

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
DECEMBER 13, 2017 **6:00 pm** **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, December 13, 2017 at 6:00 p.m. in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Kerwin called the meeting to order at 6:00 p.m.

ROLL CALL:

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

ABSENT: David Runfeldt, Jerry Notte (*excused*)

ALSO PRESENT:

Cleary Giacobbe:	John Napolitano, Andres Acebo
Mott MacDonald:	John Scheri
Black & Veatch:	Stephen Hydro
TBSA:	Robert N. Bongiovanni, Ernest DeGraw, 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. Phelan, seconded by Mr. Verdonik, the Regular and Closed Session Meeting Minutes of November 8, 2017 were approved by the following vote:

VOTED AYE: PHELAN, VERDONIK, VOORMAN, SCHMIDT, CAMPISI, KERWIN

ABSENT: RUNFELDT, NOTTE

At this time, the meeting went into Closed Session.

On motion by Mr. Schmidt, seconded by Mr. Phelan, and all in favor, Resolution #17-075, Closed Session, was approved.

RESOLUTION #17-076

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:

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

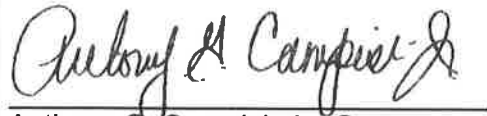
- a) Personnel Matter (Executive Director)
- b) Project 1 Construction Issues
- c) Project 1 Increase Request for Engineering Services

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

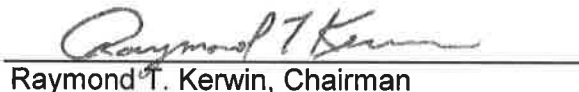
3. It is not known when or if the matters to be discussed in closed session can be disclosed to the public.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: December 13, 2017


Raymond T. Kerwin, Chairman

The meeting went into Closed Session at 6:02 p.m. and was reconvened to the public at 6:38 p.m.

Mr. Napolitano left the meeting at 6:30 p.m.

Mr. Hydro left the meeting at 6:39 p.m.

The meeting returned to the regular agenda format.

REPORTS OF COMMITTEES:

FINANCE:

Mr. Voorman presented the Treasurer's Report for the month of November (copy attached) along with the vouchers and the monthly financial reports for Mott MacDonald and Cleary Giacobbe. He recommended the vouchers be paid as presented with the exception of Payment Application #32 to Worth & Co. which will be modified as discussed.

PURCHASING and PERSONNEL:

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

VOTED AYE: PHELAN, VERDONIK, VOORMAN, SCHMIDT, CAMPISI, KERWIN

ABSENT: RUNFELDT, NOTTE

PLANT OPERATIONS:

Mr. Schmidt referred to the Operating Report on the table, noting that flows are down due to lack of rain. Mr. DeGraw reported that the Authority has potentially determined that the cause of the failure of the UV ballasts was the original grounding was no longer intact. The grounding will be repaired and an isolation transformer is being installed so this does not occur again. Mr. DeGraw also reported that the jockey pumps have become operational at the Deepavaal pump station and as a result we are seeing a significant savings in electric costs.

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PLANNING and EXPANSION:

Mr. Notte was absent. Mr. Bongiovanni reported that he has been in contact with Mr. Notte and that he is hoping to be at the January meeting.

CONSTRUCTION:

Mr. Verdonik noted the construction report on the table. He reported that Project 1 is 88% complete and Project 2 is 98% complete.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt was absent. Mr. Bongiovanni noted the memo on the table regarding the two resolutions on the table, explaining that the Workers' Compensation Insurance increase is due to an increase in our experience factor.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi had nothing to report.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Bongiovanni reported that the discharge permit modification was completed and reviewed and is in effect now. The permit maintains the current permit schedule and is effective through June 2020. Phosphorus limits will change this summer. Mr. Bongiovanni also reported that the Adopted 2018 Budget was approved by the DCA.

Mr. Bongiovanni addressed the User Charge Adjustments, noting that the updated flow report is on the table. He presented the options for a refund of surplus which would offset the negative impact of the User Charge Adjustments on Lincoln Park and PRBRSA. After some discussion, the Board opted for Alternate A, which implements a refund of surplus of \$100,826.

ENGINEER'S REPORT:

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

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

CORRESPONDENCE:

All members received copies of the correspondence prior to the meeting. All correspondence is on file with the Authority Secretary.

PUBLIC DISCUSSION:

There was no public present.

RESOLUTIONS:

On motion by Mr. Verdonik, seconded by Mr. Schmidt, Resolution #17-077, FY 2017 User Charge Adjustments and Refunds, was approved by the following vote:

VOTED AYE: VERDONIK, SCHMIDT, VOORMAN, PHELAN, CAMPISI, KERWIN

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ABSENT: RUNFELDT, NOTTE

RESOLUTION #17-077

FY 2017 User Charge Adjustments and Refunds

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority has determined Annual Charges for Fiscal Year 2017, in accordance with Section 409 (C) of the Service Agreements with its Participants; and

WHEREAS, the Authority desires to make adjustments to the originally budgeted Fiscal Year 2017 User Charges to implement said determination of Annual Charges; and

WHEREAS, the Authority also desires to help offset any negative impacts of said adjustments by refunding operating surplus;

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

1. The following adjustments of User Charges have been determined and are approved by the Authority:

- \$ 46,054 is owed to the Township of Pequannock
- \$ 18,472 is owed by the Borough of Lincoln Park
- \$ 169,631 is owed to the Township of Fairfield
- \$ 197,213 is owed by the PRBRSA

2. The following amounts shall be encumbered from surplus funds, to constitute a refund to the Participants as follows:

- \$ 14,624 to the Township of Pequannock
- \$ 18,472 to the Borough of Lincoln Park
- \$ 32,133 to the Township of Fairfield
- \$ 35,597 to the PRBRSA

3. The aforementioned adjustments and refunds for each Participant shall be combined to constitute a single dollar amount either to be refunded as a credit or charged as an amount due from each Participant, as follows:

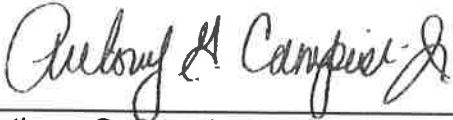
- \$ 60,678 owed to the Township of Pequannock
- \$ 0 owed to the Borough of Lincoln Park
- \$ 201,764 owed to the Township of Fairfield
- \$ 161,616 owed by the PRBRSA

4. The sum of the combination of adjustments and refunds for each Participant, pursuant to paragraph 3 above, shall be applied as a credit to the first quarter Participant payment and, if necessary, to the second Participant payment of the Fiscal Year 2018 Annual Charge.

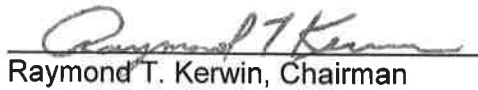
ATTEST:

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

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
DECEMBER 13, 2017 **6:00 pm** **REGULAR MEETING**



Anthony G. Campisi, Jr., Secretary
Dated: December 13, 2017



Raymond T. Kerwin, Chairman

On motion by Mr. Voorman, seconded by Mr. Verdonik, Resolution #17-078, Amend FY 2018 Budget to Reflect User Charge Adjustments and Refunds, was approved by the following vote:

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

RESOLUTION #17-078

**FY 2018 BUDGET – AMENDMENT NO. 1
REQUEST FOR CHANGE IN TITLE, TEXT OR AMOUNT
OF APPROPRIATION PURSUANT TO N.J.A.C. 5:31-2.8**

WHEREAS, N.J.A.C. 5:31-2.8 provides that the Director of the Division of Local Government Services may, at the request of, or with the consent of, the governing body of an Authority or District, make such correction of the title, text or amount of any appropriation appearing in the budget as may be necessary to make said item of appropriation available for the purpose or purposes required for the needs of any such Authority or District;

NOW THEREFORE, Be It Resolved that in accordance with the provisions of N.J.A.C. 5:31-2.8, the Pequannock, Lincoln Park and Fairfield Sewerage Authority hereby requests the Director of the Division of Local Government Services to make the following corrections in the budget for the year 2018.

1. Increase the Appropriations for "Unrestricted Net Position Utilized - Other" category, on page F-4 as follows:

From: \$ 0

To: \$ 100,826

2. Decrease the Operating Revenues for the "Services Charges - Intergovernmental" category on page F-2 as follows:

From: \$ 11,139,148

To: \$ 11,038,322

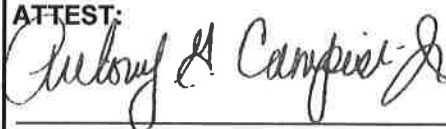
BE IT FURTHER RESOLVED that the foregoing correction is, in the opinion of the governing body, warranted and authorized by the statute above referred to, and is necessary for the orderly operation of the Authority for the reasons hereinafter set forth:

1. The \$100,826 increase in Appropriations is being made from available surplus funds and will facilitate a reduction in annual charges.

2. The \$100,826 decrease in Revenues is a result of end of year credits and adjustments of FY 2017 user charges and refunds of surplus funds that will be credited in FY 2018.

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
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ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: December 13, 2017

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


Raymond T. Kerwin, Chairman

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

On motion by Mr. Schmidt, seconded by Mr. Verdonik, Resolution #17-079, Authorize Renewal of Insurance Policy for Property and Liability, was approved by the following vote:

VOTED AYE: SCHMIDT, VERDONIK, VOORMAN, PHELAN, CAMPISI, KERWIN

ABSENT: RUNFELDT, NOTTE

RESOLUTION #17-079

Authorizing Renewal of Insurance Policy for Property and Liability

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority must renew its insurance policies annually upon expiration on December 31st, and

WHEREAS, the Authority has received an insurance policy renewal proposal for all of its property and liability insurance policies from Willis of New Jersey; and

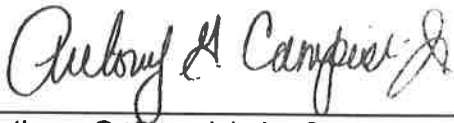
WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution;

NOW, THEREFORE, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that the renewal of insurance policies for 2018 is hereby awarded to Willis of New Jersey, in accordance with its proposal dated November 30, 2017. Notice of this action shall be published in one of the official Authority newspapers.

**PEQUANNOCK, LINCOLN PARK AND
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ATTEST:

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
DECEMBER 13, 2017 6:00 pm REGULAR MEETING



Anthony G. Campisi, Jr., Secretary
Dated: December 13, 2017


Raymond T. Kerwin, Chairman

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #17-080, Authorize Renewal of Workers' Compensation Insurance Policy, was approved by the following vote:

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

RESOLUTION #17-080

Authorizing Renewal of Workers' Compensation Insurance Policy

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority must renew its insurance policies annually upon expiration on December 31st; and

WHEREAS, the Authority has received an insurance policy proposal dated December 11, 2017 for renewal of its Workers Compensation Policy from New Jersey Manufacturers Insurance Co.; and

WHEREAS, the Authority has had a previous history of good dividends paid by New Jersey Manufacturers; and

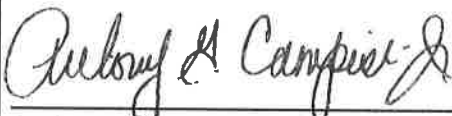
WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution;

NOW, THEREFORE, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that the Workers Compensation Policy for 2018 will be renewed with New Jersey Manufacturers Insurance Co.

Notice of this action shall be published in one of the official Authority newspapers.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: December 13, 2017


Raymond T. Kerwin, Chairman

On motion by Mr. Phelan, seconded by Mr. Voorman, Resolution #17-081, Confirm Award of Contract for Electrical Energy Supply, was approved by the following vote:

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

RESOLUTION #17-081

Confirming Award of Contract for Electrical Energy Supply

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority") received six bids on November 13, 2017 for the supply of electricity to the Authority's plant and pump stations; and

WHEREAS, Constellation New Energy was deemed the lowest responsible bidder for the Treatment Plant and Jane Road, Deepavaal and Southside Pump Stations and Direct Energy Business, LLC was deemed the lowest responsible bidder for Central and Pine Brook Road Pump Stations; and

WHEREAS, the Authority's Attorney has reviewed the bids for conformance with the Local Public Contracts Law and the requirements of the bid specifications; 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 as follows:

1. A 24-month contract is hereby awarded to Constellation New Energy beginning May 2018, in accordance with its bid and specifications, at the Fixed Price as follows:

- a. Bid Group 4 JCPL GT (Plant) \$0.05666/kwh
- b. Bid Group 5 PSEG-GLP/LPLS (Pump Stations) \$0.07399/kwh

2. A 24-month contract is hereby awarded to Direct Energy Business, LLC beginning May 2018, in accordance with its bid and specifications, at the Fixed Price as follows:

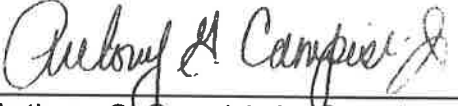
- a. Bid Group 6 JCPL GS/GS3 (Pump Stations) \$0.07034/kwh

3. The Authority is hereby authorized and directed to execute any and all documents necessary to effectuate the terms of this resolution.

4. The Authority authorizes and ratifies all actions taken in furtherance of this resolution.

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

ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: December 13, 2017


Raymond T. Kerwin, Chairman

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
DECEMBER 13, 2017 **6:00 pm** **REGULAR MEETING**

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #17-082, Approve Designation of a Public Agency Compliance Officer to Oversee Compliance with Affirmative Action Rules, was approved by the following vote:

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

RESOLUTION #17-082

Approve Designation of Public Agency Compliance Officer

WHEREAS, under the requirements of N.J.A.C. 17:27-3.3, the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority") is required to designate a Public Agency Compliance Officer to oversee compliance with the Affirmative Action Rules in connection with the awarding of public contracts; and

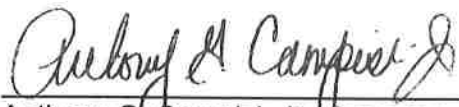
WHEREAS, the Authority desires to designate Karen Napolitano as the Public Agency Compliance Officer for the Authority for the purpose of complying with the Affirmative Action Rules;


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

1. Karen Napolitano is hereby designated as the Public Agency Compliance Officer for the Authority, effective January 1, 2018.
2. A copy of this resolution shall be filed with the Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program.

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

ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: December 13, 2017


Raymond T. Kerwin, Chairman

On motion by Mr. Phelan, seconded by Mr. Voorman, Resolution #17-083, Authorize Engineering Services for UASI Grant Reporting Assistance, was approved by the following vote:

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

RESOLUTION #17-083

Authorizing Engineering Services for UASI Grant Reporting Assistance

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
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WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), has need for Engineering Services for assistance with the UASI Grant reporting;
and

WHEREAS, the Authority's Engineer, Mott MacDonald (hereinafter "MM"), has submitted a proposal for professional services dated November 21, 2017, which the Authority has determined will meet the needs of the Authority; and

WHEREAS, by Resolution dated February 8, 2017, the Authority awarded the General Consulting Engineer's Agreement (hereinafter the "Agreement") to MM; and

WHEREAS, the Agreement provides the Authority may request MM to do additional consulting services; and

WHEREAS, the Authority wishes to retain MM to provide engineering services for assistance with the UASI Grant Reporting; and

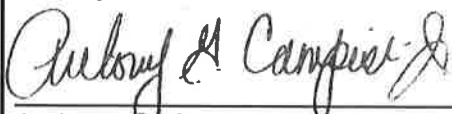
WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution;

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

1. Mott MacDonald is hereby retained under its General Consulting Engineer's Agreement to provide engineering services for UASI Grant reporting assistance in accordance with its November 21, 2017 proposal, in an amount not to exceed \$8,750.00.
2. Notice of this action shall be published in one of the official Authority Newspapers.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: December 13, 2017


Raymond T. Kerwin, Chairman

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #17-084, Authorize Engineering LSRP Services for UST Remediation Case, was approved by the following vote:

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

RESOLUTION #17-084

Authorizing Engineering LSRP Services for UST Remediation Case

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), has need for Engineering LSRP Services for the UST remediation case; and

WHEREAS, the Authority's Engineer, Mott MacDonald (hereinafter "MM"), has submitted a proposal for professional services dated December 7, 2017, which the Authority has determined will meet the needs of the Authority; and

WHEREAS, by Resolution dated February 8, 2017, the Authority awarded the General Consulting Engineer's Agreement (hereinafter the "Agreement") to MM; and

WHEREAS, the Agreement provides the Authority may request MM to do additional consulting services; and

WHEREAS, the Authority wishes to retain MM to provide engineering LSRP services for the UST remediation case; 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 as follows:

1. Mott MacDonald is hereby retained under its General Consulting Engineer's Agreement to provide engineering LSRP services for the UST remediation case in accordance with its December 7, 2017 proposal, in an amount not to exceed \$71,000.00.
2. Notice of this action shall be published in one of the official Authority Newspapers.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary

Dated: December 13, 2017



Raymond T. Kerwin, Chairman

A motion was made by Mr. Phelan and seconded by Mr. Verdonik, to authorize the sale of surplus property to Somerset Raritan Valley Sewerage Authority. The motion was approved by the following vote:

VOTED AYE: PHELAN, VERDONIK, VOORMAN, SCHMIDT, CAMPISI, KERWIN

ABSENT: RUNFELDT, NOTTE

On motion by Mr. Voorman, seconded by Mr. Schmidt, Resolution #17-085, Payment of the Operating Vouchers (copy attached), was approved by the following vote:

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
DECEMBER 13, 2017 **6:00 pm** **REGULAR MEETING**

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

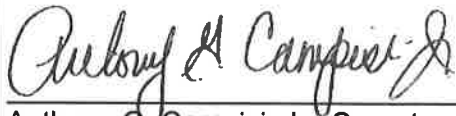
On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #17-086, Payment of the Construction Vouchers (copy attached), was approved with the following stipulation:

Payment of Worth Payment Application #32 is approved, pending the acceptance by the Authority of the Schedule of Values and Milestones and execution of the Payment Application.

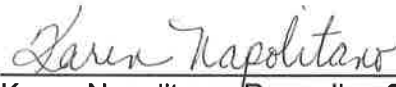
VOTED AYE: PHELAN, VERDONIK, VOORMAN, SCHMIDT, CAMPISI, KERWIN
ABSENT: RUNFELDT, NOTTE

ADJOURNMENT:

On motion by Mr. Verdonik, seconded by Mr. Phelan, and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 7:06 p.m.



Anthony G. Campisi, Jr., Secretary
Dated: December 13, 2017



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 12/13/17

Period Ending November 30, 2017

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$11,717,415.73	
Operating Checking Account	38,743.85	
Payroll Checking Account	196,059.17	
Renewal & Replacement	<u>4,634,052.84</u>	\$16,586,271.59

CONSTRUCTION AND GENERAL

Construction Improvements	\$2,271,852.32	
General	<u>236,924.07</u>	<u>2,508,776.39</u>

TOTAL FUNDS NOVEMBER 30, 2017

\$19,095,047.98

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$244,200.73 *	
Payroll - Salaries & Wages	262,284.28	
- Benefits	33,489.80 *	
- Taxes	<u>17,762.42</u>	\$557,737.23

CONSTRUCTION


566,043.71 *

TOTAL EXPENDITURES FOR NOVEMBER 2017

\$1,123,780.94

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


Robert A. Voorman, Treasurer


Karen Napolitano, Secretary to the Board

OPERATING

RESOLUTION #17-085

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 #18502 through #18579 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.

2017 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
AA Electric - NJ		18502	784.06	Pump Stations Timers/Meters	51.31
Accurate Pest Control, Inc.		18503	89.17	Pest Control/Nov'17	51.41
ADP, Inc (Louisville)		18504	617.48	Payroll Processing Chrg	31.38
Allen Paper & Supply Co.		18505	1,091.51	Cleaning Supplies	51.41
American Express/RNB		18506	238.73	Business Expenses/Lunch/AEA Conference	31.21
Applied Analytics, Inc.		18507	763.41	Digi-Set Timers/PS'	51.31
Atlantic Health Sys-Chilton Med Ctr		18508	270.00	PrePlacement Exam/L.Ciampa	51.64
Borough of Lincoln Park Water & Sewer		18509	195.51	Pump Stations (8/1-10/31/17)	51.14
Chas. F. Connolly Dist. Co., Inc.		18510	354.15	Motor & Connectors/SPS H&V	51.31
Clark Transmission Co.		18511	264.78	Shop Supplies	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		18512	3,185.50	General & Retainer Oct'17	51.58
Cliffside Body Corp.		18513	321.30	Rpr/Truck Crane/F150	51.36
Constellation NewEnergy, Inc.		18514	37,642.55	Plant Electric (10/24-11/21/17)	51.11
Constellation NewEnergy, Inc.			2,348.94	Pump Stations Electric	51.12
Costello's Hardware	18515		173.53	Keys/Shop Supplies	51.31
Costello's Hardware			50.77	Paint Supplies	51.35
Costello's Hardware			48.48	Rental Carpet Cleaner	51.41
Engineered Solutions Corp.	18516		30.00	Monthly Off-site Backup Storage	51.52
Engineered Solutions Corp.			2,475.00	Comp Support/Operations	51.52
Engineered Solutions Corp.			770.00	Instrumentation Troubles	51.56
Fairfield Maintenance Inc.	18517		273.00	Monthly UST Inspection/Oct'17	51.65
Fede Construction	18518		1,041.50	Raise Manhole Covers/Boulevard	51.33
FedEx	18519		22.07	Postage	31.34
Feldman Bros. Elect.Supply Co., Inc.	18520		72.00	Panasonic Battery/PLC Parts	51.31
Ferraioli, Wielkotz, Cerullo & Cuva, P.A.	18521		187.50	Audit Review/DCA	51.67
Finch Fuel Oil Co. Inc.	18522		22,829.11	Fuel Oil/Plant	51.13
Fisher Scientific	18523		2,376.22	Lab Supplies	51.42
G & S Tool & Manufacturing Co., Inc.	18524		125.00	Stuffing Box/Makeup Pump	51.31
Garden State Laboratories	18525		142.00	Chemical Analysis	51.65
GP Jager Inc.	18526		4,540.90	Pts/Alum Pump	61.10
Grainger, Inc.	18527		3,305.82	Scrub Sink/Shop Supplies	51.31
Grainger, Inc.			150.70	Gloves/Lab Supplies	51.42
Grainger, Inc.			698.95	Signs/Cones/Safety Equip	51.44
Idexx Laboratories	18528		223.09	Lab Supplies	51.42
Interstate Waste Services	18529		2,493.15	Service Oct/Nov'17	51.51
Jersey Central Power&Light	18530		13,442.44	Plant	51.11
Jersey Central Power&Light			3,949.95	Pump Stations	51.12
Kaman Automation, Inc.	18531		1,177.58	PLC Parts/PACI Integration	51.56
Maraziti Falcon, LLP	18532		616.00	NJPDES Permit - Oct'17	51.68
McMaster-Carr Supply Co.	18533		2,771.82	Shop Supplies	51.31
Michael E. Solla	18534		700.00	Retiree Health Benefits Nov'17	21.12R
Mott MacDonald Group, Inc.	18535		1,650.00	Gen'l Consulting/Nov'17	51.53
Mott MacDonald Group, Inc.			2,566.92	UV Power Issues	51.53
Mott MacDonald Group, Inc.	18536		1,986.42	Jockey Pump/CPS	51.53
Mott MacDonald Group, Inc.	18537		739.50	IPP Services/Oct'17	51.63
Mott MacDonald Group, Inc.	18538		513.50	LSRP Services	51.63
Mott MacDonald Group, Inc.	18539		3,126.39	IPP Services/Nov'17	51.63
Mott MacDonald Group, Inc.	18540		4,490.47	Intermediate Settling Tank	61.10
Mott MacDonald Group, Inc.	18541		14,580.28	Interceptor System Assess	61.24
Nestle Pure Life	18542		795.87	Water/Oct'17	51.14
One Call Concepts	18543		128.75	One Call Messages/Oct'17	51.62
Optimum (Cablevision)	18544		146.89	Internet Service 11/16-12/15/17	31.35
Passaic Valley Sewerage Commission	18545		36,432.00	Liquid Sludge 9/16-10/15/17	51.55D
PSE&G	18546		342.31	Pumpstations/Jane Rd & Fairfield Rd	51.12
PSE&G	18547		679.97	Pumpstation/Glenroy Road	51.12

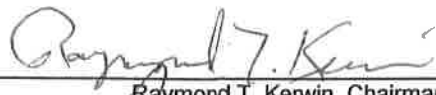
R&D Trucking	18548	20,184.00	Sludge Removal 11/1-11/30/2017	51.55H
Recchia Landscaping, Inc	18549	750.00	Tree Removal	51.54
Recchia Landscaping, Inc	18550	2,852.84	Lawn Maintenance Oct/Nov'17	51.54
Reuter & Hanney, Inc.	18551	4,275.00	Troubleshoot/Substation Switch Gear/Breaker	51.32
Sherwin Williams	18552	113.86	Paint/Operations	51.35
Skyline Environmental, Inc.	18553	8,816.25	Health & Safety Training Oct'17	51.64
Staples	18554	632.80	Computer Monitors/Cable Wires	51.52
TBSA/Arthur J. Schmidt	18555	179.18	Hotel/AEA Conference (11/14-15)	31.21
TBSA/Donna Peteja	18556	300.00	Cell Phone Jun-Nov'17	31.35
TBSA/Ernest DeGraw	18557	79.72	Mileage/Bid Meeting (11/8)	31.21
TBSA/Ernest DeGraw		300.00	Cell Phone Jun-Nov,17	31.35
TBSA/Ernest DeGraw		20.00	Flu Vaccine	51.64
TBSA/Joseph Gibson	18558	300.00	Cell Phone Jun-Nov'17	31.35
TBSA/Karen Napolitano	18559	947.00	Principles of Public Purchasing I	31.24
TBSA/Karen Napolitano		81.73	Office Supplies	31.33
TBSA/Nicholas Stein	18560	300.00	Cell Phone Jun-Nov'17	31.35
TBSA/Patrick Tuohey	18561	347.98	Speech to Text Software/Internet	31.31
TBSA/Patrick Tuohey		300.00	Cell Phone Jun-Nov'17	31.35
TBSA/Patrick Tuohey		113.74	HDMI Adapters/FlashDrive/Internet	51.52
TBSA/Petty Cash	18562	62.17	Mileage/D.Tresca/PERS Seminar	31.21
TBSA/Petty Cash		95.02	Food/Board Mtg/Car Wash	31.36
TBSA/Petty Cash		40.00	Flu Vaccines/Squirlock/Peteja	51.64
TBSA/Richard Walter	18563	300.00	Cell Phone Jun-Nov'17	31.35
TBSA/Robert N.Bongiovanni	18564	221.94	Cell Phone 8/21-11/20/17	31.35
TBSA/William Murphy	18565	300.00	Cell Phone Jun-Nov'17	31.35
The Home Depot	18566	125.74	Operations Supplies	51.31
The Home Depot		7.98	Oil/Operations	51.34
The Home Depot		11.82	Soap/Operations	51.41
The Progress	18567	451.95	Legal Notices	31.32
Trimboli & Prusinowski	18568	630.00	Professional Svcs 10/30-11/6/17	51.58
USA Blue Book	18569	1,032.90	Bypass Pump Panel	51.31
USA Blue Book		1,255.65	Lab Supplies	51.42
USALCO Baltimore Plant, LLC	18570	9,671.26	Polyaluminum Chloride	51.25
Verizon	18571	659.27	Telephones 11/17	31.35
Verizon		2,228.12	Lease Lines 11/17	31.37
W. B. Mason Co., Inc.	18572	1,194.22	Office Supplies	31.33
W. B. Mason Co., Inc.		97.61	Soap	51.41
Wayne Auto Supply	18573	25.98	Hydraulic Filters/Shop Supplies	51.31
Wayne Auto Supply		18.16	Wiper Blades/Ford Ranger	51.36
Wayne Electrical Supply Company	18574	383.19	Shop Supplies	51.31
Wayne Electrical Supply Company	18575	2,166.31	Pts/Starter Relay Pump #1	51.31
2017 BUDGET TOTAL		242,906.33		

2018 BUDGET					
Payee	Ck#	Vou.#	Check Amt.	Description	Account
Pitney Bowes Credit Corp.		18576	183.69	Postage Meter Lease/Nov-Jan'18	31.34
Progressive Business Publications		18577	230.00	Payroll Publication 12/1/17-11/30/18	31.22
State of NJ/Pensions & Benefits/SHBP		18578	1,945.17	Dental Benefits	21.12
State of NJ/Pensions & Benefits/SHBP			46,802.66	Health Benefits	21.12
TBSA/Patrick Tuohey		18579	122.21	Food/Construction Mtg (12/5)	51.47
2018 BUDGET TOTAL			49,283.73		
2017 BUDGET TOTAL			242,906.33		
2018 BUDGET TOTAL			49,283.73		
TOTAL			292,190.06		

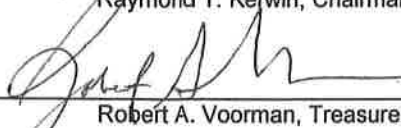
TBSA/Patrick Tuohey	38190	18487	(2,069.06)	Bookkeeping Correction	31.21
TBSA/Patrick Tuohey	38190	18487	2,104.69	Bookkeeping Correction	31.21

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 December 13, 2017.

Dated: December 13, 2017



Raymond T. Kerwin, Chairman



Robert A. Voorman, Treasurer



Karen Napolitano, Recording Secretary

CONSTRUCTION

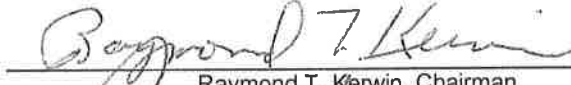
RESOLUTION #17-086

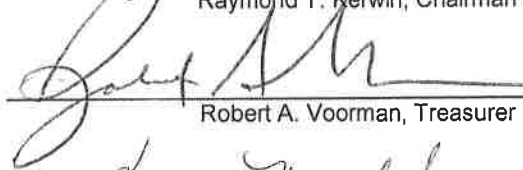
BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #0830 through #0835 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

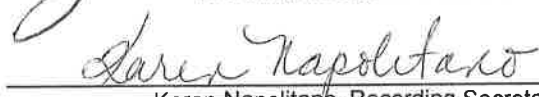
2017 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Black & Veatch		0830	22,596.00	WWTP Master Plan/Capacity Evaluation Phase	82.20
Black & Veatch		0831	31,841.50	WWTP Master Plan/Capacity Evaluation Phase	82.20
Cleary Giacobbe Alfieri Jacobs, LLC		0832	7,048.50	Plant Improvements/Oct'17	84.41
DeMaio Electrical Co., Inc.		0833	22,834.00	Pym't #27/PPS Modifications	84.34
Mott MacDonald Group LLC		0834	12,747.21	Project #2/PS Construction	84.33
Worth & Company		0835	142,803.10	WWTP Improvements/Pymt Estimate #31	84.24
Worth & Company		0836	326,173.40	WWTP Improvements/Pymt Estimate #32	84.24
2017 BUDGET TOTAL			566,043.71		

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 December 13, 2017.

Dated: December 13, 2017


Raymond T. Kerwin, Chairman


Robert A. Voorman, Treasurer


Karen Napolitano, Recording Secretary

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

December 13, 2017

			<u>Increase</u>	<u>Effective Date</u>
<u>Anniversary</u>				
Robert Bongiovanni	Employed:	36 Years	2.50%	12/1/2017
	Executive Director	36 Years		
Kimberly Marquez	Employed:	5 Years	2.50%	1/1/2018
	Senior Lab Tech:	3 Years		
10 Union Members (per Union Contract)			2.00%	1/1/2018
<u>New Hire</u>				
Lorraine Ciampa	Administrative Assistant			11/15/2017
Paul Fertek	Operator Trainee			12/11/2017
<u>Resignation</u>				
Marcie Pierce	Administrative Assistant			11/9/2017
<u>Retirement</u>				
Loraine Tuohey	Employed:	28 Years		1/1/2018
Current Position:	Secretary/Receptionist	15 Years		