

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
July 13, 2022

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, July 13, 2022 at 4:30 p.m. in the Administration Building, 188 Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Voorman called the meeting to order at 4:30 p.m.

ROLL CALL

Members Present: David Runfeldt, Tom Boorady, Raymond Verdonik, Arthur Schmidt, David Kohle, Robert Voorman

Absent: Jerry Notte, Anthony Campisi (*both excused*)

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent, Brian Carey, Assistant Authority Engineer; Karen Napolitano, Secretary; Victoria Holmes, Cleary Giacobbe; John Scheri, Mott MacDonald

OPEN MEETING STATEMENT

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by filing written Notice and Agenda with the Authority Secretary and Municipal Clerks of Lincoln Park, Fairfield and Pequannock, and the Pequannock River Basin Regional Sewerage Authority, by having said notice and agenda posted on the public bulletin boards in the respective municipal buildings and by serving notice thereof to The Progress, Herald News, Record, and Suburban Trends newspapers.

MINUTES APPROVAL: June 8, 2022 (Regular Session)

Mr. Voorman called for a motion to approve the Regular Meeting Minutes of June 8, 2022.

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

ABSENT: Notte, Campisi

REPORTS OF COMMITTEES

FINANCE

Mr. Voorman presented the Treasurer's Report for the month of June (copy attached), the monthly financial reports for Mott MacDonald and Cleary Giacobbe, and the vouchers. He recommended the vouchers be paid as presented. Mr. Voorman noted that the electric bill had doubled this month.

PURCHASING and PERSONNEL

Mr. Bongiovanni presented the Personnel Actions for the month of June. Mr. Verdonik called for a motion to approve the Personnel Actions, seconded by Mr. Kohle.

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

ABSENT: Notte, Campisi

PLANT OPERATIONS

Mr. Schmidt referenced the Operating Report on the table. He noted all the flows are below their capacity allocations. Mr. DeGraw reported that construction on the Pressure Filter #2 project is completed, noting that the contractor did a good job. Another change order will be needed for some additional repairs including new flow meters if funds allow. Mr. DeGraw reported on an issue with Filter #2, noting that the influent trough hatch had deteriorated and became displaced. It was repaired and now is working properly.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik had nothing to report.

INSURANCE and LEGISLATIVE REVIEW

Mr. Kohle had nothing to report. Ms. Holmes mentioned a bill pending that will require the lowest bidder on a public contract whose bid is 10% under the second lowest bidder will have to certify that they will pay the prevailing wage.

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt had nothing to report.

MANAGEMENT REPORT

Mr. Bongiovanni reported that he is in the process of setting a date for the kick off meeting for the Service Agreements Committee, noting an option would be to have it following the board meeting in August. He also reported that the EPA has issued health advisory limits for drinking water for PFAS. The limits are extremely low and are not binding but may cause public outcry concerning the limits. He noted that these are just an advisory limits which are not enforceable. There is an email in the correspondence summarizing this action and potential motives.

Mr. Bongiovanni mentioned that the Administration Office hours have been changed to 8:00 am - 4:00 pm. in order to better accommodate Administrative employee's request as well as to better align with our operations and maintenance staff whose hours are 7:00 am – 3:00 pm.

Mr. Bongiovanni reported that new energy quotes will be received in the upcoming weeks. He noted there is an email in the correspondence file from Gabel Associates indicating that the current strategy is to float some usage on open market and commit the bulk of usage at a contract rate. The contract rate is anticipated for the treatment plant only. The pump stations low voltage usage will still be riding on the open market for the foreseeable future.

Mr. Bongiovanni informed the members that due to hotel availability, high prices and the concern about flight cancellations, we have reconsidered attending the WEFTEC Convention this year. Hopefully next year the situation will be better and we will be able to attend.

ENGINEER'S REPORT

Mr. Scheri referred to the monthly Engineer's Report on the table and brought the members up-to-date on all on-going projects.

UNFINISHED BUSINESS

None

NEW BUSINESS: Preliminary FY 2023 Budget

Ms. Napolitano referred to the Preliminary 2023 Budget on the table. She reviewed the budget approval and adoption schedule. She then proceeded to review the highlights of the budget, noting that the Capital Budget is being developed and will be presented in August. Ms. Napolitano noted that the current state of the economy, particularly the high rate of inflation, has had a major impact on all areas of the 2023 Budget. She discussed changes in expenses from the 2022 Budget, noting the following increases. She reported that Administration expenses are budgeted higher in 2023 by about 6.2 due to salary increases, higher travel costs, and an upgrade of the Administration computers. Operating salaries and benefits are up 12.6% due to three additional staff positions, and salary increases. Energy costs are up 51.1% due to the increase in rates and fuel costs. Chemicals are also up 56.5%. Overall expenses are up 11.45% Revenues are up somewhat due to an increase in interest rates. The preliminary bottom line is an 11.46% increase in participant charges as presented.

Mr. Bongiovanni discussed some options available to offset the 11.46% increase in Participant payments. He discussed the potential of using the reserve for capital improvements fund which was created in 2016 to stabilize rates following the expiration of some debt service payments. The budget as presented includes a \$900,000 contribution. He stated that this is an area we could look to reduce the overall impact of the operating increases, although he would not advocate for the complete elimination. His recommendation is to reduce the contribution enough to bring the overall budgeted increases to between five and seven percent. He welcomed any Board input and noted that the matter would be discussed again at the next Board Meeting. Mr. Voorman referenced a handout, on the table summarizing several different scenarios for reducing the contributions to the Reserve for Capital Improvements Fund and how each impacts the overall increase.

On the subject of the estimated flows, Mr. Bongiovanni noted that in the preliminary 2022-2023 Budget, we are using the same flow allocations we used in last year's budget. These flows have gotten us closer to the actual flows than in past years. The total user charge adjustment through June would be \$479,000, which is much lower than 2021 and 2020 actuals, indicating we are moving in the right direction. However, Mr. Bongiovanni recommended using a 5-year average flow for the 2022-2023 budget year. There is an alternative flow scenario in the budget package which shows what the impact would be.

NEW BUSINESS: 2022 Annual Consulting Engineers Report

Mr. Scheri referred to the Report of the Consulting Engineer. This study was undertaken to review the wastewater treatment plant, and is used as a planning tool by the Authority. The report includes an Executive Summary, a physical description of the system, and the regulatory requirements of the Authority and the status of compliance. Mr. Scheri noted that over the past two years the Authority has invested \$32 million in its systems to keep them in good operating condition, and has continuously made improvements to the system to make it operate more efficiently.

The report also includes the Authority's significant accomplishments and items to be completed at a later date, and a summary of the walk-through inspection performed by Mott MacDonald. The report describes the recommended activities going forward and concludes with Mott MacDonald's cost projections over a 6-year period.

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.

CHANGE ORDERS

RESOLUTION #22-028 Contract 2021-1, Change Order CM-001

WHEREAS, the Pequannock, Lincoln Park, and Fairfield Sewerage Authority (the "Authority") has entered into Contract 2021-1 with Allied Construction Group for the Pressure Filter No. 2 Rehabilitation; and

WHEREAS, it has been determined that it is necessary to increase the contract for additional work; and

WHEREAS, the Project Engineer, Engineered Solutions Corporation, has reviewed and approved Contract Modification CM-001; 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-001 is hereby approved as follows:

CM-001 - Increase in contract amount not to exceed \$5,905.00.

MOTIONED BY: Mr. Schmidt; SECONDED BY: Mr. Verdonik
AYES: Schmidt, Verdonik, Runfeldt, Boorady, Kohle, Voorman
ABSENT: Notte, Campisi

RESOLUTIONS:

RESOLUTION #22-029: Payment of Operating Vouchers (copy attached)

MOTIONED BY: Mr. Runfeldt; SECONDED BY: Mr. Boorady
AYES: Runfeldt, Boorady, Verdonik, Schmidt, Kohle, Voorman
ABSENT: Notte, Campisi

ADJOURNMENT:

There being no further business to come before the Authority, on motion by Mr. Boorady, seconded by Mr. Schmidt, and all in favor, the meeting was adjourned at 5:04 p.m.



David A. Runfeldt, Secretary

Dated: July 13, 2022



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 7/13/22

Period Ending June 30, 2022

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$14,426,457.22	
Operating Checking Account	22,830.97	
Payroll Checking Account	230,932.85	
Renewal & Replacement	<u>6,189,137.56</u>	\$20,869,358.60

CONSTRUCTION AND GENERAL

Construction Improvements	\$4,021,527.27	
General	<u>236,924.07</u>	<u>4,258,451.34</u>

TOTAL FUNDS JUNE 30, 2022		<u><u>\$25,127,809.94</u></u>
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MONTHLY EXPENDITURES:

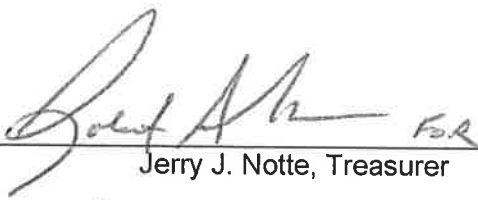

OPERATIONS AND ADMINISTRATION

Operating Bills	\$480,216.68 *	
Payroll - Salaries & Wages	180,709.81	
- Benefits	39,494.86 *	
- Taxes	<u>13,241.17</u>	\$713,662.52

CONSTRUCTION		<u>0.00 *</u>
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TOTAL EXPENDITURES FOR JUNE 2022		<u><u>\$713,662.52</u></u>
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* Amount shown has not been deducted from above account balances.


Jerry J. Notte, Treasurer

Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

July 13, 2022

Promotion

Effective Date

Jason Tillery
Current Position:
New Position:

Employed:
Assistant Lab Manager:
Lab Manager

14 Years
2 Years

8/1/2022

3-Month Review

John Reilly
Current Position:

Employed:
Operator Trainee:

3 Months
3 Months

7/18/2022

Termination

Mark DiTondo
Current Position:

Employed:
Repairman Trainee:

2 Months
2 Months

6/10/2022

OPERATING
RESOLUTION #22-029

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 #22861 through #22943 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.

2022 BUDGET Payee	Check #	Voucher #	Amount	Description	Account
A&M Industrial Supply		22861	914.59	Drill Press Motor/Shop Supplies	51.31
Accurate Pest Control, Inc.		22862	89.17	Pest Control/Jun'22	51.41
Allen Paper & Supply Co.		22863	105.00	Cleaning Supplies	51.41
Allied Construction Group, Inc.		22864	115,052.00	Pressure Filter #2 Rehab/Pay App #1	61.10
Amazon		22865	59.94	Security Envelopes/Admin Supplies	31.33
American Wear		22866	372.63	Uniforms	51.43
AP/Certified Testing		22867	500.00	Field Test/Backflow Preventor/Plant&PS'	51.65
Apollo Flag Co.		22868	310.83	3 US/2 NJ Flags	51.31
Applied Analytics, Inc.		22869	2,485.00	2 of 4 Calib. Flow Meter (6/1/22)	51.56
Atlantic Health Sys-Chilton		22870	166.00	New Employee Vaccines	51.64
Borough of Lincoln Park Water		22871	450.00	Two Bridges Hydrants (3/1-5/31/22)	51.14
Camden Group, Inc.		22872	20,930.00	Repair Tunnel Leaks/Chemical Grouting	51.33
Cintas First Aid & Safety		22873	300.99	Re-Stock First Aids Kits	51.44
Clark Transmission		22874	423.16	Seals/Bearings/Shop Supplies	51.31
Cleary, Giacobbe, Alfieri, Jacobs		22875	2,460.00	General & Retainer/May'22	51.58
Corrosion Products, Inc.		22876	11,375.00	Repair Plant Water Pump #3	61.10
Costello's Hardware		22877	93.54	Shop & Operations Supplies	51.31
Costello's Hardware			43.14	Cycle Oil/Operations	51.34
Costello's Hardware			16.94	Paint Brushes/Shop Supplies	51.35
Costello's Hardware			248.30	Landscaping Supplies	51.54
Eastern Lift Truck Co., Inc.		22878	253.55	PM Forklift/Safety Check	51.33
ENGIE Power & Gas		22879	32,537.35	Plant Electric (4/21-5/20/22)	51.11
Engineered Solutions Corp.		22880	3,230.25	Computer Support/Operations	51.52
Engineered Solutions Corp.			2,513.10	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			9,302.25	Rehab Pressure Filter #2	61.10
EnviroZyme		22881	250.00	Micro Testing	51.65
Eurofins Lancaster Labs		22882	2,810.00	PFAS Testing/May'22	51.65
Eurofins Lancaster Labs		22883	4,235.00	PFAS Testing/May'22	51.65
Fairfield Maintenance		22884	320.00	Monthly UST Inspection/May'22	51.62
Fisher Scientific		22885	1,482.75	Chemicals/Gloves/Lab Supplies	51.42
Flow Assessment		22886	1,000.00	Calibration/Flow Meters Tank 1&2	51.56
Garden State Laboratories		22887	2,240.00	Chemical Analysis/May'22	51.65
GenServe		22888	1,794.00	Replace Batteries/JPS Generator	51.33
Grainger, Inc.		22889	1,610.13	Batteries/Bulbs/Valves/Seals/Shop Supplies	51.31
Grainger, Inc.			50.70	Dry Wipes/Shop Supplies	51.41
Grainger, Inc.			214.40	Weed Killer/Landscaping	51.54
Hach Company		22890	1,868.00	Service Contract/UVT Probe (8/1/-7/31/23)	51.56
Home Depot		22891	112.57	Concrete/Rope/Shop Supplies	51.31
Home Depot			545.68	Landscaping Supplies	51.54
Jersey Central Power&Light		22892	79,174.78	Plant (5/21-6/21/22)	51.11
Jersey Central Power&Light			9,248.05	Pumpstations (4/11-7/8/22)	51.12
Kaman Automation, Inc.		22893	1,120.19	Spare Parts/Analog Output/PS' PLC	51.52
Loraine Tuohey		22894	700.00	Retiree Health Benefits/Jul'22	21.12R
McMaster-Carr Supply Co.		22895	1,512.47	Parts/Stair Treads/Gauges/Shop Supplies	51.31
Michael E. Solla		22896	700.00	Retiree Health Benefits/Jul'22	21.12R
Momar, Inc.		22897	527.22	Grease Remover/Shop Supplies	51.31

2022 BUDGET Payee	Check #	Voucher #	Amount	Description	Account
Motion Industries		22898	151.63	Coupling Spider/Gearbox Repl/2nd Stg Aerator	61.10
Mott MacDonald		22899	2,000.00	General Consulting/Jun'22	51.53
Mott MacDonald		22900	247.50	Operations Support	51.53
Mott MacDonald			846.50	2nd Stage Isolation Work	51.53
Mott MacDonald			3,847.50	Switchgear Troubleshooting	51.53
Mott MacDonald		22901	2,703.99	IPP Services 2022-2023	51.63
Mott MacDonald		22902	379.00	Solids Disposal Building Boiler	61.10
Mott MacDonald		22903	2,572.50	Interceptor Sewer Rehab	61.10
Nestle Pure Life		22904	533.58	Water/Jun'22	51.14
New Jersey Manufacturers		22905	7,009.00	Workers Comp/Pym't #7 of 11	51.48
North Jersey Media		22906	55.15	Public Notice/IPP	31.32
One Call Concepts		22907	146.93	One Call Messages/May'22	51.62
Optimum (Cablevision)		22908	180.60	Internet Service (6/16-7/15/22)	31.35
Passaic Valley Sewerage		22909	44,816.25	Liquid Sludge (6/1-6/30/22)	51.55D
Penn Valley Pump		22910	15,796.00	Replace Thickener Pump #1	61.10
Pitney Bowes Credit Corp.		22911	184.44	Postage Meter Lease/May-Jul'22	31.34
Primepoint, LLC		22912	260.90	Payroll Processing/Jun'22	31.38
PSE&G		22913	2,382.55	Jane & Fairfield Road (5/5-6/12/22)	51.12
PSE&G		22914	3,589.02	Glenroy Road (5/6-6/6/22)	51.12
R&D Trucking		22915	25,815.58	Sludge Removal (6/1-6/30/22)	51.55H
Raritan Supply Company		22916	2,514.00	Hex Bolts/Hex Nuts/Shop Supplies	51.31
Raritan Supply Company		22917	3,110.07	Gaskets/Clamps/Couplings/Shop Supplies	51.31
Recchia Landscaping, Inc		22918	1,930.71	Lawn Maintenance/Jun'22	51.54
Recchia Landscaping, Inc		22919	3,550.00	Remove Trees & Debris/SPS & JPS	51.54
Rentals Unlimited Inc.		22920	982.00	Backhoe Rental (6/15-17)	51.38
Robert N. Bongiovanni		22921	700.00	Retiree Health Benefits/Jul'22	21.12R
Russell Reid		22922	3,025.97	Dumpster & Waste Disposal/Jun-May'22	51.51
Seton		22923	131.05	Phenolic Name Plates/MCC 1&2	51.44
Skyline Environmental		22924	9,195.00	Health & Safety Training	51.64
State of NJ/Pensions & Benefits		22925	47,026.92	Health & Dental Benefits	21.12
Structural Stone & Brick Co., Inc.		22926	2,881.00	Stone/Gravel/Landscaping	51.54
TBSA/Brian Carey		22927	143.72	Mileage & Tolls/NJWEA/Forcemain Inspection	31.21
TBSA/Ernest DeGraw		22928	150.00	Steel Toe Safety Boots	51.43
TBSA/Evan Napolitano		22929	150.00	Steel Toe Safety Boots	51.43
TBSA/Petty Cash		22930	14.86	Mileage/PO&Bank	31.21
TBSA/Petty Cash			23.78	Postage	31.24
TBSA/Petty Cash			122.30	Food/Board Mtg (6/8)	31.36
Technical Components Co., Inc.		22931	418.55	Check Valves/Shop Supplies	51.31
Township of Fairfield		22932	125.00	Water/DPS & JPS (4/1-7/1/22)	51.14
United Cooling & Refrigeration Inc.		22933	1,035.00	Install New PCB Board/HVAC #2	51.33
USA Blue Book		22934	471.28	Buffers/Lab	51.42
USALCO Baltimore Plant, LLC		22935	6,466.52	Polyaluminum Chloride	51.25
Verizon		22936	719.38	Telephone (6/13-7/27/22)	31.35
Verizon Wireless		22937	381.36	Modems	31.37
W. B. Mason Co., Inc.		22938	187.19	Office Supplies	31.33
Wallington Plumbing & Heating		22939	116.46	Flange Gaskets/Shop Supplies	51.31
Wayne Electrical Supply		22940	193.20	GFI Breakers/Shop Supplies	51.31
WEB Insurance Consultants		22941	2,750.00	Insurance Consulting Services	51.48
William Murphy		22942	700.00	Retiree Health Benefits/Jul'22	21.12R
Xylem Water Solutions/Leopold		22943	8,760.99	Agitator Arms/Pressure Filters	61.10

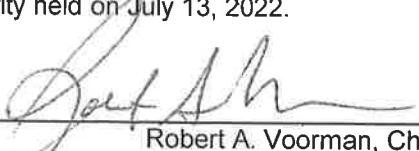
2022 BUDGET TOTAL


527,243.60

2022 BUDGET Payee	Check #	Voucher #	Amount	Description	Account
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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 July 13, 2022.

Dated: July 13, 2022

 *Chairman*
Robert A. Voorman, Chairman

 *for*
Jerry J. Notte, Treasurer


Karen Napolitano, Secretary to the Board