# PEQUANNOCK, LINCOLN PARK, AND FAIRFIELD SEWERAGE AUTHORITY REGULAR MEETING MINUTES September 10, 2025

The Regular Meeting of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority was held on Wednesday, September 10, 2025, 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, Robert Voorman, Arthur Schmidt, David Runfeldt, Thomas

Boorady, Jerry Notte, David Kohle

Absent: Anthony Campisi

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent,

Brian Carey, Authority Engineer; Karen Napolitano, Secretary; Victoria Holmes, Cleary Giacobbe; John Scheri, Mott MacDonald, Robert McNinch, Wielkotz & Co.

#### **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 Herald News, Record, and Suburban Trends newspapers.

At this point, the meeting was moved to Unfinished Business.

#### **UNFINISHED BUSINESS:** FY 2024 Audit Report

Mr. McNinch referred to the Financial Highlight Sheet provided, noting that 2024 was a good year financially for the Authority. He reported that The Authority ended the year with a net position of \$69 million, an increase of approximately \$2.7 million over the prior year. He noted that 2024 revenues exceeded the budgeted amount, and expenses were \$1.3 million under budget. He stated that the Authority is in great financial shape going forward to take on future capital and renewal and replacement needs. Mr. McNinch reported that there are no comments or recommendations in the audit. He also noted that the Authority has been very proactive in ensuring compliance with all public purchasing laws and procedures.

The meeting returned to the regular agenda format.

#### **MINUTES APPROVAL**

Mr. Runfeldt called for a motion to approve the Regular Meeting Minutes of August 13, 2025, seconded by Mr. Voorman.

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

ABSENT: Campisi

#### REPORTS OF COMMITTEES

#### **FINANCE**

Mr. Notte presented the Treasurer's Report for the month of September (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. There were no Personnel Actions for the month of September.

#### **PLANT OPERATIONS**

Mr. Schmidt referred to the Operations Report on the table.

#### **PLANNING and EXPANSION**

Mr. Boorady had nothing to report.

#### **CONSTRUCTION**

Mr. Verdonik referred to the Construction Report on the table, noting that the boiler project is going well. Mr. Carey reported that the boiler will be delivered on Monday and the air handler will be shipped next week.

#### **INSURANCE and LEGISLATIVE REVIEW**

Mr. Voorman had nothing to report.

#### **LEGAL and PUBLIC RELATIONS**

Mr. Runfeldt had nothing to report.

#### MANAGEMENT REPORT

Mr. Bongiovanni discussed the Health Benefits Waiver resolution on the agenda for approval. He explained that the standard incentive payment, if employees choose to waive all medical coverage, would be up to \$5,000. The second item on the resolution addresses an incentive payment for employees who opt to downgrade or reduce their coverage. The details of this incentive have not yet been finalized. He also noted that the final paragraph in the resolution should be amended to read "up to a maximum amount of 25%, or \$5,000.00, whichever is less."

#### **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. A discussion ensued regarding IPP testing.

#### **UNFINISHED BUSINESS: FY 2026 Proposed Budget Review**

Mr. Bongiovanni reported that the proposed DCA Budget was forwarded to the Board last month and no comments have been received to date. He recommended approval of the FY 2026 Budget as presented.

#### **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.

#### **RESOLUTIONS:**

RESOLUTION #25-048
2026 AUTHORITY BUDGET RESOLUTION
Pequannock-Lincoln Park-Fairfield Sewerage Authority
FISCAL YEAR: December 1, 2025 to November 30, 2026

WHEREAS, the Annual Budget for the Pequannock, Lincoln Park, and Fairfield Sewerage Authority for the fiscal year beginning, December 1, 2025 and ending November 30, 2026 has been presented before the governing body of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority at its open public meeting of September 10, 2025; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$13,655,573.00, Total Appropriations including any Accumulated Deficit if any, of \$13,655,573.00 and Total Unrestricted Net Position planned to be utilized as funding thereof of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$6,837,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$2,458,764.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority, at an open public meeting held on September 10, 2025 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority for the fiscal year beginning, December 1, 2025 and ending November 30, 2026 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 12, 2025.

	<u>September 10, 2025</u>	
(Secretary's Signature)	-	(Date)

Governing Body	Recorded Vote				
Member:	Aye	Nay	Abstain	Absent	
David G. Kohle					
David A. Runfeldt					
Raymond Verdonik					
Arthur J. Schmidt					
Thomas Boorady					
Jerry J. Notte					
Anthony G. Campisi, Jr.					
Robert A. Voorman					

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Runfeldt

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

**ABSENT: Campisi** 

# <u>RESOLUTION #25-049:</u> Authorize Engineering Services for Solids Disposal Building Lower Roof Replacement On-Call Support

**WHEREAS,** the Pequannock, Lincoln Park, and Fairfield Sewerage Authority (hereinafter the "Authority"), has a need for Engineering Services for the Solids Disposal Building Lower Roof Replacement On-Call Support; and

**WHEREAS**, the Authority has determined that Mott MacDonald's (hereinafter "MM") proposal dated September 3, 2025 meets the needs of the Authority; and

**WHEREAS**, by Resolution dated February 12, 2025, the Authority awarded the General Consulting Engineer's Agreement (hereinafter the "Agreement") to MM; and

WHEREAS, the Agreement provides the Authority may request MM to do additional consulting services; and

**WHEREAS,** the Authority wishes to retain MM to provide additional engineering services for the Solids Disposal Building Lower Roof Replacement On-Call Support; 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. Mott MacDonald is hereby authorized under its General Consulting Engineer's Agreement to provide additional engineering services for Administration Building Roof Replacement On-Call Support, in accordance with its September 3, 2025 proposal, in an amount not to exceed \$15,000.00.
  - 2. Notice of this action shall be published in one of the official Authority newspapers.

MOTIONED BY: Mr. Notte; SECONDED BY: Mr. Boorady

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

ABSENT: Campisi

#### **RESOLUTION #25-050** Authorize State Health Benefit Program Waiver Payments (As Amended)

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority") provides its employees with health benefits through the New Jersey State Health Benefits Program; and

WHEREAS, N.J.S.A. 52:14-17.31a, in conjunction with N.J.S.A. 52:14-17.46.11, permits employers participating in the State Health Benefits Program ("SHBP") to unilaterally establish an amount to be paid to employees who agree to waive their health benefits coverage in exchange for a cash payment; and

**WHEREAS**, the employer has sole discretion as to whether or not to offer employees health benefits waiver payments which are not subject to the collective bargaining process in accordance with N.J.S.A. 52:14-17.31a(c); and

**WHEREAS,** the Authority is exercising its discretion in accordance with <u>N.J.S.A.</u> 52:14-17.31a(c) to offer an incentive for eligible employees who waive medical insurance; and

**NOW THEREFORE**, be it Resolved by the Pequannock, Lincoln Park and Borough of Lincoln Park that the Authority will offer an incentive for eligible employees who waive medical insurance in the amount of 25%, or \$5,000.00, whichever is less, of the amount saved by the employer because of the employee's waiver of coverage.

**BE IT FURTHER RESOLVED** that an employee who has health benefit coverage through a spouse or from another source, other than the State Health Benefits Program (SHBP) or the School Employees' Health Benefits Program (SEHBP), and who can demonstrate same to the Executive Director, may elect to forego all of his/her medical, as well as his/her dental coverage if desired, for a full year and receive a cash payment of twenty-five percent (25%) of the net premium savings to the Authority, or \$5,000.00, whichever is less,. Said payment will not be considered salary, nor will it be considered pensionable. The Executive Director shall provide the forms by which an employee shall waive coverage and apply for payment; and

BE IT FURTHER RESOLVED that an employee who has waived all his/her medical benefit coverage will be allowed to restore such coverage on an immediate basis, without the necessity of a health questionnaire for the employee or his/her family members, in the event of a hardship or change of life event. Reentry to all health benefit coverage for reason of hardship or change of life applies only in certain situations, which result in the loss of health benefits coverage through the employee's spouse or other source; and

BE IT FURTHER RESOLVED that the Authority may also offer an incentive payment at the sole discretion of the Executive Director for eligible employees who select a plan other than the highest plan offered up to a maximum amount of 25%, or \$5,000.00, whichever is less, of the amount saved by the employer because of the employee's change in selection of plan and/or coverage.

MOTIONED BY: Mr. Runfeldt; SECONDED BY: Mr. Boorady

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

ABSENT: Campisi

## RESOLUTION #25-051: Operating Fund Vouchers Approval (copy attached)

MOTIONED BY: Mr. Voorman; SECONDED BY: Mr. Notte

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

ABSENT: Campisi

## RESOLUTION #25-052: Construction Fund Vouchers Approval (copy attached)

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Boorady

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

ABSENT: Campisi

#### **ADJOURNMENT**

There being no further business to come before the Authority, on motion by Mr. Runfeldt, seconded by Mr. Notte and all in favor, the meeting was adjourned at 4:57 p.m.

Jerry J. Notte, Secretary

Dated: September 10, 2025

Jerry Notte

Karen Napolitano, Recording Secretary

Laux Rapolitans

# PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

#### TREASURER'S REPORT

September 10, 2025

#### Period Ending August 31, 2025

#### **ACCOUNT BALANCES:**

OPERATIONS AND ADMINISTRATION Revenue Account Revenue - NJCMF Revenue - CD Operating Checking Account Payroll Checking Account Renewal & Replacement - NJCMF Renewal & Replacement - CD	\$9,048,794.39 \$4,065,586.38 \$4,519,905.87 132,189.82 290,720.87 3,522,514.16 4,466,249.99	\$26,045,961.48
CONSTRUCTION AND GENERAL Construction Fund Construction Fund - CD	\$1,622,679.67 4,493,883.39	6,116,563.06
TOTAL FUNDS AUGUST 31, 2025		\$32,162,524.54
MONTHLY EXPENDITURES:		
OPERATIONS AND ADMINISTRATION Operating Bills Payroll - Salaries & Wages - Benefits - Taxes	\$391,478.63 * 214,374.06 66,985.55 * 15,285.04	\$688,123.28
CONSTRUCTION		647,414.64_*

TOTAL EXPENDITURES FOR AUGUST 2025

Raymond Verdonik, Treasurer

\$1,335,537.92

Karen Napolitano, Secretary to the Board

<sup>\*</sup> Amount shown has not been deducted from above account balances.

#### OPERATING RESOLUTION #25-051

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 #26033 through #26114 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.		26033	89.17	Pest Control/Aug'25	51.41
Amazon		26034		Magnet Hooks/Tissues/Admin	31.33
Amazon				Sympathy Basket/Schuch	31.36
Amazon				Parts & Tools/Shop Supplies	51.31
Amazon				Lawn Mower Wheels/Shop Supplies	51.54
American Aquatic Testing, Inc.		26035		Acute Bioassay/Ammonia Analysis	51.65
American Wear		26036		Uniforms	51.43
Atlantic Health Sys-Chilton Med		26037	188.00	Employee Hep B Vaccine	51.64
Blue Diamond Disposal, Inc.		26038		Garbage Disposal/Aug'25	51.51
Blue Diamond Disposal, Inc.		26039		Grit & Screening/Aug'25	51.51
Broadvoice		26040		Telephone (8/21-9/20/25)	31.35
Camden Group Infrastructure		26041		Concrete Repair/Building Loading Dock	51.33
Camden Group Infrastructure		26042		Manhole S13 Rehab/Concrete Repair	61.24
Cleary Giacobbe Alfieri Jacobs		26043		General & Retainer/Jul'25	51.58
Costello's Hardware		26044	,	Batteries/Shop Supplies	51.31
Costello's Hardware				Paint & Supplies	51.35
Costello's Hardware				Cleaning Supplies/Operations	51.41
Costello's Hardware				Bug Zapper/Shop Supplies	51.54
Direct Energy Business		26045		Plant Electric (7/22-8/20/25)	51.11
Donna Peteja		26046		Retiree Health Benefits/Sep'25	21.12R
Dynamic Equipment, LLC		26047		Balance Shaft & Blades/Lab Exhaust Fan	51.33
Electronic Drives and Controls		26048		Parts/2nd Stg. Aerator#2 & Dumpster Veyor	51.32
Engineered Solutions Corp.		26049		Computer Support/Operations	51.52
Engineered Solutions Corp.		200.0		Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			·	Network Upgrade 2025	61.10
Fairfield Maintenance Inc.		26050		Monthly UST Inspection/Aug'25	51.65
FedEx		26051		Postage/Field Environmental Instruments	31.34
Field Environmental Instruments		26052		Analyzer Rental	51.38
G.M.H. Associates of America		26053		Scavenger Tank Agitator Fabrication	61.10
Garden State Laboratories		26054		Chemical Analysis/Jul'25	51.65
GFS Chemicals, Inc.		26055		Chemicals/Lab	51.42
Grainger, Inc.		26056		Label Cartridges/Shop Supplies	31.33
Grainger, Inc.				Parts & Supplies/Shop/Thickener Light/CPS	51.31
Grainger, Inc.				Sensor Oxygen/Safety	51.44
Health Equity/WageWorks		26057		HC FSA Admin Fee/Aug'25	31.38
Home Depot		26058		Microwave/Shop Supplies	31.31
Home Depot				5 Gal Water/Shop Supplies	51.14
Home Depot				Cement/Power Washer/2nd Stg & Operations	51.31
Home Depot				Paint/Brushes/Rollers/Operations	51.35
Home Depot				Cleaning Supplies/Operations	51.41
Home Depot				Hose/Operations	51.54
Idexx Laboratories		26059		Lab Supplies	51.42
In-Line Air Conditioning Co., Inc.		26060		Troubleshoot HVAC #2	51.33
Institute for Prof. Development		26061		Managing EE Health Ins. Webinar (10/1)	31.24
Jersey Central Power & Light		26062		Plant Electric	51.11
Jersey Central Power & Light		2002		Pumpstations Electric	51.12
Lincoln Park Postmaster		26063		P.O. Box Rental	31.34
Loraine Tuohey		26064		Retiree Health Benefits/Sep'25	21.12R
	I	_0007	, 55.00	1. 12 23 1 10diii 1 20110110/00p 20	1

Payee	Check #	Voucher #	Amount	Description	Account
Maresca Lumber		26065	16.32	Pine Skewback Moulding	51.31
McMaster-Carr Supply Co.		26066		Parts & Tools/Shop Supplies	51.31
Miller Energy Inc.		26067		Flow Meter/Thickener & Flow Meter Parts	51.31
Miller Energy Inc.		26068		ABB VFD/Replace Soft Start Devices/PPS	61.10
Mott MacDonald Group, Inc.		26069		General Consulting/Aug'25	51.53
Mott MacDonald Group, Inc.		26070		Operational Support & GIS Service	51.53
Mott MacDonald Group, Inc.		26071		Permitting Services	51.63
Mott MacDonald Group, Inc.		26072		LSRP Services/Gas USTs	51.63
Mott MacDonald Group, Inc.		26073	,	IPP Services 2025-2026	51.63
Mott MacDonald Group, Inc.		26074	•	Jane Road PS Upgrade	61.26c
Mott MacDonald Group, Inc.		26075		Electrical Maintenance & Testing	61.28c
Mott MacDonald Group, Inc.		26076		Administration Building Roof	61.29e
New Jersey Manufacturers Ins		26077		Workers Compensation	51.48
New Jersey Natural Gas		26078		Plant Electric (7/25-8/13/25)	51.11
NJDEP/Sewage & Water License		26079	1,050.00	License Renewals/14 Employees	51.61
One Call Concepts		26080	98.70	One Call Messages/Aug'25	51.62
Optimum		26081	180.33	Internet Service (8/16-9/15/25)	31.35
Optimum Fiber		26082	175.00	Fiber Service (8/16-9/15/25)	31.35
Passaic Valley Sewerage		26083	40,660.00	Liquid Sludge Disposal (8/1-8/31/25)	51.55D
Primepoint, LLC		26084	272.78	Payroll Processing/Aug'25	31.38
Primo Brands		26085	509.72	Water/Aug'25	51.14
PSE&G		26086	3,736.70	Jane & Fairfield Roads Electric	51.12
PSE&G		26087	4,307.29	Glenroy Road Electric	51.12
Pumping Services, Inc.		26088	10,182.20	Replace Aging Alarm Panel/CPS	61.10
R&D Trucking		26089	31,672.00	Sludge Removal (8/1-8/31/25)	51.55H
Raritan Supply Company		26090	2,887.76	Megalug Restraints/AWWA Parts	51.31
Recchia Landscaping, Inc		26091	680.00	Mulch Beds/SPS	51.54
Recchia Landscaping, Inc		26092	2,005.00	Lawn Maintenance/Aug'25	51.54
Robert N. Bongiovanni		26093	700.00	Retiree Health Benefits/Sep'25	21.12R
Seton		26094		Magnetic Confined Space Signs	51.44
State of NJ/Pensions & Benefits		26095	•	Health & Dental Benefits	21.12
TBSA/Brian Carey		26096		Staff Lunch/B.Pimentel (8/14)	51.47
TBSA/Collin Hernandez		26097		Safety Boots	51.43
TBSA/Greg Daly		26098		Safety Boots	51.43
TBSA/Patrick Tuohey		26099		Safety Boots	51.43
TBSA/Paul Fertek		26100		Safety Boots	51.43
TBSA/Petty Cash		26101		Mileage/Bank & PO	31.21
TBSA/Petty Cash				Food/Board Mtg (8/13)	31.36
TBSA/Petty Cash				Labels/Lab	51.42
TBSA/Roger Schuch		26102		Safety Boots	51.43
United Equipment & Fabricators		26103		Blower Air Filters/Shop Supplies	51.31
United Rentals		26104		Repairs to Man Lift	51.33
USA Blue Book		26105		Pole/Poly Lift Line/Remote Plug	51.31
USALCO Baltimore Plant, LLC		26106	·	Polyaluminum Chloride	51.25
Verizon		26107		Telephone (8/17-9/19/25)	31.35
Verizo Wireless		26108		PS Modems (8/1-9/1/25)	31.35
VSP Vision Insurance Co. (CT)		26109		Vision Insurance/Sep'25	21.12
Wallington Plumbing & Heating		26110		Parts/Cement/Shop Supplies	51.31
Wayne Electrical Supply Company		26111		Wire/RAB Bayled/UPS/2nd Stg/DPS/Shop	51.31
WEX Bank/Quick Chek		26112		Fuel Purchases/Aug'25	51.34
William Murphy		26113		Retiree Health Benefits/Aug & Sep'25	21.12R
Willis Towers Watson Northeast		26114	40,969.00	Insurance Renewal w/Auto Pym't #4	51.48
2025 BUDGET TOTAL			472,080.44		

Payee	Check #	Voucher #	Amount	Description	Accoun
IT IS HEREBY CERTIFIED, this Pequannock, Lincoln Park and Fai	is a true ar rfield Sewe	l nd correct rage Auth	copy of a Resc ority held on Se	I olution adopted on Roll Call at a Reg eptember 10, 2025	gular Meeting of the
Dated: September 10, 2025				David G. Kohle, Chairman	<u> </u>
		a		Raymond Verdonik, Treasurer	
		24	Kar	Curex Kapolilaxo en Napolitano, Secretary to the Boa	ard

#### CONSTRUCTION RESOLUTION #25-052

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 #1102 through #1103 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
DeSesa Engineering Company Mott MacDonald Group, Inc.		1102 1103		Boiler Project/Pymt #3 Solids Building Boiler Replacement	81.62 81.63

2025 BUDGET TOTAL	647,414.64
IT IS HEREBY CERTIFIED, this is a true and cor Pequannock, Lincoln Park and Fairfield Sewerage	Authority held on September 10, 2025
Dated: September 10, 2025	David G. Rohle, Chairman
	Raymond Verdonik, Treasurer

Karen Napolitano, Secretary to the Board