

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
JUNE 8, 2016 6:00 pm REGULAR MEETING

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, June 8, 2016 at 6:00 p.m. in the evening, in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Vice Chairman Voorman called the meeting to order at 6:03 p.m.

ROLL CALL:

On roll call, the members present were: Arthur Schmidt, Robert Voorman, Raymond Verdonik, David Runfeldt, Raymond Kerwin

ABSENT: Jerry Notte, Richard Phelan, Anthony Campisi (*all excused*)

Also Present:

Cleary Giacobbe: Mitchell Jacobs
Hatch Mott MacDonald: John Scheri
TBSA: Robert N. Bongiovanni
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. Kerwin, seconded by Mr. Verdonik, the Minutes of the Regular Meeting of May 11, 2016 were approved by the following vote:

VOTED AYE: KERWIN, VERDONIK, SCHMIDT, VOORMAN

ABSTAIN: RUNFELDT

ABSENT: NOTTE, PHELAN, CAMPISI

REPORTS OF COMMITTEES:

FINANCE:

Mr. Voorman presented the Treasurer's Report for the month of June (copy attached) along with the monthly financial reports for Hatch Mott MacDonald and Cleary Giacobbe and the vouchers. He recommended payment of the vouchers as presented. Mr. Bongiovanni informed the Board that the FY 2015 Audit Report should be ready for approval at the next meeting, noting that GASB 68 required more work than anticipated.

PURCHASING and PERSONNEL:

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

VOTED AYE: VOORMAN, SCHMIDT, VERDONIK, RUNFELDT, KERWIN

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
JUNE 8, 2016 6:00 pm REGULAR MEETING

ABSENT: NOTTE, PHELAN, CAMPISI

PLANT OPERATIONS:

Mr. Schmidt referred to the Operating report on the table, noting that flows were down due to lack of rain and that all testing results are within limits.

PLANNING and EXPANSION:

Mr. Kerwin had nothing to report.

CONSTRUCTION:

Mr. Verdonik noted the construction report on the table. He updated the Board on the status of Project 1, noting that the concrete floor pour went well. He also reported that the June percentage milestone will not be met, but the project is moving along. Mr. Scheri confirmed that there has been steady work progress. He also stated that there was a preliminary meeting with regard to instrumentation and a formal submittal has been requested.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt deferred to Mr. Jacobs who reported on several bills pending in the legislature.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi was absent.

EXECUTIVE DIRECTOR'S REPORT:

1. NJEIT Refunding

By letter dated May 26, 2016 the NJEIT has informed us that their recent bond refunding, used in part to finance our UV Disinfection Facilities Project, has resulted in a debt service savings of approximately \$65,450. This savings will occur from now through September 2030. More detailed information and a revised debt service schedule from NJEIT is expected.

2. TBSA Master Plan for Capital Improvements

On July 6th we will be meeting with B&V to begin discussions on further developing our Capital Improvements Plan to address what needs to be done under a third phase of plant improvements for the middle of the plant processing facilities. Consideration will be given to redetermination of existing plant capacity (now without significant recycle flows from the incinerator process), achieving full permitted plant capacity of 9.639 mgd, and process upgrades which may be needed for nitrate removal.

ASSISTANT EXECUTIVE DIRECTOR'S REPORT:

Mr. Solla was absent.

ENGINEER'S REPORT:

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

UNFINISHED BUSINESS:

None

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
JUNE 8, 2016 6:00 pm REGULAR MEETING

NEW BUSINESS:

None

CORRESPONDENCE:

All members received copies of the correspondence prior to the meeting. The correspondence was reviewed and discussed. All correspondence is on file with the Authority Secretary.

PUBLIC DISCUSSION:

There was no public present.

RESOLUTIONS:

On motion by Mr. Schmidt, seconded by Mr. Verdonik, Resolution #16-039, Authorize Special Legal Services Contract, was approved by the following vote:

VOTED AYE: SCHMIDT, VERDONIK, RUNFELDT, VOORMAN

ABSENT: NOTTE, PHELAN, CAMPISI

RESOLUTION #16-039

Authorizing Special Legal Services for Labor and Employment Law

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

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

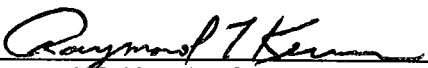
NOW, THEREFORE, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

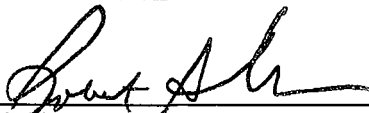
1. The firm of Trimboli and Prusinowski, LLC, is retained in accordance with its proposal dated May 11, 2016 for Special Legal Services, commencing on March 1, 2016 for a period of one (1) year in an amount not to exceed \$15,000.
2. The Chairman is authorized and directed to execute a contract in accordance 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. All work done in furtherance of this resolution is hereby ratified and approved
5. Notice of this contract shall be published in one of the Official Authority Newspapers.

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
JUNE 8, 2016 6:00 pm REGULAR MEETING

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

ATTEST:


Raymond T. Kerwin, Secretary
Dated: June 8, 2016

 for
Jerry J. Notte, Chairman

On motion by Mr. Kerwin, seconded by Mr. Runfeldt, Resolution #16-040, Payment of the Operating Vouchers was approved by the following vote (copy attached):

VOTED AYE: KERWIN, RUNFELDT, SCHMIDT, VERDONIK, VOORMAN

ABSENT: NOTTE, PHELAN, CAMPISI

On motion by Mr. Verdonik, seconded by Mr. Runfeldt, Resolution #16-041, Payment of the Construction Vouchers was approved by the following vote (copy attached):

VOTED AYE: VERDONIK, RUNFELDT, SCHMIDT, KERWIN, VOORMAN

ABSENT: NOTTE, PHELAN, CAMPISI

On motion by Mr. Runfeldt, seconded by Mr. Schmidt and all in favor, Resolution #16-042, Closed Session, was approved.

RESOLUTION #16-042

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:

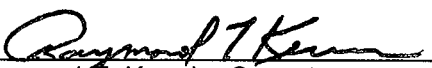
a) Legal Matters – Personnel Update

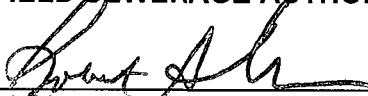
2. The matters will be considered at this meeting, and the public shall not be admitted to this discussion.

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:

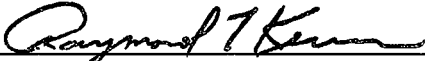

Raymond T. Kerwin, Secretary
Dated: June 8, 2016

 for
Jerry J. Notte, Chairman

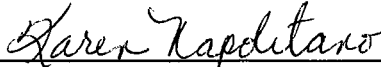
PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
JUNE 8, 2016 **6:00 pm** **REGULAR MEETING**

The meeting went into Closed Session at 6:26 p.m. and returned to Open Session at 6:40 p.m.

On motion by Mr. Schmidt, seconded by Mr. Kerwin and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 6:40 p.m.



Raymond T. Kerwin, Secretary
Dated: June 8, 2016



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD
SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 6/8/16

Period Ending May 31, 2016

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Operating Checking Account	\$24,727.25	
Payroll Checking Account	\$273,244.98	
Revenue Account	<u>\$10,475,600.74</u>	\$10,773,572.97

CONSTRUCTION

General	\$236,924.07	
Renewal & Replacement	\$3,039,988.04	
Construction Improvements	<u>\$2,559,030.63</u>	<u>\$5,835,942.74</u>

TOTAL FUNDS MAY 31, 2016		<u><u>\$16,609,515.71</u></u>
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MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

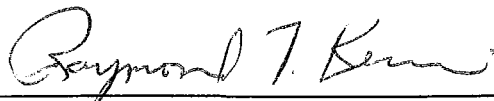
Operating - Bills, Benefits, etc.	\$312,968.86 *	
Payroll - Salaries & Wages (net)	\$95,095.12 **	
- Taxes	\$49,970.81 **	
- 3rd Party Payments	<u>\$22,138.26 **</u>	\$480,173.05

CONSTRUCTION		<u>\$643,316.08 *</u>
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TOTAL EXPENDITURES FOR MAY 2016		<u><u>\$1,123,489.13</u></u>
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* Amount shown has not been deducted from above account balances.

** Amount shown has been deducted from above account balances.



for Richard Phelan, Treasurer



Karen Napolitano, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

PERSONNEL ACTIONS

June 8, 2016

Anniversary:

			<u>Increase</u>	<u>Effective</u>
Richard Eickhoff	Employed:	22 Years	2.5%	6/17/2016
	Lead Shift Operator:	12 Years		

License Earned:

Jason Tillery	Lead Shift Operator			
	C-2 License		\$600.00	5/15/2016

Promotion:

Leonardo Menna	Employed:	14 Years	\$5,000.00	6/13/2016
Current Position:	Operator III:	8 Years		
New Position:	Operator/Lab Tech/Process Coordinator			

OPERATING
RESOLUTION # 16-040

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 #17301 through #17369 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.

2016 BUDGET Payee	Ck #	Vou. #	Ck. Am't	Description	Acc't #
Accurate Pest Control, Inc.		17301	89.17	Pest Control/May'16	b51.41
ADP, Inc (Louisville)		17302	410.87	Payroll Processing Chrg	b31.38
American Express		17303	15.00	EZ Pass/Business Expenses	b31.21
American Express			134.40	Hotel/RNB/NJWEA Conference (5/17-19)	b31.21
American Express			55.00	AMEX Membership Renewal	b31.22
American Express			1,725.00	Registration/3 Employees/WEFTEC	b31.24
Applied Analytics, Inc.		17304	1,901.25	#3 of 4 Calib/Flow Meters (4/25/16)	b51.56
Aqua Pro-Tech Laboratories		17305	1,227.00	Chemical Analysis/Rec'd (4/8-4/28/16)	b51.65
Balco Industries, Inc.		17306	256.00	Oil Absorbent Pads/Plant Supplies	b51.31
Borough of Lincoln Park Water & Sewer		17307	450.00	Two Bridges Hydrants (3/1-5/31/16)	b51.14
Cablevision		17308	144.90	Internet Service (5/16-6/15/16)	b31.35
Cleary Giacobbe Alfieri Jacobs, LLC		17309	1,510.50	Retainer & Gen'l thru Feb'16	b51.58
Cleary Giacobbe Alfieri Jacobs, LLC		17310	2,398.50	Retainer & Gen'l thru Apr'16	b51.58
Costello's Hardware		17311	44.97	Pts/Shop Supplies/Operations	b51.31
Costello's Hardware			21.56	Spray Paint & Primer/Shop Supplies	b51.35
Costello's Hardware			8.08	Scour Pads/Metal Cleaner	b51.41
Costello's Hardware			17.98	Cultivator Handles/Shop Supplies	b51.54
Cummins Power Systems, LLC		17312	647.50	Emerg Call/Loss Utility Power/PPS	b51.32
Cummins Power Systems, LLC			1,804.25	Repl/Faulty Contact Block/PPS	b51.32
CY Drake Locksmiths, Inc.		17313	13.20	Keys/Godwin Pumps	b51.31
David Weber Oil Company		17314	2,441.60	Lube Oil/1stStg Aerators	b51.34
David Weber Oil Company		17315	5,808.75	Gear Oil/2ndStg Aerators	b51.34
Engineered Solutions Corp.		17316	30.00	Equip/Operations	b51.52
Engineered Solutions Corp.			3,257.50	Comp Supp/Operations	b51.52
Engineered Solutions Corp.			1,045.00	inst TS/Engrg	b51.56
FedEx		17317	18.80	Postage	b31.34
Fisher Scientific		17318	1,679.84	Lab Supplies	b51.42
GenServe Inc.		17319	417.72	Install/Alternator/SPS Generator	b51.32
GFS Chemicals, Inc.		17320	103.22	Lab Supplies	b51.42
Grainger, Inc.		17321	-1,007.25	Credits/Returned Parts	b51.31
Grainger, Inc.			393.81	Pts/Shop Supplies/Godwin Pump	b51.31
Grainger, Inc.			167.37	Cleaning Supplies/Trash Can	b51.41
Grainger, Inc.			587.36	Safety Vests & Oxygen Sensor	b51.44
Hach Company		17322	257.03	Lab Supplies	b51.42
Hatch Mott MacDonald		17323	3,300.00	Gen'l Consulting/Apr-May'16	b51.53
Hatch Mott MacDonald		17324	640.97	NJPDES Draft (Pressure Filter Shutdown)	b51.63
Hatch Mott MacDonald		17325	2,324.91	NJPDES Draft	b51.63
Hatch Mott MacDonald		17326	3,014.28	2016 IPP	b51.63
Hatch Mott MacDonald		17327	19,861.15	Manhole Inspection (Mar-May)	b51.63
Hatch Mott MacDonald		17328	4,894.14	Groundwater LSRP Service	b51.63
Institute for Forensic Psychology		17329	1,500.00	FFD Evaluation (5/4/16)	b51.64
J.P. Mascaro & Sons		17330	800.00	Annual Lab Analysis/Grit & Screenings	b51.65
Jersey Central Power&Light		17331	51,643.31	Plant	b51.11
Jersey Central Power&Light			4,288.40	PS'	b51.12
MGL Printing Solutions		17332	138.00	Checks/Operating Acct	b31.33
Modern Handling Equipment, NJ		17333	465.82	Forklift/PM	b51.33
Municipal Maintenance Co. Inc.		17334	5,920.00	Install/Diminutor/CPS Grinder"A"	b61.10
Municipal Maintenance Co. Inc.		17335	25,310.00	Install/Piping/Scavenger Tank/SPS	b61.10
Nestle Pure Life		17336	631.21	Water/Apr'16	b51.14
New Jersey Manufacturers Ins. Co.		17337	6,539.82	W.Comp/Pym't #6 of 11	b51.48
North Jersey Media Group Inc.		17338	54.40	PubNotice/Refurbish & Modify Piping	b31.32
One Call Concepts		17339	90.00	One Call Messages/Apr'16	b51.62
Passaic Valley Sewerage Commission		17340	28,440.00	Liquid Sludge (4/16-5/15/16)	b51.55D
Pinnacle Wireless		17341	1,801.40	Portable Radios & Programming	b51.31
Pitney Bowes/Reserve Account/Postage		17342	600.00	Postage for Meter	b31.34

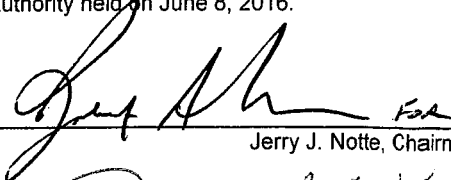
PSE&G	17343	610.30	PS/Jane Rd.	b51.12
PSE&G	17344	1,816.43	PS/Fairfield Rd.	b51.12
PSE&G	17345	2,530.45	PS/Glenroy Rd.	b51.12
R&D Trucking	17346	19,140.00	Sludge Removal 5/1-5/31/16	b51.55H
R & R Pump & Control Services, LLC	17347	354.50	EmergCall/Power Outage/PPS	b51.32
Recchia Landscaping	17348	1,377.14	Lawn Maintenance May '16	b51.54
State of NJ/Pensions & Benefits/SHBP	17349	1,911.93	Dental Insurance	b21.12
State of NJ/Pensions & Benefits/SHBP		49,461.26	Health Benefits	b21.12
TBSA/Donna Peteja	17350	38.20	Misc/NJWEA Conference (5/16-5/20)	b31.21
TBSA/Donna Peteja		107.00	Hotel/NJWEA Conference (5/16)	b31.21
TBSA/Donna Peteja		128.00	Meals/NJWEA Conference (5/16-5/20)	b31.21
TBSA/Donna Peteja		194.40	Mileage/NJWEA Conference (5/16-5/20)	b31.21
TBSA/Donna Peteja		300.00	Cell Phone Dec-May'16	b31.35
TBSA/Ernest DeGraw	17351	88.40	Misc/NJWEA Conference (5/16-5/20)	b31.21
TBSA/Ernest DeGraw		134.00	Meals/NJWEA Conference (5/16-5/20)	b31.21
TBSA/Ernest DeGraw		156.60	Mileage/NJWEA Conference (5/16-5/20)	b31.21
TBSA/Ernest DeGraw		300.00	Cell Phone Dec'15-May'16	b31.35
TBSA/Joseph Gibson		96.00	Meals/NJWEA Conference	b31.21
TBSA/Joseph Gibson	17352	300.00	Cell Phone Dec'15-May'16	b31.35
TBSA/Kimberly Marquez	17353	17.00	Misc/NJWEA Conference (5/17-5/19)	b31.21
TBSA/Kimberly Marquez		77.00	Meals/NJWEA Conference (5/17-5/19)	b31.21
TBSA/Kimberly Marquez		174.96	Mileage/NJWEA Conference (5/17-19)	b31.21
TBSA/Nicholas Stein	17354	15.50	Misc/NJWEA Conference (5/17-5/19)	b31.21
TBSA/Nicholas Stein		96.00	Meals/NJWEA Conference (5/17-5/19)	b31.21
TBSA/Nicholas Stein		177.12	Mileage/NJWEA Conference (5/17-5/19)	b31.21
TBSA/Nicholas Stein		300.00	Cell Phone Dec'15-May'16	b31.35
TBSA/Patrick Tuohey	17355	42.00	Misc/NJWEA Conference (5/16-5/20)	b31.21
TBSA/Patrick Tuohey		146.88	Mileage/NJWEA Conference (5/16-5/20)	b31.21
TBSA/Patrick Tuohey		192.00	Meals/NJWEA Conference (5/16-5/20)	b31.21
TBSA/Patrick Tuohey		300.00	Cell Phone Dec-May'16	b31.35
TBSA/Petty Cash	17356	60.00	Exp/Meals& Misc/RNB/NJWEA Conf(5/17-18)	b31.21
TBSA/Petty Cash		4.16	Postage/Pkg to Marvel Optics	b31.34
TBSA/Petty Cash		23.12	Reimburse (4/30-5/25/16)	b31.36
TBSA/Petty Cash		79.85	Food/Board Mtg (5/11)	b31.36
TBSA/Petty Cash		57.57	Food/Project Mtgs (5/3)	b51.47
TBSA/Richard Walter	17357	300.00	Cell Phone Dec-May'16	b31.35
TBSA/Robert N. Bongiovanni	17358	325.58	Cell Phone (2/21-5/20/16)	b31.35
The Home Depot	17359	29.39	Pts/Clock/Operations	b51.31
The Home Depot		75.54	Paint Supplies/Operations	b51.35
UniFirst Corporation	17360	314.98	Uniforms	b51.43
USALCO Baltimore Plant, LLC	17361	5,056.39	Polyaluminum Chloride	b51.25
VanGuard Cleaning Systems	17362	323.00	Cleaning Service/Jun'16	b51.41
Verizon	17363	546.57	Telephones 5/16	b31.35
Verizon		2,228.12	Lease Lines 5/16	b31.37
W. B. Mason Co., Inc.	17364	986.57	Office Supplies	b31.33
Wallington Plumbing & Heating Supply	17365	249.90	Shop Supplies	b51.31
Water Environment Federation	17366	2,474.00	Renewal WEF Memberships/18 Employees	b31.22
Water Works Supply Co.Inc.	17367	857.11	Pts/PPS Bypass Line	b51.31
Wayne Electrical Supply Company	17368	34.25	Shop Supplies/Connector/2nd RAS Pump#3	b51.31
Willis of New Jersey	17369	28,026.00	Insurance Package Pymt #3	b51.48

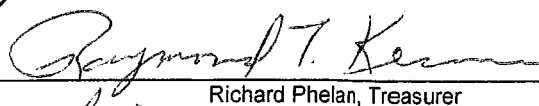
TOTAL 2016 BUDGET

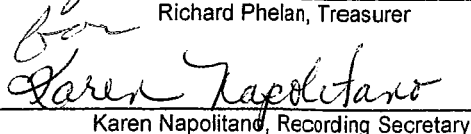
312,968.86

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 June 8, 2016.

Dated: June 8, 2016


Jerry J. Notte, Chairman


Richard Phelan, Treasurer


Karen Napolitano, Recording Secretary

CONSTRUCTION FUND
RESOLUTION # 16-041

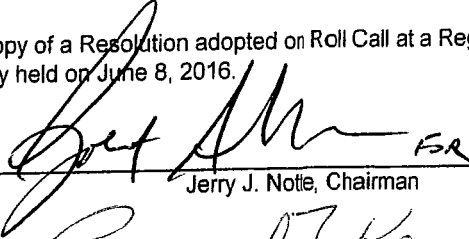
BE IT RESOLVED, By The Pequannock, Lincoln Park and Fairfield Sewerage Authority that the bills on the list annexed hereto and made a part hereof, be approved for payment, and that after Vouchers #0744 through #0748 have been approved by the Chairman or the Treasurer, the Treasurer shall issue Warrants in payment thereof, when there are sufficient funds available to meet them.

2016 BUDGET

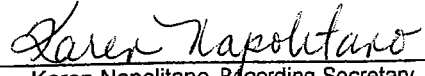
Payee	Ck #	Vou. #	Ck. Am't	Description	Acc't #
Black & Veatch		0744	73,041.57	Project #1 Construction	b84.23
Cleary Giacobbe Alfieri Jacobs, LLC		0745	296.00	Plant/PS Improvements/Apr'16	b84.41
DeMaio Electrical Co., Inc.		0746	214,994.36	Pym't #9/PPS Modifications	b84.34
Hatch Mott MacDonald		0747	14,794.79	Project #2/PS Construction	b84.33
Worth and Company, Inc.		0748	340,189.36	WWTP Improvements/Pymt Estimate #13	b84.24
TOTAL 2016 BUDGET			643,316.08		

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 June 8, 2016.

Dated: June 8, 2016


Jerry J. Nollie, Chairman


for Richard Phelan, Treasurer


Karen Napolitano, Recording Secretary