducted from above account balances.



Richard Phelan, Treasurer



Karen Napolitano, Secretary to the Board

**The Pequannock, Lincoln Park & Fairfield Sewerage Authority**

**PERSONNEL ACTIONS**

August 10, 2016

			<b><u>Increase</u></b>	<b><u>Effective Date</u></b>
<b><u>Anniversary</u></b>				
Ernie DeGraw	Employed: Superintendent	36 Years 12 Years	2.50%	9/1/2016
<b><u>Promotion</u></b>				
Stephen Sussmann	Employed:	9.5 Years	\$5,000.00	8/8/2016
Current Position:	Operator I:	8.5 Years		
New Position:	Operator II			



**OPERATING**

**RESOLUTION # 16-052**

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 #17351 through #17416 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.

2015 BUDGET Payee	Ck #	Vou. #	Ck. Am't	Description	Acc't #
Ferraioli, Wielkotsz, Cerullo & Cuva, P.A.		17351	5,600.00	FY 2015 (Partial)	a51.57
TOTAL 2015 BUDGET			5,600.00		

2016 BUDGET Payee	Ck #	Vou. #	Ck. Am't	Description	Acc't #
Accurate Pest Control, Inc.		17352	89.17	Pest Control/July'16	b51.41
ADP, Inc (Louisville)		17353	408.40	Workforce Time & Attendance	b31.38
Allen Paper & Supply Co.		17354	1,222.96	Cleaning Supplies	b51.41
Aqua Pro-Tech Laboratories		17355	185.00	Chemical Analysis/Rec'd 6/1-6/29/16	b51.65
Borough of Lincoln Park Water		17356	1,447.76	Plant & PS' 4/1-7/31/16	b51.14
Cablevision		17357	144.90	Internet Service 7/16-8/15/16	b31.35
Cleary Giacobbe Alfieri Jacobs, LLC		17358	1,640.00	Ser/Gen'l & Retainer thru Jun'16	b51.58
CNA		17359	540.00	Annual Boiler Inspection/Plant & PS'	b51.48
Constellation NewEnergy, Inc.		17360	37,584.82	Plant	b51.11
Constellation NewEnergy, Inc.			2,965.63	PS'	b51.12
Costello's Hardware		17361	5.38	Keys/Operations	b51.31
Dave Heiner Associates, Inc.		17362	26,939.00	Replacement Gates/Intermediate Tanks	b61.10
Divita Balance Service Co., LLC		17363	324.00	Maintenance & Calibration/Lab	b51.65
Engineered Solutions Corp.		17364	30.00	Equip/Operations - NC	b51.52
Engineered Solutions Corp.			2,216.25	Comp Supp/Operations	b51.52
Engineered Solutions Corp.			385.00	Inst TS/Engrg	b51.56
Engineered Solutions Corp.			481.25	Thickener Sludge Flow/Scavenger Tank	b61.20
Environmental Resource Assoc.		17365	83.56	Total Residual Chlorine	b51.42
Environmental Resource Assoc.		17366	547.61	Qtrly Lab Samples/3 of 4	b51.65
Fairfield Maintenance Inc.		17367	260.00	Monthly UST Inspection/Jun'16	b51.65
Ferraioli, Wielkotsz, Cerullo & Cuva, P.A.		17368	6,615.00	Ser/GASB #8 Assistance	b51.67
Finch Fuel Oil Co. Inc.		17369	8,861.68	Fuel Oil/Plant (7/6)	b51.13
Fisher Scientific		17370	1,725.75	Lab Supplies	b51.42
Fleet Pump & Service Group Inc.		17371	3,434.00	Hydraulic Cylinders/UV Parts	b51.31
GenServe Inc.		17372	750.00	Ser/ATS PM (PS')	b51.33
Global Equipment Company, Inc.		17373	573.85	Gas Cylinder Cabinet	b51.44
Grainger, Inc.		17374	2,110.27	Pts/Plant & Shop Supplies	b51.31
Grainger, Inc.			61.44	Insect Repellent/Shop Supplies	b51.41
Grainger, Inc.			58.22	Knee Boots	b51.43
Grainger, Inc.			332.16	Safety Supplies	b51.44
Highlands Industrial Turbine Service, Inc		17375	1,391.50	PM Plant Generator/Pymt#1 of 2	b51.33
Interstate Waste Services		17376	1,237.68	Service/Jun'16	b51.51
JAD Corporation of America		17377	15.75	Spray Bottles & Triggers	b51.41
JAD Corporation of America			400.00	Safety Gloves	b51.44
JCI Jones Chemicals, Inc.		17378	2,551.02	Sodium Hypochlorite	b51.23
Jersey Central Power&Light		17379	13,790.39	Plant	b51.11
Jersey Central Power&Light			4,123.64	PS'	b51.12
Maraziti Falcon, LLP		17380	176.00	NJPDES Permit - Jun'16	b51.68
Marvel Optics, LLC		17381	159.42	Safety RX Eyewear/2 Employees	b51.44
McMaster-Carr Supply Co.		17382	1,047.52	Pts/Shop Supplies/Effluent Sampler	b51.31
McMaster-Carr Supply Co.			182.33	Vegetation Killer/Landscaping	b51.54
Mott MacDonald		17383	1,650.00	Gen'l Consulting/Jul'16	b51.53
Mott MacDonald		17384	1,637.87	IPP Services/Jul'16	b51.63
Mott MacDonald		17385	2,324.45	Manhole Inspection	b51.63
Mott MacDonald		17386	3,965.10	Permit Assistance	b51.63
Mott MacDonald		17387	11,362.78	Groundwater LSRP Service	b51.63
Nestle Pure Life		17388	869.09	Water/Jun'16	b51.14
New Jersey Manufacturers Ins. Co.		17389	6,539.81	W.Comp/Pym't #8 of 11	b51.48
Passaic Valley Sewerage Commission		17390	30,420.00	Liquid Sludge 6/16-7/15/16	b51.55D

Pitney Bowes Credit Corp.	17391	210.00	Postage Meter Lease/July'16	b31.34
Precision Electric Motor Works, Inc.	17392	2,385.00	Rpr/Effluent Sample Pump#1	b51.32
PSE&G	17393	397.09	PS/Jane Rd. (Actual)	b51.12
PSE&G	17394	877.78	PS/Fairfield Rd. (Actual)	b51.12
PSE&G	17395	1,175.47	PS/Glenroy Rd. (Actual)	b51.12
Quality Controls, Inc.	17396	4,878.00	Sewerage Air Valves/Forcemain PM	b61.10
R & R Pump & Control Services, LLC	17397	418.50	Repl/Circuit Breaker/Plant Water Pump#3	b51.32
R&D Trucking, Inc.	17398	18,502.00	Sludge Removal 7/1-7/29/16	b5155H
Skyline Environmental, Inc.	17399	4,685.00	Health & Safety Training	b51.64
State of NJ/Assessments	17400	288.13	15 Assessment Bill	b21.15
State of NJ/Pensions & Benefits/SHBP	17401	1,911.93	Dental Insurance	b21.12
State of NJ/Pensions & Benefits/SHBP		49,461.26	Health Benefits	b21.12
TBSA/Greg Daly	17402	59.76	Steel Toe Safety Boots	b51.43
TBSA/Joseph Selvaggi	17403	101.24	Steel Toe Safety Boots	b51.43
TBSA/Petty Cash	17404	15.12	Reimburse (6/30-7/28/16)	b31.36
TBSA/Petty Cash		80.50	Food/Board Mtg (7/13)	b31.36
The Home Depot	17405	198.00	Cordless Drills/Shop Tools	b51.31
The Progress	17406	26.01	Award&Affidavit/Mott	b31.32
Trimboli & Prusinowski	17407	3,535.18	Professional Svcs 5/26-7/25/16	b51.58
UniFirst Corporation	17408	299.08	Uniforms	b51.43
USA Blue Book	17409	33.09	Lab Supplies	b51.42
USALCO Baltimore Plant, LLC	17410	5,089.35	Polyaluminum Chloride	b51.25
VanGuard Cleaning Systems	17411	323.00	Cleaning Service/Aug'16	b51.41
Verizon	17412	617.47	Telephones 7/16	b31.35
Verizon		2,228.12	Telephones 7/16	b31.37
W. B. Mason Co., Inc.	17413	521.69	Office Supplies	b31.33
Wallington Plumbing & Heating Supply	17414	198.03	Pts/Shop Supplies	b51.31
Wayne Auto Supply	17415	18.16	Wiper Blades	b51.36
Wayne Electrical Supply Company	17416	1,365.65	Pts/Grinder #2/CPS/Plant Supplies	b51.31

TOTAL 2016 BUDGET	285,767.02
TOTAL 2015 BUDGET	5,600.00
TOTAL 2016 BUDGET	<u>285,767.02</u>
TOTAL BOTH BUDGETS	291,367.02

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 August 10, 2016.

Dated: August 10, 2016

  
Jerry J. Notte, Chairman

  
Richard Phelan, Treasurer

  
Karen Napolitano, Recording Secretary

## CONSTRUCTION FUND

## RESOLUTION # 16-053

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 Vouchers #0755 through #0760 have been approved by the Chairman or the Treasurer, the Treasurer shall issue Warrants in payment thereof, when there are sufficient funds available to meet them.

## 2016 BUDGET

Payee	Ck #	Vou. #	Ck. Am't	Description	Acc't #
Black & Veatch		0755	51,270.14	Project#1/Construction Phase	b84.23
Cleary Giacobbe Alfieri Jacobs, LLC		0756	129.50	Plant Improvements Jun'16	b84.41
DeMaio Electrical Co., Inc.		0757	95,961.43	Pym't #11/PPS Modifications	b84.34
Key-Tech		0758	60.00	Concrete Cylinder Testing/Project#2	b84.33
Mott MacDonald		0759	24,495.91	Project #2/PS' Construction	b84.33
Worth and Company, Inc.		0760	2,156,545.19	WWTP Improvements/Pymt Estimate #15	b84.24

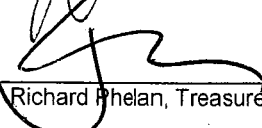
TOTAL 2016 BUDGET

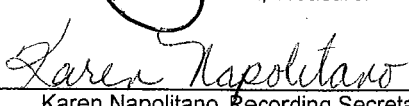
2,328,462.17

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Dated: August 10, 2016

  
Jerry J. Nolte, Chairman

  
Richard Phelan, Treasurer

  
Karen Napolitano, Recording Secretary