

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
August 9, 2023

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, August 9, 2023 at 4:30 p.m. in the Administration Building, 188 Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Kohle called the meeting to order at 4:33 p.m.

ROLL CALL

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

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent; Brian Carey, Authority Engineer; Karen Napolitano, Secretary; John Napolitano, 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 Progress, Herald News, Record, and Suburban Trends newspapers.

MINUTES APPROVAL: July 12, 2023 (Regular Meeting)

Mr. Notte called for a motion to approve the Regular Meeting Minutes of July 12, 2023, seconded by Mr. Voorman.

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

REPORTS OF COMMITTEES

FINANCE

Mr. Notte referred to the Treasurer's Report for the month of August (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 August.

PLANT OPERATIONS

Mr. Schmidt referred to the Operations Report on the table. Mr. DeGraw reported that the plant is running well, noting the high amount of rain we have had in recent weeks.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik had nothing to report.

INSURANCE and LEGISLATIVE REVIEW

Mr. Voorman had nothing to report.

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt had nothing to report.

MANAGEMENT REPORT

Mr. Bongiovanni noted that the Service Agreement Committee will be meeting immediately following this meeting. He also informed the Board that AEA has forwarded copies of the Smart Choices Guide, advising on the benefits of Authorities versus private entities. Copies are available upon request.

ENGINEER'S REPORT

Mr. Scheri referred to the monthly Engineer's Report provided and brought the members up-to-date on all on-going projects. Mr. Scheri noted he will be presenting the Consulting Engineers Annual Report at next month's meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS: Preliminary FY 2024 TBSA Budget Review

Mr. Bongiovanni opened the floor for any comments or questions on the FY 2024 TBSA Budget presented at the July meeting. There were no comments from the Board.

NEW BUSINESS: FY 2024 DCA Budget with Capital Budget

Mr. Bongiovanni referred to the DCA Budget and memo on the table. He noted that the DCA State Filing Year determination has changed from previous years and the budget being presented is State Filing Year 2024. The previous budget was recognized as State Filing Year 2022. Mr. Bongiovanni also requested that the Board Members review their reported hours worked on Schedule N-4 and advise if there are any changes.

With regard to the budget being presented, the DCA Budget reflects the same information as the TBSA Budget and also includes the Capital Budget for the next six years. He noted that the Capital Budget is developed in coordination with the annual report of the Consulting Engineer. There is currently a deficit of approximately \$4.8M between the anticipated available funds at year-end and our reported 6-year capital needs. He noted that this deficit can be funded through a combination of R&R and Construction Funds over the next six years.

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 #23-040: 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 one bid on July 7, 2023;

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

1. The contract is hereby awarded to the low bidder, USALCO, LLC, for the term of one (1) year as follows:

USALCO, LLC
2601 Cannery Ave.
Baltimore, MD 21226

Bid Price: \$2.9116 per gallon

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

MOTIONED BY: Mr. Runfeldt; SECONDED BY: Mr. Notte

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

RESOLUTION #23-041: Authorize Sale of Authority Surplus Property

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

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

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

1. The sale of the surplus property shall be conducted online through Municibid pursuant to State Contract No.19-GNSV1-00696/T-2581, in accordance with the terms and conditions of the State Contract. The terms and conditions are available online at njstart.gov and are also available from the Authority.

2. The sale is being conducted pursuant to Local Finance Notice 2008-9.

3. The surplus property to be sold is as follows:

- a) Reliance Brand Motor 460 Volt 250 HP Blower
- b) US Brand Motor 4160 Volt 450 HP Blower
- c) Roots Brand Purge Blower With Control Cabinet
- d) Medium Voltage Bushings

4. The surplus property as identified shall be sold in an "as is" condition without express or implied warranties and the successful bidder is required to hold harmless and indemnify the Authority concerning use of said surplus property.

5. The Authority reserves the right to accept or reject any bid submitted.

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

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

RESOLUTION #23-042: Operating Vouchers Approval (copy attached)

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

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

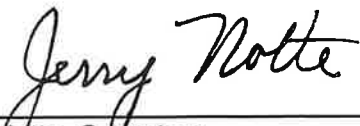
RESOLUTION #23-043: Construction Vouchers Approval (copy attached)

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

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

ADJOURNMENT

There being no further business to come before the Authority, on motion by Mr. Runfeldt, seconded by Mr. Boorady, and all in favor, the meeting was adjourned at 4:46 p.m.



Jerry J. Notte, Secretary
Dated: August 9, 2023



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 8/9/23

Period Ending July 31, 2023

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$6,757,376.21	
Certificates of Deposit - Revenue	\$7,170,627.55	
Operating Checking Account	78,709.42	
Payroll Checking Account	217,046.47	
Renewal & Replacement	1,546,847.74	
Certificates of Deposit - R&R	<u>4,093,000.00</u>	\$19,863,607.39

CONSTRUCTION AND GENERAL

Construction Improvements	\$1,846,081.05	
Certificates of Deposit - Construction	\$4,000,000.00	
General	<u>0.00</u>	<u>5,846,081.05</u>

TOTAL FUNDS JULY 31, 2023		<u><u>\$25,709,688.44</u></u>
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MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$254,667.62 *	
Payroll - Salaries & Wages	190,329.58	
- Benefits	45,537.87 *	
- Taxes	<u>13,819.61</u>	\$504,354.68

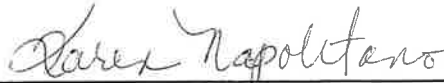
CONSTRUCTION		<u>11,481.25 *</u>
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TOTAL EXPENDITURES FOR JULY 2023		<u><u>\$515,835.93</u></u>
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* Amount shown has not been deducted from above account balances.



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

August 9, 2023

			<u>Effective Date</u>
<u>Promotion</u>			
Matthew Cheringal	Employed:	2 Years	8/9/2023
Current Position:	Operator I	1 Year	
New Position:	Operator II		

OPERATING
RESOLUTION #23-042

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 #23865 through #239554 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.		23865	89.17	Pest Control/Jul'23	51.41
Ace Reprographic Services, Inc.		23866	55.50	Copies/DPS Wiring Diagrams	31.36
AGL Welding Supply Co., Inc.		23867	97.39	Oxygen Tank Refills	51.31
Allen Paper & Supply Co.		23868	1,831.62	Cleaning Supplies	51.41
Allmark Door Company		23869	756.00	Inspect/Quote Door Repair/PPS	61.10
Amazon		23870	234.90	Office Supplies	31.33
Amazon			150.92	Condensate Pump/ AC Unit Switchgear Bldg	51.31
Amazon			46.99	Wall Clock/Lab	51.42
American Wear		23871	371.55	Uniforms	51.43
Blue Diamond Disposal, Inc.		23872	454.75	Garbage Disposal (8/1-8/31)	51.51
Blue Diamond Disposal, Inc.		23873	1,023.75	Grit & Screening Disposal/June	51.51
Borough of Lincoln Park Water		23874	1,521.91	Lincoln Boulevard (4/1-6/30/23)	51.14
Carbon Sales, Inc.		23875	4,221.50	Palletized Media/Pressure Filters	51.31
CES/Comprelli Equipment		23876	389.18	Rewire Control Box to Remove Remote Exit	51.33
Cintas First Aid & Safety		23877	318.57	Re-Stock First Aids Kits	51.44
CJ Vanderbeck and Son, Inc.		23878	1,308.03	Repl/Tubes/Plant Boilers	51.33
CJ Vanderbeck and Son, Inc.		23879	5,520.00	Planting Boilers Cleaning/ACA Testing	51.33
Clark Transmission Co.		23880	46.07	V-Belts/Shop Supplies	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		23881	2,300.00	General & Retainer/Jun'23	51.58
Costello's Hardware		23882	85.04	Shop/Operations Supplies	51.31
Costello's Hardware			24.00	Spray Paint/Operations	51.35
Costello's Hardware			38.20	Cleaning Supplies/Operations	51.41
Costello's Hardware			60.76	Plant Food Spikes/Weed Killer	51.54
Cummins Inc.		23883	1,356.88	Replace Batteries/Plant UV Generator	51.31
Direct Energy Business		23884	45,013.02	Plant Electric	51.11
Direct Energy Business			3,339.59	Pumpstations Electric	51.12
Donna Peteja		23885	610.41	Retiree Health Benefits/Aug'23	21.12R
Duddy Contracting, Inc.		23886	2,985.00	Refractory Maintenance/Boilers	51.32
Engineered Solutions Corp.		23887	4,888.25	Computer Support/Operations	51.52
Engineered Solutions Corp.			3,196.00	Instrumentation Troubleshooting	51.56
Environmental Resource Assoc.		23888	388.79	Additional QC Samples	51.65
Environmental Resource Assoc.		23889	619.82	Quarterly Lab Samples	51.65
ESS, Inc.		23890	169.48	Batteries/Antennas/Radio Parts	51.31
Eurofins Lancaster Labs		23891	2,520.00	WW/Sludge PFAS Testing	51.65
Fairfield Maintenance Inc.		23892	339.00	Monthly UST Inspection/Jun'23	51.65
Fairfield Maintenance Inc.		23893	549.58	Check UST Alarms	51.65
Fisher Scientific		23894	1,423.32	Lab Supplies	51.42
Garden State Laboratories		23895	545.00	Chemical Analysis/Jun'23	51.65
GFS Chemicals, Inc.		23896	147.30	Chemicals/Lab	51.42
Grainger, Inc.		23897	1,910.87	Shop Supplies/CPS Exhaust Fan Motor	51.31
Grainger, Inc.			332.80	Hand Soap/Operations	51.41
Grainger, Inc.			389.32	Safety Supplies/Shop & Operations	51.44
Grainger, Inc.			389.34	Landscaping Supplies	51.54
Hach Company		23898	1,962.00	Service Contract/UVT Probe (8/1-7/31/24)	51.56
Home Depot		23899	164.54	Operations Supplies	51.31
Home Depot			98.82	Janitorial Supplies/Operations	51.41
Home Depot			392.96	Chainsaw/Links/Operations	51.54
Idexx Laboratories		23900	1,832.44	Lab Supplies	51.42

Payee	Check #	Voucher #	Amount	Description	Account
Information Destruction Systems		23901	2,717.00	Shredding Services	31.36
Jersey Central Power & Light		23902	14,404.82	Plant Electric	51.11
Jersey Central Power & Light			2,349.40	Pumpstations Electric	51.12
Lorraine Tuohey		23903	700.00	Retiree Health Benefits Aug'23	21.12R
Maxon Supplies LLC/ dba NJ Safety		23904	887.16	Gloves/Operations	51.44
McMaster-Carr Supply Co.		23905	69.91	Shop Supplies/CPS Exhaust Fan Motor	51.31
McMaster-Carr Supply Co.			75.93	Lubricant/Shop Supplies	51.34
McMaster-Carr Supply Co.			56.38	Garden Hose Fitting/Shop Supplies	51.54
Michael E. Solla		23906	700.00	Retiree Health Benefits Aug'23	21.12R
Mott MacDonald Group, Inc.		23907	474.25	GIS Services	51.53
Mott MacDonald Group, Inc.			2,164.00	Transformer & Switchgear	51.53
Mott MacDonald Group, Inc.		23908	2,100.00	General Consulting/Jul'23	51.53
Mott MacDonald Group, Inc.		23909	944.00	IPP Services 2023-2024	51.63
Mott MacDonald Group, Inc.		23910	2,946.00	Solids Disposal Building Boiler	61.25e
Mott MacDonald Group, Inc.		23911	2,263.86	Jane Road PS Upgrade	61.26e
New Jersey Manufacturers Ins. Co.		23912	8,691.00	Workers Comp/Pym't #8 of 11	51.48
North Jersey Media Group Inc .		23913	70.24	Bid Notice/Polyaluminum Chloride	31.32
One Call Concepts		23914	35.39	One Call Messages/Jul'23	51.62
Optimum (Cablevision)		23915	184.91	Internet Service (7/16-8/15/23)	31.35
Pace Analytical Services, LLC		23916	2,625.60	PFAS Testing	51.65
Passaic Valley Sewerage		23917	38,000.00	Liquid Sludge Disposal (7/1-7/31/23)	51.55D
Power Place		23918	246.20	Parts/Repair/Mower	51.54
Primepoint, LLC		23919	232.38	Payroll Processing/Jul'23	31.38
PSE&G		23920	1,648.47	Fairfield Road	51.12
PSE&G		23921	3,311.07	Glenroy Road	51.12
R&D Trucking		23922	21,840.00	Sludge Removal (7/1-7/31/23)	51.55H
Raritan Supply Company		23923	652.47	Gaskets/Shop Supplies	51.31
Raritan Supply Company		23924	2,616.08	Reducing Valve/PF Spray Water Line	51.31
Recchia Landscaping, Inc		23925	1,950.71	Lawn Maintenance/Jul'23	51.54
Robert N. Bongiovanni		23926	700.00	Retiree Health Benefits/Aug'23	21.12R
Seton		23927	263.70	No Trespass Signs/Shop Supplies	51.31
Sherwin Williams		23928	80.43	Paint/Operations	51.35
State of NJ/Assessments		23929	239.77	2022 Assessment/TDI	21.15
State of NJ/Pensions & Benefits		23930	54,698.96	Health & Dental Benefits	21.11
Syna-Flow Technologies		23931	2,990.00	Bi Annual Service/ML Blowers	51.33
TBSA/Adeline Ward		23932	99.99	Safety Boots	51.43
TBSA/Brian Carey		23933	635.00	Registration/WEFTEC	31.24
TBSA/Ernest DeGraw		23934	1,037.20	Airfare/Registration/WEFTEC	31.24
TBSA/Evan Napolitano		23935	150.00	Safety Boots	51.43
TBSA/Joseph Gibson		23936	129.95	Safety Boots	51.43
TBSA/Julia Skowronski		23937	150.00	Safety Boots	51.43
TBSA/Karen Napolitano		23938	159.82	Office Supplies/Plant/Admin	31.33
TBSA/Leonardo Menna		23939	144.99	Safety Boots	51.43
TBSA/Patrick Tuohey		23940	150.00	Safety Boots	51.43
TBSA/Patrick Tuohey			610.00	Registration/WEFTEC	31.24
TBSA/Paul Fertek		23941	149.99	Safety Boots	51.43
TBSA/Petty Cash		23942	8.65	Mileage/Bank	31.21
TBSA/Petty Cash			6.00	Semels Extra Chg for XXXL Shirts	31.36
TBSA/Petty Cash			18.99	Cake/Carey Wedding	31.36
TBSA/Petty Cash			114.85	Food/Board Meeting (7/12)	31.36
TBSA/Roger Schuch		23943	150.00	Safety Boots	51.43
TBSA/Thomas Bongiovanni		23944	610.00	Registration/WEFTEC	31.24
TBSA/Thomas Bongiovanni			944.00	Principals of Public Purchasing (9/13-10/18)	31.24
Trojan UV		23945	613.60	Acticlean Gel/Pressure Injector/UV PM	51.31
United Cooling & Refrigeration Inc.		23946	1,430.00	Crankcase Heaters/Lab HVAC Aeon Unit	51.33

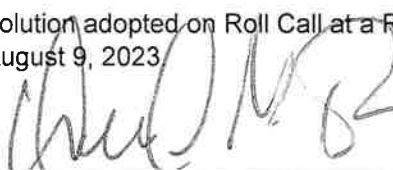
Payee	Check #	Voucher #	Amount	Description	Account
USA Blue Book		23947	232.04	Lab Supplies	51.42
USALCO Baltimore Plant, LLC		23948	21,289.36	Polyaluminum Chloride	51.25
Verizon		23949	757.58	Telephone (7/13-8/27/23)	31.35
Verizon Wireless		23950	381.08	Pump Station Modems	31.37
W. B. Mason Co., Inc.		23951	514.45	Office Supplies	31.33
Wallington Plumbing & Heating		23952	143.27	Shop Supplies/CPS Check Valves	51.31
Wayne Electrical Supply Company		23953	1,095.37	Shop Supplies	51.31
Wayne Electrical Supply Company		23954	6,499.98	Bay LED Lights/2nd Stg H.I.D Lights	61.10
William Murphy		23955	700.00	Retiree Health Benefits/Aug'23	21.12R

2023 BUDGET TOTAL

309,366.58

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 9, 2023

Dated: August 9, 2023


David G. Kohle, Chairman


Raymond Verdonik, Treasurer


Karen Napolitano, Secretary to the Board

CONSTRUCTION
RESOLUTION #23-043

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 #1072 through #1072 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.

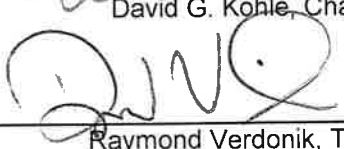
Payee	Check #	Voucher #	Amount	Description	Account
Engineered Solutions Corp.			11,481.25	Control Enhancements/Headworks	81.10
2023 BUDGET TOTAL			11,481.25		

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 9, 2023.

Dated: August 9, 2023



David G. Kohle, Chairman



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board