The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, January 10, 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, David Runfeldt, Richard Phelan, Jerry Notte, Raymond Kerwin

**ABSENT:** Raymond Verdonik (arrived at 6:08), Arthur Schmidt (excused), Anthony Campisi (excused)

### **ALSO PRESENT:**

Cleary Giacobbe:

Mitchell Jacobs

Mott MacDonald:

John Scheri

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. Voorman, the Regular and Closed Session Meeting Minutes of December 13, 2017 were approved by the following vote:

**VOTED AYE: PHELAN, VOORMAN, KERWIN** 

ABSTAINED: RUNFELDT, NOTTE

**ABSENT:** VERDONIK, SCHMIDT, CAMPISI

# **REPORTS OF COMMITTEES:**

# **FINANCE:**

Mr. Voorman presented the Treasurer's Report for the month of January (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 #33 to Worth & Co. pending further discussion.

#### **PURCHASING and PERSONNEL:**

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

VOTED AYE: PHELAN, VOORMAN, RUNFELDT, NOTTE, KERWIN

ABSENT: VERDONIK, SCHMIDT, CAMPISI

### **PLANT OPERATIONS:**

Mr. Schmidt was absent. Mr. Phelan noted the Operating Report on the table. Mr. DeGraw reported that the Authority handled the cold snap very well.

# **PLANNING and EXPANSION:**

Mr. Notte reported that the Authority received the Capacity Evaluation Report today and it is being reviewed.

### CONSTRUCTION:

Mr. Verdonik was absent. Mr. DeGraw reported that Project 2 is just about done. The Authority has received the final payment application which will most likely be presented next month for payment.

### **INSURANCE & LEGISLATIVE REVIEW:**

Mr. Runfeldt had nothing to report and deferred to Mr. Jacobs for a legislative update. Mr. Jacobs reported that legislation has been approved by both the Houses which imposes a 2% cap on both users and participants serviced by regional sewerage authorities. AEA is working to have the bill changed prior to Christie signing it. This bill may present problems for the Authority as it will render our service agreements noncompliant.

### **LEGAL & PUBLIC RELATIONS:**

Mr. Campisi was absent.

# **EXECUTIVE DIRECTOR'S REPORT:**

Mr. Bongiovanni had no formal report.

# **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. Mr. Scheri noted that a summary of Project 1 has been added the report.

# **UNFINISHED BUSINESS:**

None

# **NEW BUSINESS: Appointment of Nominating Committee**

Chairman Kerwin appointed the following Nominating Committee: Rich Phelan of Pequannock as Chairman, Robert Voorman of PRBRSA, David Runfeldt of Lincoln Park and Jerry Notte of Fairfield.

# **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. Phelan, seconded by Mr. Verdonik, Resolution #18-001, Renewal of Contract for Computer Systems Engineering Services, was approved by the following vote:

VOTED AYE: PHELAN, VERDONIK, VOORMAN, RUNFELDT, NOTTE, KERWIN

**ABSENT:** SCHMIDT, CAMPISI

# **RESOLUTION #18-001**

# Authorize Renewal of Contract for Computer Systems Engineering Services

**WHEREAS,** the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") requires the services of a computer systems engineer to assist the Authority with its operations; and

WHEREAS, Engineered Solutions Corporation ("ESC") has submitted a proposal dated December 21, 2016 to perform said services; and

WHEREAS, it is the Authority's desire to award a contract to ESC for this work; and

**WHEREAS,** a contract for professional services may be let without the requirement for bidding as set forth in the New Jersey Public Contract Law; 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 firm of Engineered Solutions Corporation is hereby retained in accordance with its proposal dated December 27, 2017 for computer systems engineering services, in an amount not to exceed \$51,500.00, commencing on February 1, 2018 for a period of one (1) year.
- 2. The Authority 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.

ATTEST:

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

Raymond T. Kerwin, Chairman

Anthony G. Campisi, Jr., Secretary

Dated: January 10, 2018

On motion by Mr. Phelan, seconded by Mr. Verdonik, Resolution #18-002, Renewal of Contract for Instrumentation Engineering Services, was approved by the following vote:

VOTED AYE: PHELAN, VERDONIK, VOORMAN, RUNFELDT, NOTTE, KERWIN

ABSENT: SCHMIDT, CAMPISI

# RESOLUTION #18-002

# Authorizing Renewal of Contract for Instrumentation Engineering Services

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), has need for engineering services of an instrumentation service engineer which includes, but is not limited to, the inspection, analysis and electrical repair of instrumentation and controls; and

WHEREAS, the Authority has determined that such engineering services need to be conducted by an individual specialized in instrumentation engineering and with repair capabilities; and

WHEREAS, the engineering services and the repair services are extraordinary unspecifiable services because the Authority is currently unaware of its needs, and as its needs arise the necessary instrumentation engineering services and repairs are not ordinarily known until such time as the engineering person retained has an opportunity to inspect and/or test; and

WHEREAS, Engineered Solutions Corporation ("ESC") has submitted a proposal dated December 27, 2017 to perform said services; and

WHEREAS, ESC is a firm whom the Authority has determined is particularly trained, qualified and experienced to provide the services required by the Authority; 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:

- A Professional Services/Extraordinary Unspecifiable Services Contract shall be awarded to ESC to serve as Instrumentation Services Engineer in accordance with its proposal dated December 27, 2017, for a term of one (1) year commencing February 1, 2017, at a contract price not to exceed \$25,000.00.
- 2. The Authority Chairman is hereby authorized to execute a contract in accordance with the terms of this resolution.
- This contract is awarded in compliance with the requirements of NJSA 19:44A-20.4 et seq.
- 4. Notice of this Professional Services/Extraordinary Unspecifiable Services Contract is to be published in accordance with law.

ATTEST:

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

Anthony G. Campisi, Jr., Secretary

Dated: January 10, 2018

Raymond T. Kerwin, Chairman

On motion by Mr. Phelan, seconded by Mr. Voorman, Resolution #18-003, Award of Contract for Spare Pump Parts, was approved by the following vote:

VOTED AYE: PHELAN, VOORMAN, VERDONIK, RUNFELDT, NOTTE, KERWIN

ABSENT: SCHMIDT, CAMPISI

# RESOLUTION #18-003

# **Awarding Contract for Spare Pump Parts**

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority advertised for bids for Spare Pump Parts and received one bid on December 28, 2017; 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 contract is hereby awarded to the lowest responsible bidder, Rapid Pump & Meter Service Co., Inc., in the amount of \$117,734.00.
- 2. The Chairman is hereby authorized and directed to execute a contract in accordance with the terms of this resolution.

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

ATTEST:

Raymond T. Kerwin, Chairman

Anthony G. Campisi, Jr., Secretary

Dated: January 10, 2018

On motion by Mr. Voorman, seconded by Mr. Notte, Resolution #18-004, Payment of the Operating Vouchers (copy attached), was approved by the following vote:

VOTED AYE: VOORMAN, NOTTE, VERDONIK, RUNFELDT, PHELAN, KERWIN

ABSENT: SCHMIDT, CAMPISI

At this time, the meeting went into Closed Session.

On motion by Mr. Verdonik, seconded by Mr. Notte, and all in favor, Resolution #18-006, Closed Session, was approved.

# RESOLUTION #18-006

#### 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:

Raymond T. Kerwin, Chairman

Anthony G. Campisi, Jr., Secretary

Dated: January 10, 2018

The meeting went into Closed Session at 6:20 p.m. and was reconvened to the public at 6:53 p.m.

Mr. Phelan left the meeting at 6:45 p.m.

The meeting returned to the regular agenda format.

On motion by Mr. Voorman, seconded by Mr. Runfeldt, Resolution #18-005, Payment of the Construction Vouchers (copy attached), was approved with the following exception:

Payment of Worth Payment Application #33, in the amount of \$221,585.00, is approved. less deductions for engineering services as recommended by the Authority Engineers under the Memorandum of Understanding.

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

# **ADJOURNMENT:**

On motion by Mr. Verdonik, seconded by Mr. Notte, and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 6:55 p.m.

Anthony G. Campisi, Jr., Secretary

Dated: January 10, 2018

Karen Napolitano, Recording Secretary

# PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

# TREASURER'S REPORT

Board Meeting 1/10/18

# Period Ending December 31, 2017

# **ACCOUNT BALANCES:**

OPERATIONS AND ADMINISTRATION Revenue Account Operating Checking Account Payroll Checking Account Renewal & Replacement	\$11,248,093.17 43,278.01 260,892.10 4,635,821.75	\$16,188,085.03
CONSTRUCTION AND GENERAL Construction Improvements General	\$1,771,813.84 236,924.07	2,008,737.91
TOTAL FUNDS DECEMBER 31, 2017		\$18,196,822.94
MONTHLY EXPENDITURES:  OPERATIONS AND ADMINISTRATION Operating Bills Payroll - Salaries & Wages - Benefits - Taxes	\$225,438.30 * 181,352.92 38,569.73 * 12,474.18	\$457,835.13
CONSTRUCTION		164,859.00_*
TOTAL EXPENDITURES FOR DECEMBER 2017		\$622,694.13

<sup>\*</sup> 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

January 10, 2018

			Increase	<b>Effective Date</b>
<u>Anniversary</u>				
Karen Napolitano	Employed: Office Manager:	4 Years 3 Years	2.50%	2/4/2018

# **OPERATING**

# RESOLUTION #18-004

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 #18580 through #18655 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
ADP, Inc (Louisville)		18580	281 28	Payroll Processing Chrg	31.38
American Wear		18581		Uniforms	51.43
Applied Analytics, Inc.		18582		Pulsar Duet Transducer	51.31
Agua Pro-Tech Labs		18583		Chemical Analysis/Rec'd 11/6/17	51.65
Borough of Lincoln Park Water & Sewer		18584		Two Bridges Hydrants (9/21-11/30/17)	51.14
Cintas First Aid & Safety		18585		Re-Stock First Aid Kits	51.44
Cleary Giacobbe Alfieri Jacobs, LLC		18586	557855	General & Retainer/Nov'17	51.58
Constellation NewEnergy		18587		Pumpstations Electric (11/2-12/11/17)	51.12
Costello's Hardware		18588	,	Shop Tools	51.31
Fairfield Maintenance Inc.		18589		Monthly UST Inspection/Nov'17	51.65
Fede Construction		18590		Repair Stairs/Solids Disposal Building	51.33
Garden State Laboratories		18591		Chemical Analysis	51.65
Grainger, Inc.		18592		Pts/Shop Supplies/DPS	51.31
Grainger, Inc.		10002		Warning Lights/1st Stg	51.44
Hach Company		18593		Pump Tubing/Samplers	51.42
Highland Industrial Turbine Services		18594		PM Plant Generator/Pymt#2 of 2	51.33
Jersey Central Power&Light		18595		Pumpstations	51.12
One Call Concepts		18596		One Call Messages/Nov'17	51.62
Optimum (Cablevision)		18597		Internet Service (12/16-1/15/18)	31.35
Passaic Valley Sewerage Commission	H	18598		Liquid Sludge (11/1/17-11/30/17)	51.55D
Pequannock Township Police Dept.		18599		Traffic Control/Interceptor Insp/Rehab	61.24
PSE&G		18600		PS Glenroy Rd (Actual)	51.12
Pumping Services, Inc.		18601	1	Troubleshoot Selection Valve/CPS	51.33
Reuter & Hanney, Inc.		18602		Thermographic Scan/Feeder-Breaker Test MCC	51.32
Skyline Environmental, Inc.		18603		Health & Safety Training	51.64
Suburban Energy Services		18604		Propane/Forklift Tanks	51.26
The Home Depot		18605		Shop & Operations Supplies	51.31
The Progress		18606		Awards & Affidavits	31.32
Township of Fairfield		18607		Water/Pumpstations (10/1-1/1/18)	51.14
UPS		18608		Shipping Service	31.34
Wayne Electrical Supply Company		18609		Lighting Ballasts	51.31
2017 BUDGET TOTAL			50 555 66		nt

2017 BUDGET TOTAL

50,555.66

2018 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
AA Electric - NJ		18610		Relays/Potentiometer/DPS & PPS	51.31
· · · · · · · · · · · · · · · · · · ·		18611		I *	51.52
AllMax Software, Inc.				Renew Software Support Contract	
American Express		18612		Employee Appreciation Luncheon	51.47
American Express				EZPass/Gas	31.21
American Express				Refund Rewards Program Fees	31.22
American Wear		18613		Uniforms	51.43
AP/Certified Testing		18614	375.00	Field Test/Backflow Preventor/Plant&PS'	51.65
Applied Analytics, Inc.		18615	413.82	Timers/Pumpstations	51.31
AWISCO		18616	128.80	Cutting Wheel/Lens Cover/Shop Supplies	51.31
BR Welding		18617	16,640.40	Intermediate Setting Tanks Rehab	61.10
Constellation NewEnergy		18618	38,984.41	Plant Electric (11/22-12/21/17)	51.11
Costello's Hardware		18619	97.31	Plant & Operations Supplies	51.31
Engineered Solutions Corp.		18620		Monthly Off-Site Backup Storage - N/C	51.52
Engineered Solutions Corp.	1			UPS/UV Area Control Panel	51.52
Engineered Solutions Corp.			1.760.00	Computer Support Services	51.52
Engineered Solutions Corp.				Instrumentations Trouble	51.56
Finch Fuel Oil		18621	'	Fuel Oil/Plant & DPS	51.13
Grainger, Inc.		18622		Shop & Plant Supplies	51.31
Grainger, Inc.				Grease/UV Parts	51.34
Grainger, Inc.				Cleaning Supplies	51.41
Grainger, Inc.				Safety Supplies	51.44
Jersey Central Power&Light		18623		Plant (Actual)	51.11
Kaman Automation, Inc.		18624		Analog Input/PACI Integration	51.56

Maresca	18625	665.32	Rock Salt	51.41
McMaster-Carr Supply Co.	18626	1,434.04	Shop Tools & Supplies	51.31
McMaster-Carr Supply Co.		686.05	Anti-Fatigue Mats/Lab	51.42
Michael E. Solla	18627		Retiree Health Benefits Dec'17	21.12R
Mott MacDonald	18628	589.14	LSRP Services	51.63
New Jersey Manufacturers Insurance	18629	7,184.74	W.Comp/Pym't #1 of 11	51.48
NJDEP/Physical Connection Permit	18630		Renewal/2018 Physical Connection Permit	51.62
NJWEA, Registrar	18631		Regist/3 Employees/Workshop (1/23)	31.24
North Jersey Media Group Inc .	18632		PubNotice/Bid Spare Pump Parts	31.32
Passaic Valley Sewerage Commission	18633	15,134.00	Liquid Sludge 12/1/17-12/30/17	51.55D
R&D Trucking	18634		Sludge Removal 12/1/17-12/31/17	51.55H
Rare The Steak House	18635		Board Holiday Dinner	51.47
Samson Metal Service	18636		Miscellaneous Metal/Shop Supplies	51.31
Sherwin Williams	18637		Paint/Operations	51.35
Shimadzu Scientific Instruments	18638	5,225,00	PM Agreement/Analyzer 12/15/17-12/14/18	51.42
State of NJ - Division of State Police	18639		FEMA Overpayment/2011 Hurricane Irene	61.23
State of NJ/Pensions & Benefits/DCRP	18640	27.72	Group Life/Long Term Disability (Dec'17)	21.11
State of NJ/Pensions & Benefits/SHBP	18641		Dental Benefits	21.12
State of NJ/Pensions & Benefits/SHBP			Health Benefits	21.12
TBSA/Karen Napolitano	18642		Admin & Board Mtg Supplies	31.33
TBSA/Patrick Tuohey	18643		Food/Retirement Lunch/Loraine&Bill	51.47
TBSA/Petty Cash	18644		Cake/Lorraine-Bill Retirement Lunch (12/21)	31.36
TBSA/Petty Cash			Food/Board Meeting (12/13)	31.36
TBSA/Petty Cash			Food/PRBA Meeting (12/6)	51.47
Technical Components	18645		Rpr/Valve#1/CPS	51.33
Township of Randolph	18646	1,100.00	Member/Morris County Co-op Fees 2018	31.22
United Cooling & Refrigeration	18647		PM/Nov'17-Jan'18/Pym't 3 of 4	51.33
UPS	18648		Shipping Service	31.34
USALCO	18649		Polyaluminum Chloride	51.25
Verizon	18650	677.16	Telephone 12/17	31.35
Verizon		2,228.12	Lease Lines 12/17	31.37
W. B. Mason Co., Inc.	18651	495.00	Standing Desk Corner	31.31
W. B. Mason Co., Inc.			Office Supplies/\$407 Ink	31.33
W. B. Mason Co., Inc.	1	75.79	Mouse Pads/Flash Drives	51.52
Wallington Plumbing & Heating Supply	18652	407.65	Pts/Shop Supples/DPS Toilet Replacement	51.31
Wayne Auto Supply	18653	34.23	Drive Wrench/Shop Tools	51.31
Wayne Electrical Supply Company	18654		Shop Supplies/Location Light Headworks Bldg.	51.31
Wizard Printing	18655		Business cards/T.Bongiovanni	31.33
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2018 BUDGET TOTAL

223,515.37

2017 BUDGET TOTAL 2018 BUDGET TOTAL TOTAL 50,555.66 223,515.37 274,071.03

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 January 10, 2018.

Dated: January 10, 2018

Raymond T. Keryin, Chairman

Robert A. Voorman, Treasurer

Karen Napolitano, Recording Secretary

#### CONSTRUCTION

#### RESOLUTION #18-005

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 #0837 through #0838 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 Worth & Company	3896 3897	0837 0838		Plant Improvments/Nov'17 WWTP Improvements/Pymt Estimate #33	84.41 84.24
TOTAL			164.859.00		

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 January 10, 2018.

Dated: January 10, 2018

Raymond T. Kerwin, Chairman

Robert A. Voorman, Treasurer

Karen Napolitano, Recording Secretary