

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
FEBRUARY 14, 2018 6:00 pm REORGANIZATION MEETING

The Reorganization Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, February 14, 2018 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:	Mitchell Jacobs
Mott MacDonald:	Peter Ripkey, Peter Kocsik
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

OATH OF PUBLIC OFFICERS:

Chairman Kerwin turned the meeting over to Attorney Mitchell Jacobs to give the Oath of Office to Raymond Verdonik of PRBRSA, reappointed for a 5-year term. The Board congratulated Mr. Verdonik on his reappointment.

REPORT OF NOMINATING COMMITTEE:

Chairman Kerwin called for the report from the Nominating Committee. Mr. Phelan presented the nominations: Chairman: Raymond T. Kerwin; Vice Chairman: Richard Phelan; Treasurer: Robert A. Voorman; Secretary: Anthony G. Campisi, Jr.

Chairman Kerwin asked if there were any other nominations from the floor. There were none.

A motion by Mr. Phelan, seconded by Mr. Verdonik, to approve the slate of nominees as presented was approved by the following vote:

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

ABSENT: RUNFLEDT, NOTTE

Appointed Officers:	Chairman – Raymond T. Kerwin/Lincoln Park
	Vice Chairman – Richard Phelan/Pequannock
	Treasurer – Robert A. Voorman/PRBRSA
	Secretary – Anthony G. Campisi, Jr./Fairfield

The appointees were congratulated by the Board and Mr. Kerwin continued as Chairman.

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APPOINTMENT OF COMMITTEES:

At this time Mr. Bongiovanni noted the Board Member Contact List on the table. He requested that each Board Member review the list and to advise us of any changes.

RESOLUTIONS FOR REORGANIZATION MEETING:

Mr. Bongiovanni addressed the first four resolutions that pertain to the Reorganization Meeting. On motion by Mr. Schmidt, seconded by Mr. Phelan and all in favor, Resolutions #18-007, Designation of Signatories for Disbursements, Resolution #18-008, Designated Official Newspapers, Resolution #18-009, Schedule of Meetings and Posting Procedures, and Resolution #18-010, Interest Rate for Late Payment of Annual Charges, were approved by the following vote:

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

RESOLUTION #18-007

Designation of Signatories for Disbursements

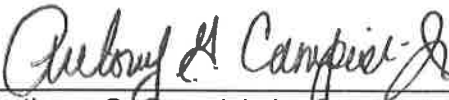
WHEREAS, the Regulations of the State of New Jersey, Department of Community Affairs, Division of Local Government Services, require three signatories for the payment of claims, issued by check, drawn on the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority");

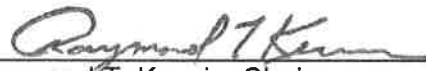
NOW, THEREFORE, Be It Resolved that the Authority does designate the following three signatories for the payment of claims by check drawn on the treasury of the Authority, which signatories are officially recorded below:

1. Chairman, Raymond T. Kerwin, and in his absence, Vice-Chairman, Richard Phelan
2. Treasurer, Robert A. Voorman, and in his absence, Secretary, Anthony G. Campisi, Jr.
3. Executive Director, Robert N. Bongiovanni, and in his absence, Secretary to the Board, Karen Napolitano

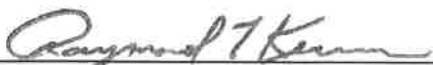
**PEQUANNOCK, LINCOLN PARK AND
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ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018

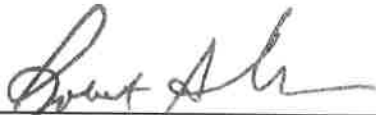

Raymond T. Kerwin, Chairman

Signatories:


Raymond T. Kerwin, Chairman


Richard Phelan, Vice Chairman

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Robert A. Voorman, Treasurer


Anthony G. Campisi, Jr., Secretary


Robert N. Bongiovanni
Executive Director


Karen Napolitano
Secretary to the Board

RESOLUTION #18-008

Designation of Official Newspapers

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority is desirous of designating newspapers of general circulation within this area as the Official Newspapers for the publication of all required notices;

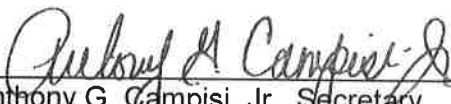
BE IT THEREFORE RESOLVED that the following newspapers are so designated:

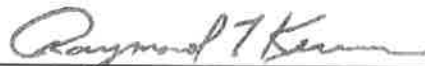
1. CALDWELL PROGRESS, INC.
6 Brookside Avenue
Caldwell, New Jersey 07006
2. THE SUBURBAN TRENDS
One Boonton Avenue
Butler, NJ 07405
3. THE NORTH JERSEY MEDIA GROUP, INC.
P.O. Box 18862
Newark, NJ 07191-8862

BE IT FURTHER RESOLVED, that the Secretary of the Authority is authorized and directed to submit any and all required publications to any of the above designated newspapers.

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ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018


Raymond T. Kerwin, Chairman

RESOLUTION #18-009

Schedule of Meetings and Posting Procedures

WHEREAS, the Open Public Meetings Act, Chapter 231 of the laws of 1975, requires all public bodies covered by said Act, at least once each year, and within seven days following the annual organization or reorganization meeting of such body, to post and maintain posted through the year as set forth in the Act, a schedule of the regular meeting of the public body to be held during the succeeding year.

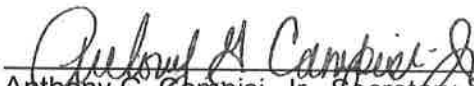
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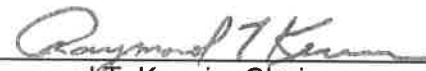
NOW, THEREFORE, BE IT RESOLVED, by the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

1. The schedule of regular and conference meetings of the Pequannock, Lincoln Park and Fairfield Sewerage Authority as set forth in the schedule annexed hereto be and the same is hereby adopted.
2. The Authority Secretary is hereby authorized and directed to prominently post said schedule in at least one public place reserved for such announcements and to post on the official Authority website.
3. Said schedule shall be mailed, emailed, faxed or hand delivered by the Authority Secretary to the following official newspapers of the Authority:
 - a. The Caldwell Progress
 - b. The Suburban Trends
 - c. The North Jersey Media Group, Inc.
4. Said schedule shall be placed on file with the Authority Secretary and the Municipal Clerks of the Borough of Lincoln Park and the Townships of Fairfield and Pequannock and the offices of the PRBRSA.
5. Special meetings may be held as and when necessary, with notice to be given as provided for in the Act and meetings involving urgent matters may be held as provided for in Section 4b of the Act.
6. In the event that the annexed schedule is hereafter revised, the revised schedule shall be posted, mailed and filed by the Authority Secretary in the manner described hereinabove.

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ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018


Raymond T. Kerwin, Chairman

RESOLUTION #18-010

Interest Rate for Late Payment of Annual Charges

WHEREAS, Section 9 of the December 20, 1985 Agreement, Amending and Supplementing the Service Contracts for the Participants of the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), requires that the Authority charge an interest rate of eight percent (8%) per annum for the first \$1,500.00 of any delinquent payment

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made by a Participant after the tenth (10th) calendar day following the date which payment was due; and

WHEREAS, Section 9 of the December 20, 1985 Agreement, Amending and Supplementing the Service Contracts for the Authority, further requires that the Authority annually at its Reorganizational Meeting set an interest rate on the delinquency of any payment by a Participant after the 10th calendar day following the date upon which it is due, on any amount in excess of \$1,500.00; and

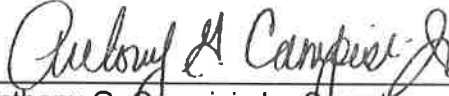
WHEREAS, said rate was previously set by the Authority at its Reorganizational Meeting of February 8, 2017.

NOW, THEREFORE, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that for the fiscal year 2018 the interest rate on any delinquent payments by the participants received by the Authority after the 10th calendar day following the date upon which it is due shall be twelve percent (12%) per annum on any amount in excess of \$1,500.00 and be calculated in accordance with Section 9 of said Agreement from the original due date;

BE IT FURTHER RESOLVED, that a copy of the Resolution be provided to each of the Participants in accordance with the requirements of Section 9 of the Agreement.

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ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018


Raymond T. Kerwin, Chairman

REAPPOINTMENT OF PROFESSIONAL STAFF:

Mr. Bongiovanni noted that the Board had received a summary of the Professional Staff Proposals and that the required "Not to Exceed" provision has been added to each resolution.

On motion by Mr. Phelan, seconded by Mr. Campisi, Resolution #18-011, Reappointment of the Authority Engineer, Resolution #18-012, Reappointment of the Authority Auditor, and Resolution #18-013, Reappointment of Authority Attorney, were approved by the following vote:

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

ABSENT: RUNFELDT, NOTTE

RESOLUTION #18-011

Authorizing Award of Contract for General Engineering Consulting Services

WHEREAS, there exists a need for General Engineering Consulting Services, including LSRP, IPP Management Services and GIS Services, for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"); and

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WHEREAS, pursuant to the Local Public Contract law (NJSA 40A:11-5) a contract for professional services may be let without public bidding thereof; and

WHEREAS, the Authority has received one (1) proposal from Mott MacDonald, LLC for these professional services; 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. The January 17, 2018 proposal received from Mott MacDonald, LLC for the Authority's General Engineering Consulting Services is acceptable and Mott MacDonald is retained in accordance with its proposal, commencing on March 1, 2018 for a period of one (1) year, in an amount not to exceed \$90,700.00, plus any additional services required at the direction of the Authority, in accordance with the hourly rates set forth in the proposal, in an amount not to exceed \$50,000.00.


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

3. This contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.

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

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ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018


Raymond T. Kerwin, Chairman

RESOLUTION #18-012

Authorizing Award of Contract for Auditing Services

WHEREAS, there exists a need for Auditing Services for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

WHEREAS, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5), a contract for professional services may be let without public advertising and bidding thereof; and

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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. The firm of Ferraioli, Wielkotz, Cerullo and Cuva, P.A. is retained in accordance with its proposal dated January 5, 2018 as Authority Auditor, commencing on March 1, 2018 for a period of one (1) year, in an amount not to exceed \$23,100.00 plus any additional services required in connection with NJEIT projects or GASB compliance at the direction of the Authority, in accordance with the hourly rates set forth in the proposal, in an amount not exceed \$10,000.00.
2. The Executive Director is authorized and directed to execute a contract in accordance with the terms of this resolution.
3. This contract is awarded in compliance with the requirements of N.J.S.A. 19:44A-20.4 et seq.
4. Notice of this contract shall be published in one of the Official Authority Newspapers.

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ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018


Raymond T. Kerwin, Chairman

RESOLUTION #18-013

Authorizing Award of Contract for General Legal Services

WHEREAS, there exists a need for an attorney to provide General Legal Services for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

WHEREAS, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5) a contract for professional services may be let without public bidding thereof; and

WHEREAS, the Authority has received one (1) proposal from Cleary Jacobbe Alfieri Jacobs, LLC for these professional services; 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.

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

1. The January 15, 2018 proposal of Cleary Giacobbe Alfieri Jacobs, LLC for General Legal Services is acceptable and the firm of Cleary Giacobbe Alfieri Jacobs, LLC is retained as Authority Attorney, in accordance with its proposal, commencing on March 1, 2018 for a period of one (1) year, in an amount not to exceed \$75,000.00.

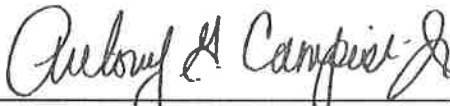
2. The Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.

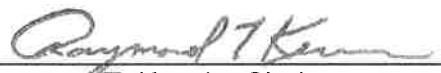
4. Notice of this contract shall be published in one of the Official Authority Newspapers.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018



Raymond T. Kerwin, Chairman

MINUTES APPROVAL:

On motion by Mr. Voorman, seconded by Mr. Verdonik, the Regular and Closed Session Meeting Minutes of January 10, 2018 were approved by the following vote:

VOTED AYE: VOORMAN, VERDONIK, PHELAN, KERWIN

ABSTAINED: SCHMIDT, CAMPISI

ABSENT: RUNFELDT, NOTTE

REPORTS OF COMMITTEES:

FINANCE:

Chairman Voorman presented the Treasurer's Report for the month of February (copy attached) along with the vouchers and the monthly financial reports for Mott MacDonald and Cleary Giacobbe. He reported that the 2017 Draft Annual Audit has been received and is being reviewed by the Authority. He also noted that the payment to Worth & Co. on the voucher list has been reduced for additional engineering fees per the MOU.

PURCHASING and PERSONNEL:

Mr. Phelan presented the Personnel Actions for the month of February. On motion by Mr. Phelan, seconded by Mr. Verdonik, the Personnel Actions and the 2018 Wage & Salary Guide were approved by the following vote:

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

ABSENT: RUNFELDT, NOTTE

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PLANT OPERATIONS:

Mr. Schmidt referred to the Operating Report on the table, reporting that the flows are low due to the dry weather. Mr. DeGraw reported that the NJDEP contacted him regarding the continuing nitrate issue that PVWC is facing. The nitrates are on the rise again. There is a meeting with the Authority in March. It is expected that the Authority will be asked to try to lower the nitrate levels. More information will be available at the March meeting.

PLANNING and EXPANSION:

Mr. Notte was absent. Mr. DeGraw reported that the capacity evaluation report prepared by Black & Veatch has been reviewed and we should expect a final product shortly. The report indicates that there is capacity available under the current permit limits and the biological part of the plant appears to be able to handle additional flow.

CONSTRUCTION:

Mr. Verdonik referred to the construction report on the table.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt was absent. Mr. Jacobs reported that the legislation imposing a 2% cap on authorities has become law. AEA and the DEP are both opposed to this law and are hoping to have some changes made. He also discussed several other pieces of legislation regarding connection fees, construction contracts and licensing.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi had nothing to report.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Bongiovanni reported that our Budget Amendment #1 was approved by the DCA. He also informed the Board that the AEA Conference is being held in March in Atlantic City. If any Board Member would like to attend, please let us know. Mr. Bongiovanni also informed the Board that his 2018 Objectives List would be completed and mailed next week.

ENGINEER'S REPORT:

Mr. Ripkey distributed copies of the monthly Engineers Report 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.

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CHANGE ORDERS:

Contract 2014-1, CM-008 - \$53,883.46

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #18-014, Contract 2014-1, CM-008, was approved by the following vote:

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

ABSENT: RUNFELDT, NOTTE

RESOLUTION #18-014

Contract 2014-1, Contract Modification CM-008

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority has entered into Contract 2014-1 with Worth & Company, Inc. for Wastewater Treatment Plant Improvements; and

WHEREAS, the Project Engineer, Black & Veatch, has reviewed and approved Contract Modification CM-008; and

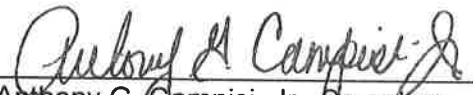
WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution.

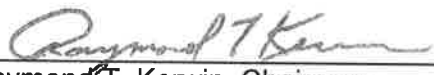
NOW, THEREFORE Be It Resolved, by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that Contract Modification CM-008 is hereby approved as follows:

CM-008 - Increase in contract amount of \$53,883.46

**PEQUANNOCK, LINCOLN PARK AND
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ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018


Raymond T. Kerwin, Chairman

Contract 2014-2, CM-007 - \$60,130.35 Credit

On motion by Mr. Phelan, seconded by Mr. Campisi, Resolution #18-015, Contract 2014-2, CM-007, was approved by the following vote:

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

ABSENT: RUNFELDT, NOTTE

RESOLUTION #18-015

Contract 2014-2, Contract Modification CM-007

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

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WHEREAS, the Project Engineer, Mott MacDonald, has reviewed and approved Contract Modification CM-007; 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.

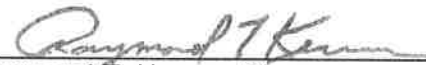
NOW, THEREFORE, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that Contract Modification CM-007 is hereby approved as follows:

CM-007 - Decrease in contract amount of \$60,130.35

**PEQUANNOCK, LINCOLN PARK AND
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ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018


Raymond T. Kerwin, Chairman

Mr. Bongiovanni noted that Project 2 is now complete and the final payment application is included on the construction vouchers for approval.

RESOLUTIONS:

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #18-016, Renewal of Contract for Safety and Health Services and Resolution #18-017, Renewal of Special Legal Services Contract for Environmental Counsel, were approved by the following vote:

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

ABSENT: RUNFELDT, NOTTE

RESOLUTION #18-016

Authorizing Award of Contract for Safety and Health Training Services

WHEREAS, there exists a need for a firm to provide Safety and Health Training and other safety related services for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

WHEREAS, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5) a contract for professional services may be let without public advertising and bidding thereof; 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:

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1. The firm of Skyline Environmental, Inc. is retained in accordance with its proposal dated December 27, 2017 for Safety and Health Training and Safety Related Services, commencing on March 1, 2018 for a period of one (1) year in an amount not to exceed \$42,605.00 plus any additional services performed at the direction of the Authority, in accordance with the hourly rates set forth in the proposal, in an amount not to exceed \$10,000.00.

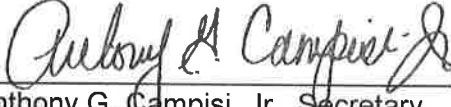
2. The Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

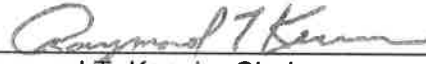
3. This contract is awarded in compliance with the requirements of N.J.S.A. 19:44A-20.4 et seq.

4. Notice of this contract shall be published in one of the Official Authority Newspapers.

**PEQUANNOCK, LINCOLN PARK AND
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ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018


Raymond T. Kerwin, Chairman

RESOLUTION #18-017

Authorizing Award of Contract for Special Legal Services for Environmental Counsel

WHEREAS, there exists a need for Special Legal Services for addressing matters related to the Authority's NJPDES discharge to surface water permit, settlement agreement related to that permit, ongoing and new environmental regulations and policies and various environmental compliance issues for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

WHEREAS, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5) a contract for professional services may be let without public bidding thereof; 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. The December 26, 2017 proposal of Maraziti Falcon, LLP for Special Legal Counsel is acceptable and the firm of Maraziti Falcon, LLP is retained in accordance with its proposal,

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
FEBRUARY 14, 2018 6:00 pm REORGANIZATION MEETING

commencing on March 1, 2018 for a period of one (1) year, in an amount not to exceed \$20,000.00.


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

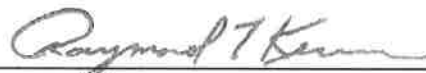
3. This contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.

4. Notice of this contract shall be published in one of the Official Authority Newspapers.

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

ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018


Raymond T. Kerwin, Chairman

On motion by Mr. Phelan, seconded by Mr. Voorman, Resolution #18-018, Renewal of Executive Director's Contract, was approved by the following vote:

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

ABSENT: RUNFELDT, NOTTE

RESOLUTION #18-018

Renewal of Executive Director's Contract

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority") wishes to enter into an employment contract with its Executive Director, Robert N. Bongiovanni; and

WHEREAS, the proposed employment contract is incorporated by reference in this resolution and is on file with the Authority; and


WHEREAS, this contract is made pursuant to N.J.S.A. 40:14A-5.

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

1. The Chairman is hereby authorized and directed to execute the proposed employment contract.

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

ATTEST:


Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018


Raymond T. Kerwin, Chairman

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
FEBRUARY 14, 2018 6:00 pm REORGANIZATION MEETING

On motion by Mr. Voorman, seconded by Mr. Phelan, Resolution #18-019, Consent to the Proposed WQM Plan Amendment, was approved by the following vote:

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

RESOLUTION #18-019

**Consenting to the Proposed Northeast Water Quality Management (WQM)
Plan Amendment
Entitled: Northeast WQM Plan for the Kinnelon Shelter and Community Center**

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (Authority) desires to provide for the orderly development of wastewater facilities within its service area; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, be in conformance with an approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan amendment procedure through the WQMP rules at N.J.A.C. 7:15-3.5 as the method of incorporating unplanned facilities into a WQM plan; and

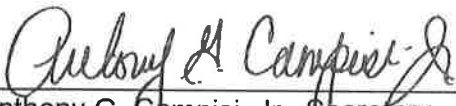
WHEREAS, a proposed WQM plan amendment publicly noticed in the New Jersey Register on February 5, 2018 for the Kinnelon Shelter and Community Center has been prepared by Crew Engineers, Inc., on behalf of the Borough of Kinnelon;

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

1. The Authority hereby consents to the site-specific to the Northeast WQM Plan for the Kinnelon Shelter and Community Center, and publicly noticed on February 5, 2018, prepared by Crew Engineers, Inc., for the purpose of its incorporation the applicable WQM plan(s).
2. This consent shall be submitted to the NJDEP pursuant to N.J.A.C. 7:15-3.5(g)6.

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

ATTEST:



Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018



Raymond T. Kerwin, Chairman

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
FEBRUARY 14, 2018 6:00 pm REORGANIZATION MEETING

I do hereby certify that the foregoing is a true copy of a Resolution passed by the Pequannock, Lincoln Park and Fairfield Sewerage Authority at a meeting duly held on February 14, 2018.


Karen Napolitano, Secretary to the Board

On motion by Mr. Voorman, seconded by Mr. Phelan, Resolution #18-020, Payment of the Operating Vouchers, was approved by the following vote (copy attached):

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

On motion by Mr. Verdonik, seconded by Mr. Phelan, Resolution #18-021, Payment of the Construction Vouchers, was approved by the following vote (copy attached):

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

On motion by Mr. Voorman, seconded by Mr. Phelan, and all in favor, Resolution #18-022, Closed Session was approved.

RESOLUTION #18-022
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:

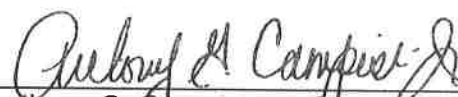
- a) Project #1 Construction Issues
- b) Project #1 Increase Request for Engineering Services

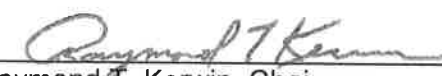
2. The matters will be considered at this meeting, and the public shall not be admitted to this discussion.

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: February 14, 2018



Raymond T. Kerwin, Chairman

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
FEBRUARY 14, 2018 **6:00 pm** **REORGANIZATION MEETING**

The meeting went into Closed Session at 6:30 p.m. and was reconvened to the public at 6:59 p.m.

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 7:00 p.m.



Anthony G. Campisi, Jr., Secretary
Dated: February 14, 2018



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 2/14/18

Period Ending January 31, 2018

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$10,166,060.26	
Operating Checking Account	79,926.04	
Payroll Checking Account	165,089.03	
Renewal & Replacement	<u>4,638,406.20</u>	\$15,049,481.53

CONSTRUCTION AND GENERAL

Construction Improvements	\$1,548,092.73	
General	<u>236,924.07</u>	<u>1,785,016.80</u>

TOTAL FUNDS JANUARY 31, 2018

\$16,834,498.33

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$499,269.96 *	
Payroll - Salaries & Wages	190,535.04	
- Benefits	40,864.37 *	
- Taxes	<u>14,200.53</u>	\$744,869.90

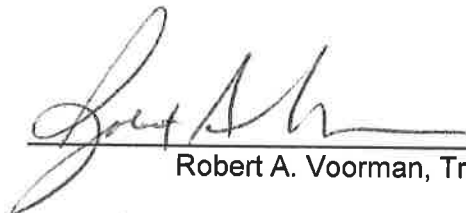
CONSTRUCTION

259,316.98 *

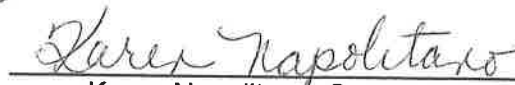
TOTAL EXPENDITURES FOR JANUARY 2018

\$1,004,186.88

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



Robert A. Voorman, Treasurer



Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

February 14, 2018

			<u>Increase</u>	<u>Effective Date</u>
<u>Anniversary</u>				
Joe Gibson	Employed:	34 Years	2.50%	2/19/2018
	Chief Operator:	13 Years		
<u>Retirement</u>				
William Murphy	Employed:	31 Years		
	Staff Engineer:	31 Years		3/1/2018

Approve 2018 Wage & Salary Guide

See Attached

Also Attached:

Current Wages and Salaries List
2018 TBSA Organizational Chart

OPERATING

RESOLUTION #18-020

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 #18656 through #18756 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
Atlantic Health Sys-Chilton Med Ctr		18656	270.00	PrePlacement Exam/T. Bongiovanni	51.64
Clark Transmission Co.		18657	23.30	V-Belts/Plant PM	51.31
GP Jager Inc.		18658	1,621.00	Mag Drive Pump/Hypo Transfer	51.31
ICL Calibrations Laboratories, Inc.		18659	145.87	Thermometer Annual Calibration	51.42
PSE&G		18660	165.29	PS/Jane Road (Actual)	51.12
Real Tech, Inc.		18661	180.00	UV Meter Repair	51.42
Sigma-Aldrich		18662	197.51	L-Ascorbic Acid/Lab Analyzers	51.42

2017 BUDGET TOTAL

2,602.97

2018 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
A E A		18663	5,200.00	Regular Member Dues	31.22
A.W. Chesterton Co.		18664	1,780.43	Sheet Gasket Material/Seal Rebuild Kit	51.31
Accurate Pest Control, Inc.		18665	178.34	Pest Control/Dec'17 & Jan'18	51.41
ADP, Inc (Louisville)		18666	839.33	Payroll Processing	31.38
All Jersey Garage Door		18667	475.00	Rpr/Maintenance Garage Door/Bay #2	51.33
Allen Paper & Supply Co.		18668	1,082.61	Cleaning Supplies	51.41
American Express/RNB		18669	100.00	EZ Pass/Business Expenses	31.21
American Express/RNB			74.63	Renewal/Microsoft Office 365	51.52
American Wear		18670	568.63	Uniforms	51.43
Apollo Flag Co.		18671	306.00	3 US/3 NJ Flags	51.31
Borough of Lincoln Park Water & Sewer		18672	970.79	Two Bridges Road (10/1-12/31/17)	51.14
Cintas Corporation		18673	245.63	Re-stock First Aid Kits	51.44
Cleary Giacobbe Alfieri Jacobs, LLC		18674	1,492.00	Ser/Gen'l & Retainer thru Dec'17	51.58
Constellation NewEnergy, Inc.		18675	2,287.29	Pumpstations (12/5/17-1/8/18)	51.12
Costello's Hardware		18676	68.33	Parts/Operations Supplies	51.31
Criger Service		18677	150.00	Transport Forklift/Remove Grinder/SPS	51.31
CY Drake Locksmiths, Inc.		18678	169.98	Keys/Padlocks/Shop Supplies	51.31
David Weber Oil Company		18679	2,333.25	Gear Oil/Drum	51.34
Eastern Lift Truck Co., Inc.		18680	193.94	Plant Forklift PM	51.33
Engineered Solutions Corp.		18681	30.00	Monthly Off-Site Backup Storage - N/C	51.52
Engineered Solutions Corp.			7,315.00	Instrumentation Troubles	51.56
Environmental Resource Assoc.		18682	695.19	Quarterly Lab Samples	51.65
Fairfield Maintenance Inc.		18683	273.00	Monthly UST Inspection/Dec'17	51.65
Fairfield Maintenance Inc.		18684	284.00	Monthly UST Inspection/Jan'18	51.65
FedEx		18685	240.60	Postage	31.34
Finch Fuel Oil Co. Inc.		18686	25,977.71	Fuel Oil/Plant	51.13
Fisher Scientific		18687	3,494.86	Lab Supplies	51.42
Garden State Laboratories		18688	177.00	Chemical Analysis	51.65
GE Intelligent Platforms, Inc.		18689	8,082.72	Renewal/Support iFIX SCADA Software	51.52
Global Equipment Company, Inc.		18690	2,301.56	Self-Dumping Hopper/ML I	51.31
Grainger, Inc.		18691	3,380.04	Pts/Shop & Operations Supplies/Lighting	51.31
Grainger, Inc.			105.84	Grease/Shop Supplies	51.34
Grainger, Inc.			239.75	Soap/Mop/Operations	51.41
Grainger, Inc.			356.68	Rain Jacket/Pants/Operations	51.43
Grainger, Inc.			492.80	Exit Signs/PS	51.44
Grainger, Inc.			329.44	UPS/SPS	51.52
Grainger, Inc.		18692	2,135.40	Full Body Harness/Operations	51.44
Hach Company		18693	131.55	Lab Supplies	51.42
Idexx Laboratories		18694	1,166.46	Lab Supplies	51.42
Independence Constructors, Inc.		18695	1,567.50	Soil Bearings Disposal	51.51
Institute for Professional Development		18696	99.00	IRS Payroll Regulations/D.Tresca (3/18)	31.24
Interstate Waste Services		18697	2,499.45	Service Dec'17 & Jan'18	51.51
JAD Corporation of America		18698	245.00	Pine Soap/Operations	51.41
JAD Corporation of America			358.50	Gloves/Operations	51.44
JCI Jones Chemicals, Inc.		18699	2,456.72	Sodium Hypochlorite	51.23
Jersey Central Power&Light		18700	15,355.17	Plant	51.11
Jersey Central Power&Light			4,312.22	Pumpstations	51.12

Kaman Automation, Inc.	18701	2,390.00	PLC Annual Support Renewal	51.52
Kaman Automation, Inc.	18702	6,000.00	PCI Interface Card/SCADA Server Upgrade	51.56
Lorraine Tuohy	18703	700.00	Retiree Health Benefits Feb'18	21.12R
Maraziti Falcon, LLP	18704	220.00	NJPDES Permit - Nov/Dec. 17	51.58
McMaster-Carr Supply Co.	18705	569.48	Pts/Shop Supplies	51.31
MGL Printing Solutions	18706	138.00	Checks/Operating Acct	31.33
Michael E. Solla	18707	700.00	Retiree Health Benefits Jan'18	21.12R
Mott MacDonald Group, Inc.	18708	2,367.50	Gen'l Consulting Jan'18/UV Power Issues	51.53
Mott MacDonald Group, Inc.	18709	3,034.45	Jockey Pump/CPS	51.53
Mott MacDonald Group, Inc.	18710	5,303.99	Jockey Pump/CPS	51.53
Mott MacDonald Group, Inc.	18711	5,830.64	Gen'l Consulting Dec'17/UV Power Issues	51.53
Mott MacDonald Group, Inc.	18712	230.67	Permit Assistance	51.63
Mott MacDonald Group, Inc.	18713	787.43	LSRP Services	51.63
Mott MacDonald Group, Inc.	18714	1,278.10	IPP Services/Dec'17	51.63
Mott MacDonald Group, Inc.	18715	1,445.59	Intermediate Settling Tank	61.10
Mott MacDonald Group, Inc.	18716	6,503.72	Intermediate Setting Tank	61.10
Mott MacDonald Group, Inc.	18717	216,704.90	Interceptor System Assessment	61.24
Nestle Pure Life	18718	807.97	Water/Dec'17 & Jan'18	51.14
New Jersey Manufacturers Ins. Co.	18719	7,184.74	Workers Comp/Pymt #2 of 11	51.48
New Jersey Safety Equipment Co., Inc.	18720	259.13	Gloves/Operations	51.44
North Central Laboratories	18721	60.34	Lab Supplies	51.42
Omni Services, Inc.	18722	261.00	50 ft Water Hose	51.31
Omni Services, Inc.	18723	2,245.00	Manhole Covers	51.31
One Call Concepts	18724	50.00	One Call Messages/Dec'17	51.62
Optimum (Cablevision)	18725	146.89	Internet Service 1/16-2/15/18	31.35
Passaic Valley Sewerage Commission	18726	30,774.00	Liquid Sludge 12/16/17-1/15/18	51.55D
Power Place	18727	399.95	Hedge Trimmer	51.54
PSE&G	18728	928.45	PS/Glenroy Rd. (Actual)	51.12
Pumping Services, Inc.	18729	1,400.00	Modify PLE for Hose Down/DPS	51.33
R & R Pump & Control Services, LLC	18730	1,187.50	Ser/WAS Pump/Backwash Pump	51.33
R&D Trucking	18731	21,228.00	Sludge Removal 1/2-1/31/18	51.55H
Rachles/Michele's Oil Company	18732	2,792.25	No Lead Regular Gas	51.34
Real Tech, Inc.	18733	130.00	Lab Supplies	51.42
Schneider Electric	18734	10,207.35	Ballast Repair/UV	61.10
Sherwin Williams	18735	259.28	Paint/Operations	51.35
Skyline Environmental, Inc.	18736	2,595.00	Health & Safety Training	51.64
State of NJ/Pensions & Benefits/DCRP	18737	41.58	GTL/LTD - L.Ciampa/Jan'18	21.11
State of NJ/Pensions & Benefits/SHBP	18738	1,947.95	Dental Benefits	21.12
State of NJ/Pensions & Benefits/SHBP	18738	48,429.46	Health Benefits	21.12
Suburban Energy Services	18739	72.00	Tank Rental (1 Year)	51.26
Syna-Flow Technologies	18740	1,860.00	Ser/Bi-Annual/ML Blowers	51.33s
TBSA/Karen Napolitano	18741	34.88	Mileage/Purchasing Clas	31.21
TBSA/Karen Napolitano		30.00	Notary Renewal	31.22
TBSA/Karen Napolitano		120.26	Admin & Board Supplies	31.33
TBSA/Patrick Tuohy	18742	120.94	Food/Construction Mtg (1/9)	51.47
Tek-Sales Inc.	18743	9,387.00	Plug Valves/Intermediate Tank Drains	51.31s
The Home Depot	18744	289.64	Pts/Operations/Power Washer	51.31
The Home Depot		27.52	Engine Oil/Operations	51.34
The Home Depot		38.76	Janitorial Supplies	51.41
The Progress	18745	194.86	Award&Affidavit/Willis	31.32
United Cooling & Refrigeration Inc.	18746	484.00	Ser/AAON RTU	51.33
United Cooling & Refrigeration Inc.	18747	1,098.75	PM/Feb-Apr'18/Pym't 4 of 4	51.33
USA Blue Book	18748	603.80	Lab Supplies	51.42
USALCO	18749	4,890.31	Polyaluminum Chloride	51.25
Verizon	18750	667.00	Telephone 1/18	31.35
Verizon		2,228.12	Lease Line 1/18	31.37
Verner-Cadby Ford	18751	46.04	PM Service/Ford F250	51.36
W. B. Mason Co., Inc.	18752	10.72	Calculator	31.31
W. B. Mason Co., Inc.		1,093.25	Office Supplies	31.33
W. B. Mason Co., Inc.		39.99	Keyboard/Mouse/Admin	51.52
Wallington Plumbing & Heating Supply	18753	209.32	Parts/Shop Supplies	51.31
Wayne Auto Supply	18754	44.82	Anti-freeze/UV Generator	51.31
Wayne Electrical Supply Company	18755	1,037.42	Shop Supplies & Tools/Lighting	51.31
Willis of New Jersey, Inc.	18756	32,296.93	Renew/Package w/Auto Pymt #1	51.48

2018 BUDGET TOTAL

547,085.98

2017 BUDGET TOTAL

2,602.97

2018 BUDGET TOTAL

547,085.98

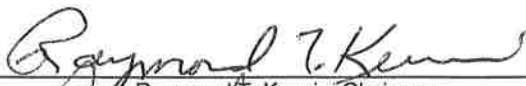

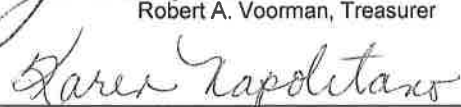
TOTAL

549,688.95

Rare the Steak House	38331	18635	-1,872.20 Bookkeeping Correction	51.47
Rare the Steak House	38351	18635	1,693.20 Bookkeeping Correction	51.47

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 February 14, 2018.

Dated: February 14, 2018

	Raymond T. Kerwin, Chairman
	Robert A. Voorman, Treasurer
	Karen Napolitano, Recording Secretary

CONSTRUCTION


RESOLUTION #18-021

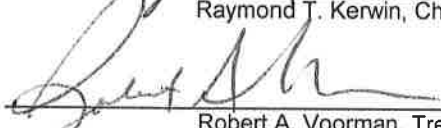
BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #0839 through #0845 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

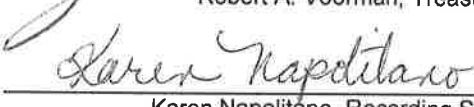
2017 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Cleary Giacobbe Alfieri Jacobs, LLC		0839	2,960.00	Plant Improvements/Dec'17	84.41
DeMaio Electrical Co., Inc.		0840	72,311.46	Pump Station Improvements/Pymt #28	84.34
Morris County SCD		0841	295.00	SESC Re-Certification	84.22
Mott MacDonald Group, Inc.		0842	946.11	Project #2/PS Construction	84.33
Mott MacDonald Group, Inc.		0843	3,146.19	Project #2/PS Construction	84.33
Pumping Services, Inc.		0844	73,128.15	Submersible Dry Pit WW Pump/CPS	81.10
Worth and Company, Inc.		0845	106,530.05	WWTP Improvements/Pymt Estimate #34	84.24
TOTAL			259,316.96		

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 February 14, 2018.

Dated: February 14, 2018


 Raymond T. Kerwin, Chairman


 Robert A. Voorman, Treasurer


 Karen Napolitano, Recording Secretary