

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

February 21, 2018

(ORGANIZATION MEETING)

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on February 21, 2018 in the Conference Room at the Butler Municipal Building, One Ace Road, Butler, New Jersey. Chairman Voorman called the meeting to order at approximately 7:35 p.m.

ROLL CALL

On roll call:

PRESENT	:	Chairman Voorman, Commissioners, Lampmann, Howard, Metcalfe and Verdonik
ABSENT	:	Commissioner Gall
ALSO PRESENT	:	Jamie Avagnano, Authority Administrator, Christopher H. Falcon, Esq., Maraziti, Falcon LLP; and Daniel D. Kelly, P.E., Kelly Engineering.

OPEN PUBLIC MEETING STATEMENT

Chairman Voorman introduced the "Open Public Meeting Statement" indicating that adequate notice of the Authority's regular meeting had been publicized in accordance with law by posting notice on the bulletin board at the Butler Municipal Building by providing notice to the municipal clerks of Bloomingdale, Butler, Kinnelon, and Riverdale, and by providing notice to the official newspapers of the Authority.

ORGANIZATION MEETING

The organization meeting was called to order by Mr. Kelly who led the proceedings pending the election of officers.

1. ELECTION OF OFFICERS

Nominating Committee Chairman Metcalfe, on behalf of the Nominating Committee including Commissioners Howard and Verdonik, presented the following slate of officers for consideration:

Chairman:	Robert Voorman
Vice Chairman:	Raymond Verdonik
Secretary:	Edwin Howard
Treasurer:	James P. Lampmann
Assistant Secretary:	James P. Lampmann

Commissioner Howard moved to approve the slate of officers as presented. That motion was seconded by Commissioner Metcalfe and approved unanimously upon the following roll call vote:

AYES	:	Commissioners Howard, Lampmann, Metcalfe, Verdonik and Voorman
NAYS	:	None
ABSTAIN	:	None
ABSENT	:	Commissioner Gall

2. ANNUAL REPORT

Chairman Voorman presented the following Annual Report 2018/2019 for inclusion in the Authority's minutes and on the website:

PRBRSA Annual Report: 2018/2019

February 21, 2018

This is the Authority's 31st year of regional service to the municipalities. As last year, it is a good time to look back at the progress and accomplishments thus far as we look to the years ahead.

The Authority has never lost sight of its mission: its overriding objective to preserve and protect the Pequannock River Basin while serving the towns in the most efficient manner possible. That has been PRBRSA's guiding principle from the beginning. While it may be true that the elements of the mission have been largely accomplished, it continues - with more to be done.

Since 1987 when Pequannock River Basin connected to the Two Bridges Sewerage Authority system, conditions have been vastly improved. At that time the 1920s vintage Butler/Bloomington treatment plant was visibly polluting the Pequannock River, new connections to the system were banned by the state, the towns were stagnant economically. Something needed to be done.

Today, the Authority's member towns – Bloomington, Butler and Kinnelon as well as Riverdale - enjoy the benefits of a regional sewer system, one capable of providing service defined by the towns themselves. Growth and development have been measured yet not restrained, all projects approved by local land use boards have been served. All the while water quality has been measurably improved, the Pequannock River has been restored to provide ecological balance – safe drinking water, trout fishing and recreational opportunities - as tangible by-products.

Antiquated pipelines dedicated to the Authority by the Boroughs of Bloomington and Butler have been replaced or rehabilitated. In 2015 and 2016 the Authority completed rehabilitation of the Boonton Avenue Interceptor lines constructed in the 1930s to serve the region for decades to come.

Financially, beginning at ground zero, the Authority completed almost \$20 million of capital programs over the years yet has established substantial reserves and today is in a strong if not enviable financial position.

To continue to fulfill its mission the Authority is actively pursuing a number of programs.

- ❖ Contingency Operating Plan: Succession planning is critical. The Authority has this year implemented a plan to continue operations without interruption in the event the current operational approach proves no longer viable.
- ❖ Asset Management: The state has embraced asset management as a valuable tool for municipalities and authorities statewide. In preparation for full implementation, the Authority has developed a geographic information system. The next steps of the asset management process involve development of a comprehensive plan consistent with recently promulgated state guidelines.
- ❖ Pipeline Assessment: As a part of its asset management program, the Authority has developed a multi-year plan for continuous evaluations of its system. Inspection of the PRBRSA Interceptor was completed in 2017 with engineering investigations currently underway. Improvements to the regional system to assure future service capability remains the highest priority.

- ❖ Park Place Railroad Crossing: To provide necessary hydraulic capacity while assuring the integrity of the 1920s vintage line crossing the NYS&W Railroad in Park Place, Butler, a project to replace that sewer segment is actively in progress.

These programs and more will be developed in 2018 and over following years to continue PRBRSA's mission of service to the municipalities.

Respectfully submitted,
Robert Voorman, Chairman

3. CONSENT AGENDA

Chairman Voorman recommended, and the Board agreed, that the Board consider organization meeting matters by consent agenda.

Specifically, the organizational matters include Resolution Nos. R-18-2-1 through R-17-2-8, excluding Resolution No. R-18-2-6. Chairman Voorman advised that the consulting engineer's contract would be considered following discussions in closed executive session.

- | | | |
|----|-------------------------|-------------------------------------|
| 1. | Resolution No. R-18-2-1 | Open Public Meeting Act |
| 2. | Resolution No. R-18-2-2 | Official Depository |
| 3. | Resolution No. R-18-2-3 | Appointment of Auditor |
| 4. | Resolution No. R-18-2-4 | Appointment of General Counsel |
| 5. | Resolution No. R-18-2-5 | Appointment of Bond Counsel |
| 6. | Resolution No. R-18-2-7 | Trustee Incumbency Certificate |
| 7. | Resolution No. R-18-2-8 | Designate Affirmative Action (PACO) |

Vice Chairman Verdonik moved approval of the consent agenda above.

Resolution No. R-18-2-1

RESOLUTION

WHEREAS, The Open Public Meetings Act, Chapter 231 of the Laws of 1975, and more specifically, N.J.S.A. 10:4-8, requires all public bodies at least once a year and within seven (7) days of the Annual Organization Meeting of such body to arrange for the posting of a schedule of the regular meetings of the public body to be held during the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority as follows:

1. The schedule of regular meetings of the Authority hereinafter set forth is hereby adopted:

SCHEDULE

Regular Meetings of the Pequannock River Basin Regional Sewerage Authority are held at the Borough of Butler Municipal Building, One Ace Road, Butler, New Jersey, commencing at 7:30 p.m. unless otherwise noted:

2018

March 21
April 18
May 16
June 20
July 18
August 15
September 19
October 17
November (No Meeting)
December 5 (1st Wednesday)

2019

January 16
February 20

2. The official newspapers of the Authority are:
 - A. Suburban Trends
 - B. North Jersey Herald and News
3. The Secretary is authorized to:
 - A. Post a copy of this Resolution on the bulletin board at the Authority's Office in the Butler Municipal Building.
 - B. Forward a copy of this Resolution to the Municipal Clerks of Butler, Bloomingdale and Kinnelon for posting in the public place in each community reserved for such notices.
 - C. Forward a copy of this Resolution to two newspapers, one of which shall be the official newspaper of the Authority.
4. This Resolution shall take effect as provided by law.

Resolution No. R-18-2-2

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (hereinafter "Authority") proposes to designate official depositories for the funds of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic in the State of New Jersey on this 21st of February 2018 as follows:

1. The following are designated as the official depositories of the Authority and are directed to honor all withdrawals made by check or withdrawal document signed by the Chairman or Vice Chairman and Treasurer or Secretary/Assistant Secretary of the Authority:

NEW JERSEY CASH MANAGEMENT FUND
WELLS FARGO, N.A.
US BANK, N.A.

2. The Authority hereby authorizes the execution and delivery of such authorization and forms as may be required by the New Jersey Cash Management Fund, Wells Fargo, N.A. and US Bank, N.A., providing for deposits and payments as well as the filing of authenticated signatures of Authority officers, Authority Administrator and Consulting Engineer as official signatures.
3. This Resolution shall take effect as provided by law.
Certified to be a true copy of a Resolution enacted at a duly convened public meeting of the Pequannock River Basin Regional Sewerage Authority held on February 21, 2018.

Resolution No. R-18-2-3

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2018 and until the next reorganization meeting of the Authority; and

WHEREAS, funds are available for these services;

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A. 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed \$17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any

reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 21st day of February, 2018, as follows:

The Authority does hereby name and designate Ferraioli, Wielkocz, Cerullo & Cuva, P.A. of Pompton Lakes, New Jersey as Authority Auditor to provide auditing services as required, and subject to the requirements of the Local Public Contracts Law, the Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a copy of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid auditor within ten (10) days of the date hereof. The aforesaid firm shall be paid from funds appropriated for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. An Agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-18-2-4

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2018 and until the next reorganization meeting of the Authority; and

WHEREAS, funds are available for these services;

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A. 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed \$17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 21st day of February, 2018, as follows:

The Authority does hereby name and designate Christopher H. Falcon, Esq. of Maraziti Falcon, LLP, Short Hills, New Jersey as General Counsel to provide legal services as required in accordance with their proposal for these services and subject to the requirements of the Local Public Contracts La. The Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a copy of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid General Counsel within ten (10) days of the date hereof. The aforesaid firm shall be paid from funds appropriated for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. The agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-18-2-5

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2018 and until the next reorganization meeting of the Authority; and

WHEREAS, funds are available for these services;

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A 40A:11-

5(1) (a) and as a “non-fair and open” contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed \$17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure form and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 21st day of February, 2018, as follows:

The Authority does hereby name and designate Hawkins, Delafield and Wood, Esq., Newark, New Jersey as Bond Counsel to provide legal services as required, and subject to the requirements of the Local Public Contracts Law. The Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a copy of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid counsel within ten (10) days of the date hereof. The aforesaid firm shall be paid from funds appropriated for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. The agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-18-2-7

RESOLUTION

BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic and State of New Jersey on this 21st day of February, 2018, as follows:

1. This Resolution is enacted to authorize the Authority's Officers to sign the Incumbency Certificate requested by US Bank, N.A. or its successor bank as Trustee under the General Bond Resolution of July 15, 1986, and Resolutions supplemental thereto.

2. The Authority's Officers and Consulting Engineer are authorized to sign the Incumbency Certificate.
3. The Secretary shall deliver an Incumbency Certificate if required and a certified copy of this Resolution to the Trustee.
4. This Resolution shall take effect immediately.

Resolution No. R-18-2-8

RESOLUTION

WHEREAS, there exists a need for the designation of an official or employee to serve as a Public Agency Compliance Officer (P.A.C.O.) pursuant to N.J.A.C. 17:27 for Pequannock River Basin Regional Sewerage Authority; and

WHEREAS, the P.A.C.O. is the liaison official for matters concerning Affirmative Action as set forth in P.L. 1975, c.127 (N.J.A.C. 17:27); and

WHEREAS, the Authority desires to comply with the Affirmative Action requirements and wishes to maintain appropriate contracting procedures for the Pequannock River Basin Regional Sewerage Authority;

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic in the State of New Jersey on this 21st day of February, 2018, as follows:

1. The Authority does hereby appoint the Consulting Engineer, Daniel D. Kelly, P.E. of Kelly Engineering, as the Public Agency Compliance Officer for the Pequannock River Basin Regional Sewerage Authority.
2. The P.A.C.O. shall act as the liaison between the Authority and the New Jersey Department of the Treasury, Affirmative Action Office and shall take appropriate actions to maintain compliance with the Agency's contracting procedures to comply with the Affirmative Action regulations cited at N.J.A.C. 17:27.
3. The Consulting Engineer is authorized and directed to complete the appropriate notification form designating the P.A.C.O. and to forward the same to the Department of the Treasury.
4. This Resolution shall take effect as provided by law.

Certified to be a true copy of a Resolution enacted at a duly convened public meeting of the Pequannock River Basin Regional Sewerage Authority held on February 21, 2018.

Commissioner Howard seconded the motion on the consent agenda which passed unanimously on the following roll call vote:

AYES	:	Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik
NAYS	:	None
ABSTAIN	:	None
ABSENT	:	Commissioner Gall

Vice Chairman Verdonik moved to enter Closed Executive Session to discuss contract negotiation matters (**Resolution No. R-18-2-11**):

**RESOLUTION AUTHORIZING CLOSED SESSION
PURSUANT TO THE OPEN PUBLIC MEETINGS LAW**

BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic and State of New Jersey on this 21st day of February, 2018 as follows:

1. The Authority shall adjourn to executive session in accordance with N.J.S.A. 10:4-12(b)(7), being the Open Public Meetings Law, in order to discuss contract negotiations – Kelly Engineering.
2. It is not known at the present time when the matter under discussion will be disclosed.
3. The Authority shall convene following the executive session to consider other matters on its regular meeting agenda.
4. This Resolution shall take effect as provided by law.

Commissioner Howard seconded the motion which passed unanimously on the following roll call vote:

AYES	:	Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik
NAYS	:	None
ABSTAIN	:	None
ABSENT	:	Commissioner Gall

At approximately 7:50 pm the Board entered Closed Executive Session to discuss the consulting engineer's contract. Mr. Kelly and Ms. Avagnano left the meeting in progress.

Closed Executive Session

At approximately 8:45 pm Vice Chairman Verdonik moved to reopen the meeting to the public and return to the regular business agenda. That motion was seconded by Commissioner Howard and approved unanimously on the following roll call vote:

AYES	:	Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik
NAYS	:	None
ABSTAIN	:	None
ABSENT	:	Commissioner Gall

At approximately 8:45 pm the closed meeting was reopened to the public and the regular business meeting pursued. Mr. Kelly and Ms. Avagnano rejoined the meeting in progress.

CONSULTING ENGINEER CONTRACT

Speaking for the Board, Chairman Voorman and Vice Chairman Verdonik reported on the results of the Board's consideration of the consulting engineering contract. In order to move forward they and other Board Members explained that they will need more specific information on the services provided under the current contract through a lump sum form of payment. Additionally they indicated that the firm's monthly invoices will need to present sufficient detail on the nature of the activities performed to confirm that they are consistent with the description of the work to be performed.

Following discussion, the Board requested that counsel amend the form of resolution approving the Kelly Engineering agreement to reflect that the services will continue to be provided under the present contract until such time as the contract is extended for the remainder of the year. The Board advised that any change in the rates would be incorporated into the agreement upon approval and would be retroactive to February.

Commissioner Howard moved Resolution No. R-18-2-6 as amended to extend the consulting engineer's contract by two months with payment to be made in accordance with the present rates.

Resolution No. R-18-2-6

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2018 and until the next reorganization meeting of the Authority; and

WHEREAS, funds are available for these services;

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A. 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed \$17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 21st day of February, 2018, as follows:

The Authority does hereby name and designate Kelly Engineering, New Vernon, New Jersey as Consulting Engineer to provide engineering services as required and calculated in accordance with the 2017 rates and contract compensation provisions as charged to the Authority for these services for a period of two months from the date hereof, and subject to the requirements of the Local Public Contracts Law. The Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a copy of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid consultant within ten (10) days of the date hereof. The aforesaid firm shall be paid from funds

appropriated for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. The agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

That motion was seconded by Commissioner Lampmann and approved unanimously on the following roll call votes:

AYES	:	Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik
NAYS	:	None
ABSTAIN	:	None
ABSENT	:	Commissioner Gall

ADOPTION OF MINUTES

1. **Meeting Minutes: Regular Meeting – January 17, 2018**

Commissioner Lampmann moved approval of the January 17, 2018 meeting minutes as presented. Vice Chairman Verdonik seconded the motion which passed unanimously on the following roll call vote:

AYES	:	Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik
NAYS	:	None
ABSENT	:	Commissioner Gall
ABSTAIN	:	None

OPERATIONAL REPORT

1. **System Operations**

1.1 **Flow Report**

For the Board's consideration, the Flow Reports for December 2017 as well as January 2018 were presented. Commenting on the latest report, Mr. Kelly noted that the flows for January remain relatively low at 1.617 mgd. He advised that Meter P-4 and TBSA's Meter M-15 differed by

88,000 gpd or 5.4%. That is particularly significant since both meters have read extremely close, typically less than a 2% difference, for years.

The following reports were also made available to the Board on the meter readings:

December 2017

- Flow Report for December 2017
- Daily Flow Summary for December 2017
- Daily Flow Hydrograph for December 2017
- M-15 vs. P-4 Hydrograph

January 2018

- Flow Report for January 2018
- Daily Flow Summary for January 2018
- Daily Flow Hydrograph for January 2018
- M-15 vs. P-4 Hydrograph

1.2 TBSA Actual vs. Budgeted Flow Analysis

Referring to his February 15, 2018 report on the difference between the actual flows recorded by TBSA's Meter M-15 for Pequannock River Basin versus the flows budgeted going into the year, Mr. Kelly advised that the difference has increased. He explained that the increase is attributable to two factors, the fixed minimum flow of 1.85 mgd within the Authority's Service Contract with Two Bridges versus the extremely low flows experienced over the past several months. He advised that the Authority would incur a 5.10% increase in the TBSA User Charge assessment if this trend were to continue through the end of the year.

2. TBSA Activities

2.1 Status Update

Chairman Voorman and Vice Chairman Verdonik reported on matters under consideration by the Two Bridges Sewerage Authority as they affect Pequannock River Basin.

In addition to construction completion on improvements to the treatment plant, they advised that TBSA is working with NJDEP on assessment of the nitrogen levels within the Passaic River. They indicated that elevated readings in the Passaic downstream of the Pompton River where TBSA discharges have been reported in recent months. That is of considerable concern to the Department since the river, both immediately upstream of the Passaic within the Pompton as well as the Passaic itself, are prime potable water supply sources for two of the state's largest water purveyors, the North Jersey District Water Supply Commission as well as the Passaic Valley Water Commission at Little Falls.

In response to Commissioner Metcalfe's question, they explained that the Two Bridges plant discharges 500 feet upstream of the Wanaque South intake. That is the withdrawal point in the Pompton River by which NJWDC replenishes the levels of the Wanaque Reservoir by periodically pumping from the Pompton into its reservoir further upstream. Consequently TBSA's discharge at that location has always been a matter of concern as to water quality, notably, nitrogen levels.

3. TWA Applications and Connection Permits

3.1 TWA Application Kinnelon Shelter and Community Center Borough of Kinnelon

As reported by his letter of February 1st, Mr. Kelly advised that the Borough of Kinnelon has requested consent for an Amendment to the Northeast Water Quality Management Plan. The Amendment seeks to include the site of the Borough's proposed community center and shelter project off Boonton Avenue into the future sewer service area of Kinnelon, PRBRSA as well as Two Bridges.

Following discussion Vice Chairman Verdonik moved approval of the following resolution (**Resolution No. R-18-2-9**):

RESOLUTION CONSENTING TO THE PROPOSED NORTHEAST WATER QUALITY MANAGEMENT (WQM) PLAN AMENDMENT

WHEREAS, the Authority received Notice that the Borough of Kinnelon desires to provide for the orderly development of the Kinnelon Shelter and Community Center within the Borough of Kinnelon; and

WHEREAS, the New Jersey Department of Environmental Engineering Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, conform with an approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan amendment procedure through the WQMP rules at N.J.A.C.15-3.5 as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed WQM plan amendment publicly noticed in the New Jersey Register on February 5, 2018 for the Kinnelon Shelter and Community Center has been prepared by Crew Engineers, Inc. on behalf of the Borough of Kinnelon.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic in the State of New Jersey on this 21st day of February 2018 as follows:

1. The Pequannock River Basin Regional Sewerage Authority hereby consents to the site-

specific amendment to the Northeast WQM Plan for the Kinnelon Shelter and Community Center, and publicly noticed on February 5, 2018, prepared by Crew Engineers, Inc. for its incorporation into the applicable WQM plan(s).

2. This consent shall be submitted to the NJDEP pursuant to N.J.A.C.7:15-3.5(g)6.
3. This Resolution shall take effect as provided by law.

Commissioner Lampmann seconded the motion which passed unanimously on the following roll call vote:

AYES : Chairman Voorman, Commissioners Howard,
Lampmann, Metcalfe and Verdonik

NAYS : None

ABSENT : Commissioner Gall

ABSTAIN : None

**3.2 TWA Application
Linden Street
Borough of Riverdale**

Mr. Kelly reported that an application for a sewer extension to service several properties on Linden Street within Riverdale is presently in progress as described by his letter of February 12, 2018.

**3.3 Unauthorized Connection
BP Property (Lot 5.04, Block 32)
Borough of Riverdale**

Inasmuch as the CCTV inspection of the Authority's sewer line in Riverdale confirmed the existence of a connection at a property on Route 23, the location of the BP gas station/car wash and the B&A Market, Mr. Kelly said that an OPRA request has been filed with the Borough. He explained that the purpose of the OPRA request is to determine the facts - how the connection was physically installed, specifically, how the service lateral was connected to the Authority's line. That is necessary to assure that the line's integrity was not compromised in the process of tying-in the new connection.

4. Riverdale Annual Charge Challenge: 2017

Mr. Falcon advised that Riverdale has not responded to the Authority's request for additional information concerning the Borough's challenge to the Authority's billings for FY 2017 and prior years.

On a somewhat related matter, Chairman Voorman indicated that his February 12, 2018 letter responded to the Borough's comments on the Authority's FY 2018 annual budget as well as the capital reserve. That addresses the Borough's January 5, 2018 letter and also the Borough's comparable comments at the Board's October 19, 2017 meeting.

5. Boonton Avenue Interceptor

5.1 Park Place/NYS&W Railroad Crossing

In order to move forward on an agreement with Butler on the extent of the proposed water main improvements, Mr. Kelly reported that he met with Butler's water supervisor to confirm the improvements required. Once defined he said that the Borough's conceptual approval will be requested prior to the Board's March 21st meeting to be affirmed by the Authority then.

On the geotechnical investigations, Mr. Kelly said that the soil borings are complete as is the monitoring well installation. That work was performed by Aquifer Drilling and Testing, the driller under subcontract to Oweis Engineering.

At the same time Mott MacDonald retrieved samples for environmental testing of the soils as well as the groundwater.

He further explained that the driller has had difficulty obtaining a permit and authorization to move forward with the final test boring adjacent to the railroad tracks. Oweis Engineering advises that the final boring should be completed within the next few weeks and, if so, that their geotechnical engineering report should be completed by the end of March.

The environmental testing analysis and report should be completed at the same time according to Mr. Kelly.

5.2 Green Acres Application

Mr. Kelly advised that the Green Acres application is in progress. He mentioned that he met with Linda Glosinski of LRV Associates, the firm that will prepare the environmental assessment aspects as required by Green Acres regulations.

5.3 Mott MacDonald Contract: Design Engineering

The design engineering and related activities Mr. Kelly said are scheduled to begin next week following a design kickoff meeting with Mott MacDonald on February 27th.

6. PRBRSA Interceptor Inspection: Contract No. PRB-17-1

Mott MacDonald advised that National Water Main has not provided all of the information required on the manhole inspections, notably, the inspection photographs. As a result the contractor may need to return to the field to reinspect a number of manholes. A definitive schedule for the work is not yet available yet Mr. Kelly advised that the work has now extended well beyond the contract completion date of January 22nd.

FINANCIAL REPORT

1. Treasurer's Report

1.1 December 31, 2017 & January 31, 2018 Treasurer's Reports

Treasurer Lampmann presented and moved approval of the Treasurer's Reports for the periods ending December 31, 2017 and January 31, 2018. Vice Chairman Verdonik seconded that motion which passed unanimously on the following roll call vote:

AYES : Chairman Voorman, Commissioners Howard,
Lampmann, Metcalfe and Verdonik

NAYS : None

ABSENT : Commissioner Gall

ABSTAIN : None

2. Annual Budget: FY 2018 (Bloomingdale Subflow)

Under Resolution No. R-12-1-3, the Authority agreed to adjust the final billings to the towns to reflect debt service adjustments for flows emanating within Bloomingdale as conveyed to and through Butler's system. Mr. Kelly noted that that analysis is in progress and will be finalized and the revised certifications issued to Bloomingdale and Butler.

3. Audit: FY 2017

The final audit was distributed to the Board prior to the meeting with a hard copy available in the file folders. As required by state regulations, Treasurer Lampmann moved approval of the following resolution (**Resolution No. R-18-2-10**):

RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the Governing Body of each local Authority to cause an Annual Audit of its accounts to be made; and

WHEREAS, the Annual Audit Report for the fiscal year ended October 31, 2017 has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the Governing Body of each Authority to, within 45 days of receipt of the Annual Audit, certify by Resolution to the Local Finance Board that each Member thereof has personally reviewed the Annual Audit Report, and specifically the sections of the Audit Report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the Members of the Governing Body have received the Annual Audit and have personally reviewed the Annual Audit and have specifically reviewed the sections of the Annual Audit Report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Pequannock River Basin Regional Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each Governing Body Member has personally reviewed the Annual Audit Report for the fiscal year ended October 31, 2017, and specifically has reviewed the sections of the Audit Report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

Vice Chairman Verdonik seconded the motion which passed unanimously on the following roll call vote:

AYES	:	Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik
NAYS	:	None
ABSENT	:	Commissioner Gall
ABSTAIN	:	None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. AEA Spring Conference

Mr. Kelly asked if any of the Board Members are interested in attending the AEA Spring Conference on March 13th and 14th to please contact his office to make those arrangements.

PAYMENT OF BILLS

1. Operating Budget

1.1 Operating Request for Payment No. 371

Treasurer Lampmann presented Operating Request for Payment No. 371. Vice Chairman Verdonik moved approval of Operating Request for Payment No. 371 as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY					
SUMMARY OF VOUCHERS FOR OPERATING EXPENSES					
Operating Request for Payment No. 371					
The following bills have been reviewed and are recommended for approval for payment at the February 21, 2018 meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):					
PRBRSA ACCT. NO.	VOUCHER NO.	VOUCHER DATE	PAYMENT AMOUNT	CHECK PAYABLE TO	
1) 24.05	OP-18-2-1	3/31/2016	\$ 250.00	Borough of Butler	
2) 33.01	OP-18-2-2	10/1/2016	\$ 2,605.00	Borough of Butler	
3) 24.07	OP-18-2-3	2/5/2018	\$ 131.89	Kelly Engineering	
4) 22.03	OP-18-2-4	2/5/2018	\$ 10,400.00	Kelly Engineering	
5) 32.02	OP-18-2-5	2/8/2018	\$ 6,793.31	Kelly Engineering	
6) 22.01	OP-18-2-6	2/8/2018	\$ 4,850.21	Maraziti Falcon LLP	
7) 33.01	OP-18-2-7	1/18/2018	\$ 4,442.28	Mott MacDonald	
8) 33.01	OP-18-2-8	2/5/2018	\$ 8,491.80	Mott MacDonald	
9) *	OP-18-2-9	12/27/2017	\$ 1,050,965.00	Pequanock, Lincoln Park & Fairfield Sew. Authority	
10) 33.01	OP-18-2-10	1/31/2018	\$ 3,398.00	ADS LLC	
11) 33.01	OP-18-2-11	1/31/2018	\$ 3,398.00	ADS LLC	
12) 25.03	OP-18-2-12	1/16/2018	\$ 4,500.00	AEA	
13) 24.07	OP-18-2-13	1/28/2018	\$ 53.48	North Jersey Media Group	
14) 24.07	OP-18-2-14	1/28/2018	\$ 54.75	North Jersey Media Group	
15) 24.07	OP-18-2-15	1/28/2018	\$ 26.78	North Jersey Media Group	
16) 24.04	OP-18-2-16	1/9/2018	\$ 1,242.00	Tab Group	
17) 33.03	OP-18-2-17	1/31/2018	\$ 17.96	Borough of Butler Electric	
18) 33.03	OP-18-2-18	1/11/2018	\$ 3.32	JCP&L - No Voucher Needed per Legislation	
19) 33.03	OP-18-2-19	2/9/2018	\$ 3.32	JCP&L - No Voucher Needed per Legislation	
TOTAL:			\$ 1,101,627.10		
* Breakdown					
27.00	\$36,022.00	Respectfully Submitted,			
13.00	\$265,674.00				
35.00	\$567,653.00				
User Charge Adj.	161,616.00	Daniel D. Kelly, P.E. Consulting Engineer			
Total	1,050,965.00				

Commissioner Lampmann seconded the motion which passed unanimously on the following roll call vote:

AYES : Chairman Voorman, Commissioners Howard, Lampmann, Metcalfe and Verdonik

NAYS : None

ABSENT : Commissioner Gall

ABSTAIN : None

2. Construction Fund Disbursements

2.1 Construction Disbursement Requisition No. C-17-9

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-9. Vice Chairman Verdonik moved approval of the bills as follows:

CONSTRUCTION DISBURSEMENT REQUISITION No. C-17-9

Gentlemen:

In accordance with Section 513(B) of the Resolution adopted by the Authority on July 15, 1986, as amended and supplemented, and entitled “Resolution Providing for the Issuance of Bonds of the Pequannock River Basin Regional Sewerage Authority and for the Rights of the Holders Thereof, and Authorizing \$20,000,000 Principal Amount Thereof” (the “Resolution”), you are hereby instructed to make the following disbursements from the Construction Fund (Account #2576006501) as authorized by the Authority at a meeting on **February 21, 2018**.

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120327C2	C-17-9-2-1	2/8/18	\$ 8,719.26	Kelly Engineering
2)	120327C1	C-17-9-2-2	2/8/18	\$ 3,311.50	Maraziti Falcon
3)	120327C3	C-17-9-2-3	2/4/18	\$ 1,375.00	Environmental Test Boring
4)	120327C3	C-17-9-2-4	2/21/18	\$ 14,685.00	Oweis Engineering Inc.
	TOTAL DISBURSEMENTS			<u>\$ 28,090.76</u>	

Commissioner Lampmann seconded the motion which passed unanimously on the following roll call vote:

AYES : Chairman Voorman, Commissioners Howard,
Lampmann, Metcalfe and Verdonik

NAYS : None

ABSENT : Commissioner Gall

ABSTAIN : None

OPEN MEETING FOR PUBLIC COMMENT

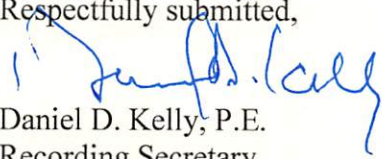
There being no members of the public present, Chairman Voorman dispensed with the public participation portion of the meeting.

ADJOURNMENT

At approximately 9:35 pm, Vice Chairman Verdonik moved adjournment. Commissioner Howard seconded the motion which was approved unanimously on voice vote.

At approximately 9:35 pm, the meeting was adjourned.

Respectfully submitted,


Daniel D. Kelly, P.E.
Recording Secretary

Enclosures: Treasurer's Report for the period ending December 31, 2017 and
January 31, 2018