

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
October 11, 2023

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, October 11, 2023 at 4:30 p.m. in the Administration Building, 188 Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Kohle called the meeting to order at 4:30 p.m.

ROLL CALL

Members Present: Raymond Verdonik, Arthur Schmidt, David Runfeldt, Thomas Boorady, Jerry Notte, David Kohle

Absent: Robert Voorman, Anthony Campisi

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent; Brian Carey, Authority Engineer; Karen Napolitano, Secretary; John Napolitano, Victoria Holmes, Cleary Giacobbe; Kevin O'Brien, 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: September 13, 2023 (Regular Meeting)

Mr. Notte called for a motion to approve the Regular Meeting Minutes of September 13, 2023, seconded by Mr. Schmidt.

AYES: Notte, Schmidt, Verdonik, Boorady, Kohle

ABSENT: Voorman, Campisi

ABSTAINED: Runfeldt

REPORTS OF COMMITTEES

FINANCE

Mr. Notte referred to the Treasurer's Report for the month of October (copy attached), the monthly financial reports for Mott MacDonald and Cleary Giacobbe, and the vouchers. He recommended the vouchers be paid as presented.

PURCHASING and PERSONNEL

Mr. Campisi was absent. Mr. Bongiovanni presented the Personnel Actions for the month of October.

PLANT OPERATIONS

Mr. Schmidt referred to the Operations Report on the table. Mr. DeGraw noted there was a lot of rain this month, but the plant is running well. Mr. Bongiovanni reported that M14 has recently been reporting flows on the low side of historical normal. Since identifying this trend, TBSA scheduled additional calibration/inspection events. Each event showed that the meter was reporting correctly and no issues were discovered. After Mr. Bongiovanni noted that the Authority will continue to monitor this trend and report on any additional findings, a discussion ensued regarding flow patterns.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik had nothing to report.

INSURANCE and LEGISLATIVE REVIEW

Mr. Voorman was absent. Mr. Napolitano had nothing to report.

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt had nothing to report.

MANAGEMENT REPORT

Mr. Bongiovanni noted that a Service Agreement meeting is not scheduled following the regular meeting, as per previous months. He also reported that he will be attending the PRBRSA meeting next week to discuss the Service Agreement revisions and PRBRSA's concerns over the minimum flows. Mr. Bongiovanni reported that we received the first proposal from the Union yesterday, which will be discussed in Closed Session.

ENGINEER'S REPORT

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

UNFINISHED BUSINESS: FY 2024 Proposed Budget Review

Mr. Bongiovanni reported that the 2024 Budget was approved by the DCA on 9/21/23 and that we have received no comments on the TBSA budget from the Participants. Both the DCA and TBSA Budgets will be on the November agenda for adoption as scheduled.

NEW BUSINESS: 10-Year Summary of Expenses and Revenues

Ms. Napolitano referenced the report and memo on the table. She summarized the report, noting that expenses were up over the last 10 years, primarily due to normal inflationary increases. She also noted that 2022 saw a 30% increase in energy costs over 2021. Overall increases in Participant Payments averaged approximately 1.2 % per year over the 10-year period.

NEW BUSINESS: FY 2023 Preliminary User Charge Adjustments

Mr. Bongiovanni referred to the Preliminary User Charge Adjustments on the table, noting the total adjustment is currently about \$551,000. An updated report will be provided next month.

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:

RESOLUTION #23-047: Operating Vouchers Approval (copy attached)

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

RESOLUTION #23-048: Construction Vouchers Approval (copy attached)

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

RESOLUTION #23-049: 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. Union Contract Negotiations
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.

On motion by Mr. Runfeldt, seconded by Mr. Boorady, and all in favor, Closed Session was approved.

The meeting went into Closed Session at 4:49 p.m. and reconvened to the public at 5:33 p.m.

ADJOURNMENT

There being no further business to come before the Authority, on motion by Mr. Schmidt, seconded by Mr. Notte, and all in favor, the meeting was adjourned at 5:34 p.m.



Jerry J. Notte, Secretary
Dated: October 11, 2023



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 10/11/23

Period Ending September 30, 2023

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$7,472,269.30	
Certificates of Deposit - Revenue	\$7,184,816.02	
Operating Checking Account	115,487.60	
Payroll Checking Account	219,468.58	
Renewal & Replacement	2,226,993.27	
Certificates of Deposit - R&R	<u>4,093,000.00</u>	\$21,312,034.77

CONSTRUCTION AND GENERAL

Construction Improvements	\$1,833,933.61	
Certificates of Deposit - Construction	\$4,000,000.00	
General	<u>0.00</u>	<u>5,833,933.61</u>

TOTAL FUNDS SEPTEMBER 30, 2023		<u><u>\$27,145,968.38</u></u>
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MONTHLY EXPENDITURES:

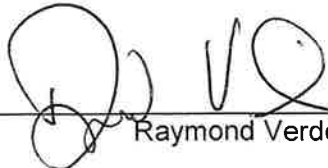
OPERATIONS AND ADMINISTRATION

Operating Bills	\$266,244.61 *	
Payroll - Salaries & Wages	183,441.50	
- Benefits	39,648.31 *	
- Taxes	<u>13,238.90</u>	\$502,573.32

CONSTRUCTION		<u>45,618.00 *</u>
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TOTAL EXPENDITURES FOR SEPTEMBER 2023		<u><u>\$548,191.32</u></u>
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* Amount shown has not been deducted from above account balances.



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board

OPERATING
RESOLUTION #23-049

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 #24037 through #24118 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.

Payee	Check #	Voucher #	Amount	Description	Account
Accurate Pest Control, Inc.		24037	89.17	Pest Control/Sep'23	51.41
Allen Paper & Supply Co.		24038	1,652.59	Cleaning Supplies	51.41
Amazon		24039	112.97	Digital Voice Recorder/Supplies/Admin	31.33
Amazon			35.89	Quartz Cuvette/Lab	51.42
American Wear		24040	516.73	Uniforms	51.43
AP/Certified Testing		24041	525.00	Field Test/Backflow Preventor/Plant&PS'	51.65
Blue Diamond Disposal, Inc.		24042	454.75	Garbage Disposal/Oct'23	51.51
Blue Diamond Disposal, Inc.		24043	1,803.75	Grit & Screenings Disposal/Sep'23	51.51
Borough of Lincoln Park Water		24044	450.00	Two Bridges Hydrants (6/1-8/31/23)	51.14
Cintas First Aid & Safety		24045	347.62	Restock First Aids Kits	51.44
Clark Transmission Co.		24046	75.56	Sheave/DPS Exhaust Fan	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		24047	1,340.00	General & Retainer/Aug'23	51.58
Cooper Electric Supply Co.		24048	392.58	Fuses/Shop Supplies	51.31
Costello's Hardware		24049	79.74	Shop & Operations Supplies	51.31
Costello's Hardware			16.54	Motor Oil/Operations	51.34
Direct Energy Business		24050	44,751.61	Plant Electric (8/22-9/20/23)	51.11
Direct Energy Business			3,073.31	Pumpstations Electric (8/5-9/12/23)	51.12
Divita Balance Service Co.,LLC		24051	490.00	Maintenance & Calibration/Lab	51.65
Donna Peteja		24052	587.70	Retiree Health Benefits/Oct'23	21.12R
Engineered Solutions Corp.		24053	2,376.00	Remote Computer Access Subscription	51.52
Engineered Solutions Corp.			5,537.20	Computer Support/Operations	51.52
Engineered Solutions Corp.			5,406.00	Instrumentation Troubleshooting	51.56
Environmental Resource Assoc.		24054	92.39	Total Residual Chlorine/PT Study	51.65
Environmental Resource Assoc.		24055	844.82	Quarterly Samples/4 of 4	51.65
Fairfield Maintenance Inc.		24056	4,382.00	Install Suction Valve/Gasoline Pump	51.33
Fairfield Maintenance Inc.		24057	339.00	Monthly UST Inspection/Aug'23	51.65
Fairfield Maintenance Inc.		24058	3,205.31	UST Compliance Testing/Replace Part	51.65
Finch Fuel Oil Co. Inc.		24059	19,036.54	Fuel Oil/Plant & CPS	51.13
Fisher Scientific		24060	1,869.00	Lab Supplies	51.42
Garden State Laboratories		24061	1,030.00	Chemical Analysis/Aug'23 & IPP Caldwell	51.65
GenServe Inc.		24062	1,503.06	Fuel Tank Level Float/CPS Generator	51.32
GenServe Inc.		24063	4,105.00	Service/PM "A"/Pumpstations	51.33
Grainger, Inc.		24064	2,082.71	Shop Supplies	51.31
Grainger, Inc.			126.71	Janitorial Supplies	51.41
Grainger, Inc.			133.50	Safety Signs	51.44
Grainger, Inc.			159.48	Wasp & Hornet Killer/Shop Supplies	51.54
Home Depot		24065	224.18	Shop Supplies	51.31
In-Line Air Conditioning Co., Inc.		24066	1,500.00	Troubleshoot HVAC #2	51.33
Jersey Central Power & Light		24067	14,175.12	Plant Electric	51.11
Jersey Central Power & Light			1,453.52	Pumpstations Electric	51.12
Loraine Tuohey		24068	700.00	Retiree Health Benefits/Oct'23	21.12R
McMaster-Carr Supply Co.		24069	197.14	Shop Supplies	51.31
McMaster-Carr Supply Co.			114.58	Vegetation Killer	51.54
Michael E. Solla		24070	700.00	Retiree Health Benefits Oct'23	21.12R
Miller Energy Inc.		24071	1,622.00	Ammonia Analyzer Parts	51.31
Miller Energy Inc.		24072	2,485.00	Quarterly Calibration/PS Flowmeters	51.33
Momar, Inc.		24073	973.41	Grease Blocks/Cleaner Degreaser	51.31

Payee	Check #	Voucher #	Amount	Description	Account
Mott MacDonald Group, Inc.		24074	1,540.00	Transformer & Switchgear	51.53
Mott MacDonald Group, Inc.		24075	2,100.00	General Consulting/Sep'23	51.53
Mott MacDonald Group, Inc.		24076	492.00	Permitting Services	51.63
Mott MacDonald Group, Inc.		24077	2,115.54	IPP Services 2023-2024	51.63
Mott MacDonald Group, Inc.		24078	499.50	Medium Voltage Construction	61.10
New Jersey Manufacturers Ins. Co.		24079	8,691.00	Workers Compensation	51.48
NJBIA/Member Dues		24080	595.00	Membership Dues	31.22
NJWEA, Registrar		24081	540.00	Registration/4 Employees/Tech Transfer	31.24
North Central Laboratories		24082	260.38	BOD Standard/Lab	51.42
North Jersey Pump & Controls, LLC		24083	457.00	Evaluated Failed Pump Motor/1st RAS #3	51.33
One Call Concepts		24084	34.32	One Call Messages/Sep'23	51.62
Optimum (Cablevision)		24085	175.91	Internet Service (9/15-10/15/23)	31.35
Passaic Valley Sewerage		24086	37,501.25	Liquid Sludge Disposal (9/1-9/30/23)	51.55D
Pitney Bowes Credit Corp.		24087	184.44	Postage Meter Lease/Aug-Oct'23	31.34
Primepoint, LLC		24088	230.39	Payroll Processing/Sep'23	31.38
PSE&G		24089	2,639.60	Jane & Fairfield Roads Electric	51.12
PSE&G		24090	3,920.00	Glenroy Road Electric	51.12
R&D Trucking		24091	21,553.35	Sludge Removal (9/1-9/30/23)	51.55H
Raritan Supply Company		24092	2,401.06	Shop Supplies	51.31
Raritan Supply Company		24093	5,166.72	Butterfly Valve/PF #1 Back Wash	61.10
ReadyRefresh		24094	688.58	Water/Sep'23	51.14
Recchia Landscaping, Inc		24095	1,950.71	Lawn Maintenance/Sep'23	51.54
Robert N. Bongiovanni		24096	700.00	Retiree Health Benefits/Oct'23	21.12R
Seton		24097	299.85	MCC 1&2 & TBSA Hours Sign	51.31
St. Josephs's RC Church		24098	100.00	Memorial Donation/Raymond Kerwin	31.36
State of NJ/Pensions & Benefits		24099	53,720.53	Health & Dental Benefits	21.12
Sunair Co.		24100	617.62	DC-4 Breathers/Shop Supplies	51.31
TBSA/Ernest DeGraw		24101	97.16	Mileage & Tolls/NJWEA Tech Transfer (9/12)	31.21
TBSA/Jason Tillery		24102	123.31	Mileage & Tolls/NJWEA Tech Transfer (9/14)	31.21
TBSA/Karen Napolitano		24103	151.96	Office Supplies/Plant/Admin	31.33
TBSA/Nicholas Stein		24104	120.63	Mileage & Tolls/NJWEA Tech Trans (9/12-14)	31.21
TBSA/Patrick Tuohey		24105	457.80	Airfare/WEFTEC	31.21
TBSA/Petty Cash		24106	17.03	Mileage/PO & Bank	31.21
TBSA/Petty Cash			130.84	Food & Drinks/Board Meeting (9/13)	31.36
TBSA/Petty Cash			39.48	Key Copies/Shop Supplies	51.31
TBSA/Petty Cash			14.96	Ice/Lab	51.42
TBSA/Petty Cash			40.00	Flu Vaccines	51.64
TBSA/Thomas Bongiovanni		24107	870.10	Airfare/WEFTEC/Bongiovanni & Carey	31.21
Thompson Pipe Group		24108	5,419.53	PCCP Force Main Adapter	61.10
Township of Fairfield		24109	133.00	Water/Pumpstations (7/1-9/13/23)	51.14
United Business Systems/LEAF		24110	603.00	Canon Copier Lease	31.31
USALCO Baltimore Plant, LLC		24111	10,568.98	Polyaluminum Chloride	51.25
Verizon		24112	752.66	Telephones (9/13-10/27/23)	31.35
Verizon Wireless		24113	381.28	PS Modems	31.37
W. B. Mason Co., Inc.		24114	112.12	Office Supplies	51.41
Wayne Auto Supply		24115	25.34	Absorbant/Shop Supplies	51.31
Wayne Auto Supply			46.44	Oil/Shop Supplies	51.34
Wayne Auto Supply			23.94	Oil Filters/Washers/Shop Supplies	51.36
Wayne Electrical Supply Company		24116	1,764.15	Shop Supplies/SCADA Disconnects	51.31
Wielkotz & Company, LLC		24117	12,000.00	FY'22 Audit	51.57
Wielkotz & Company, LLC			3,027.50	MD&A/GASB/Fixed Assets	51.67
William Murphy		24118	700.00	Retiree Health Benefits/Oct'23	21.12R

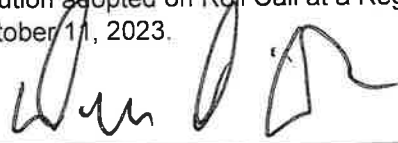
2023 BUDGET TOTAL

319,965.14

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 October 11, 2023.

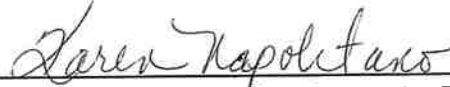
Dated: October 11, 2023



David G. Kohle, Chairman



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board

CONSTRUCTION
RESOLUTION #23-050

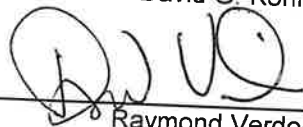
BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #1074 through #1075 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.


Payee	Check #	Voucher #	Amount	Description	Account
Camden Group, Inc.		1074	42,550.00	Soil Stabilization/JPS	81.10
Engineered Solutions Corp.		1075	3,068.00	Control Enhancements/Headworks	81.10
2023 BUDGET TOTAL			45,618.00		

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 October 11, 2023.

Dated: October 11, 2023


David G. Kohle, Chairman


Raymond Verdonik, Treasurer


Karen Napolitano, Secretary to the Board