

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

July 18, 2018

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on July 18, 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 7:30 p.m.

#### ROLL CALL

On roll call:

**PRESENT** : Chairman Voorman, Commissioners Gall, Howard, Lampmann and Verdonik

**ABSENT** : Commissioner Metcalfe

**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.

#### ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – June 20, 2018

Commissioner Howard moved acceptance of the minutes of the June 20, 2018 regular meeting. That motion was seconded by Commissioner Lampmann and approved on the following roll call vote:

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

**NAYS** : None

**ABSENT** : Commissioner Metcalfe

**ABSTAIN** : Commissioner Gall

2. Meeting Minutes: Closed Executive Session – June 20, 2018

A copy of the draft Closed Executive Session meeting minutes was distributed.

After review and comment by Commissioner Lampmann noting one correction, Commissioner Lampmann moved acceptance of the Closed Executive Session minutes of the June 20, 2018 meeting. That motion was seconded by Vice Chairman Verdonik and approved on the following roll call vote:

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

**NAYS** : None

**ABSENT** : Commissioner Metcalfe

**ABSTAIN** : Commissioner Gall

**OPERATIONAL REPORT**

1. **System Operations**

1.1 **Flow Report**

Mr. Kelly presented the Flow Report dated July 11, 2018 for the period ending June 30, 2018. He noted that the flows remain steady with no significant change from the prior period.

The following reports were made available to the Board in their file folders:

June 2018.

- Flow Report ending June 30, 2018
- Daily Flow Summary for June 30, 2018
- Daily Flow Hydrograph for June 2018

**1.2 TBSA Actual vs. Budgeted Flow Analysis**

Mr. Kelly advised that TBSA is currently analyzing the M-15 data following installation of new meters. Therefore the TBSA figures are currently not available for June. He also advised that PRBRSA is preparing a 10-year comparison of P-4/M-15 to assist TBSA in their analysis.

**1.3 PRBRSA Interceptor Inspection**

Mr. Kelly advised that National Water Main Company has submitted a final payment estimate including release of retainage at \$42,138.75. In order to authorize payment approval of a change order to adjust final unit bid quantities is required. Even with the Change Order he advised that the total invoice is more than \$11,000 dollars below the contractor's bid price and approximately \$40,000 below the next lowest bidder.

Following discussion, Vice Chairman Verdonik moved approval of the following resolution (**Resolution No. R-18-7-1**) as follows:

Resolution No. R-18-7-1

**RESOLUTION TO AUTHORIZE CHANGE ORDER NO. 1  
TO CONTRACT NO. PRB-17-1 WITH NATIONAL WATER MAIN CLEANING  
COMPANY – FINAL PAYMENT**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (“the Authority”) is in receipt of a Request filed by Daniel D. Kelly, P.E., the Authority Consulting Engineer, recommending approval of Change Order No. 1 for the following:

Change Order No. 1 (Final) to Contract with National Water Main Cleaning Company in the amount of \$42,138.75 for all labor and materials certified for payment by Mott McDonald, the Authority's Consulting Engineer, as set forth in its correspondence of June 20, 2018 and the application and certification for Payment of the same date.

**NOW, THEREFORE, BE IT RESOLVED**, by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic and the State of New Jersey on this 18th day of July 2018 as follows:

1. The Authority hereby approves Change Order No. 1 to the Agreement with National Water Main Cleaning Company as described in the Request for Change Order of even date in the total amount of \$42,138.75.

2. The Chairman is authorized and directed to sign the said Change Order in the foregoing amount.
3. This Resolution shall take effect as provided by law.

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

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

2. **TBSA Activities**

2.1 **Status Update**

Vice Chairman Verdonik reported on various matters at the Two Bridges Sewerage Authority as they affect Pequannock River Basin.

On consideration of the FY 2019 Annual Budget he said preliminarily TBSA estimates an approximate 3.5% rate increase.

Regarding the flows estimated by Two Bridges for each Participant going into the fiscal year, he said the Authority may want to consider increasing the PRBRSA flow contribution. That would reduce, particularly in dry years when flows are extremely low, the likelihood that PRBRSA would be assessed additional User Charges for flows below the 1.85 mgd contractual minimum flow. Mr. Kelly agreed that that is something that should be considered indicating that he would report to the Board at the August meeting on whether or not an increase in the estimated flow is recommended and, if so, at what level.

3. **TWA Applications and Connection Permits**

3.1 **TWA Application**  
**Unauthorized Connection: BP Property**  
**Borough of Riverdale**

Counsel advised that there was no change in status on this matter and therefore closed session was not held.

**3.2 Non-Residential Connection  
1424 Route 23  
Borough of Butler**

Mr. Kelly advised that the Non-Residential Application previously filed by LWC Properties for a connection at 1424 Route 23 in Butler was approved by both PRBRSA and TBSA. Mr. Lampmann, replying to Commissioner Howard's question, advised that this project was connecting a Sprint store to the laundromat service lateral currently under construction.

**4. Boonton Avenue Interceptor**

**4.1 Park Place/NYS&W Railroad Crossing (2017 Project)**

On the engineering design activities, preparation of plans and specifications, Mott MacDonald reports a final draft will be completed by the end of the month.

Following review of the engineering design, Mr. Kelly said that MM will prepare and file the permits and applications including the Treatment Works Approval application, among others.

He also advised that the soils delineation work within the Butler Park is scheduled to begin on Thursday, July 19<sup>th</sup>. Commissioner Lampmann indicated that the Borough's Water Department was not contacted for a utility mark-out but said the Water Department would be present on site. Mr. Kelly said that he would contact MM to check if the driller ordered new utility mark-outs or if the driller plans to use the prior mark-outs performed for the soil boring activities.

**CCTV-Inspection**

In order to confirm the condition of the existing sewer main to be utilized as a casing pipe for the Butler water main installation, Mr. Kelly indicated that a CCTV-inspection of the line is necessary. In order to do that he recommended that the Board authorize payment of \$500 to the Borough of Butler to have that work completed.

On consideration, Commissioner Gall moved approval of the following resolution (**Resolution No. R-18-7-3**):

Resolution No. R-18-7-3

**RESOLUTION APPROVING CCTV- INSPECTION  
PAYMENT TO BOROUGH OF BUTLER**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (“the Authority”) is undertaking a project involving the passage of utility facilities below the NYS&W Railway Crossing located within the Borough of Butler (“Butler”); and

**WHEREAS**, the Authority requests that services be performed by Butler as an intergovernmental service, exempt from the requirements of the Local Public Contracts Law as a contract between any municipality, authority or other subdivision of the State, in connection with the intended use of an Authority 15-inch sewer line within Park Place passing beneath the railroad into Main Street as a casing pipe for the installation of a new water main which will ultimately be dedicated to Butler; and

**WHEREAS**, Butler has the ability to make a CCTV inspection of the Authority sewer line in order to confirm its present condition for which services the Authority is willing to pay.

**NOW, THEREFORE, BE IT RESOLVED**, by the Pequannock River Basin Sewerage Authority in the Counties of Morris and Passaic in the State of New Jersey on this 18<sup>th</sup> day of July 2018 as follows:

1. The Authority agrees to pay the sum not-to-exceed \$500 to the Borough of Butler for the performance of a CCTV inspection of the Authority sewer line at such time as the parties find mutually agreeable.

. That motion was seconded by Commissioner Howard and approved on the following roll call vote:

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

#### **4.2 Green Acres Application**

Reporting on the status of the application filed with Green Acres for approval of a permanent easement through Butler Park, Lot 30, Block 14, Mr. Kelly indicated that two issues remain following NJDEP's "completeness" review.

The first matter concerns Green Acre's request for a survey for the entirety of Lot 30. He explained the regulations clearly indicate that a survey is required for only that area being disposed, namely, the permanent easement taking. That survey was submitted as a part of the application. However, the surveyor for Green Acres has requested a survey of the entire parcel, Lot 30.

The second issue is the fact that Green Acres has incorrectly encumbered the entirety of Lot 30 as well as Lot 1. Within Lot 1 is the Butler Police Station while Lot 30 includes the Butler Electric substation.

In recognition of Green Acres' obvious error in encumbering both lots, Adam Taylor agreed to bring the matter to his supervisor for resolution internally along with the survey issue as well.

Nonetheless, if Green Acres still requires a survey, rather than delay the project another month, Mr. Kelly requested authorizing DMC Associates to prepare a survey of Lot 30 at standards provided by Green Acres at a cost of \$1660.00.

Following discussion, Commissioner Lampmann moved approval of the following resolution (**Resolution No. R-18-7-4**):

Resolution No. R-18-7-4

#### **RESOLUTION AUTHORIZING SURVEYING WORK**

**WHEREAS**, there exists a need for the performance of additional surveying work required for the preparation of a survey of Lot 30, Block 14 in Butler Borough in connection with a project being undertaken by the Pequannock River Basin Regional Sewerage Authority ("the Authority"); and

**WHEREAS**, the Authority is in receipt of the proposal of DMC Associates dated July 17, 2018; and

**WHEREAS**, the work constitutes a professional service in accordance with N.J.S.A. 40A:11-5, and the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) authorizes contracts for the provision of "Professional Services," to be awarded without public advertising and competitive bidding, provided a brief notice of the nature, duration, service and amount of contract is published, and that the Resolution and contract are kept on file and available for public inspection; and

**WHEREAS**, Daniel D. Kelly, P.E. has recommended that the Authority authorize DMC Associates to perform the services as quoted in the July 17, 2018 proposal, in a total fee amount of \$1,660.00; and

**WHEREAS**, funds are available for these purposes.

**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 18<sup>th</sup> day of July 2018 as follows:

1. The Chairman is authorized and directed to execute an Agreement so as to authorize the expenditure of \$1,660.00 to perform additional survey work.
2. This Resolution shall be published in accordance with N.J.S.A. 40A:11-5 (l)(a)(ii).
3. This Resolution shall take effect as provided by law.

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

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

## **FINANCIAL REPORT**

### **1. Treasurer's Report**

#### **1.1 June 30, 2018 Treasurer's Report**

Treasurer Lampmann presented the Treasurer's Report for the period ending June 30, 2018. Commissioner Gall moved approval of acceptance of the June 30<sup>th</sup> Treasurer's Report. That motion was seconded by Treasurer Lampmann and approved unanimously on the following roll call vote:



**AYES** : Chairman Voorman, Commissioners Gall,  
Howard, Lampmann and Verdonik

**NAYS** : None

**ABSENT** : Commissioner Metcalfe

**ABSTAIN** : None

**1.2 FY 2019 Preliminary Annual Budget**

Mr. Kelly presented the Preliminary Annual Budget: FY 2019 as explained by his July 18<sup>th</sup> letter. Treasurer Lampmann commented on Butler's anticipated 2.5% increase over the prior year. Mr. Kelly advised that these were preliminary figures and that the Annual Charges would be considered in depth before the August 15<sup>th</sup> meeting.

**PAYMENT OF BILLS**

**1. Operating Budget**

**1.1 Operating Request for Payment No. 376**

Treasurer Lampmann presented Operating Request for Payment No. 376 and moved approval as follows:

SUMMARY OF VOUCHERS FOR OPERATING EXPENSES					
Operating Request for Payment No. 376					
The following bills have been reviewed and are recommended for approval for payment at the July 18, 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-18-7-1	3/31/2018	\$ 250.00	Borough of Butler
2)	33.01	OP-18-7-2	10/1/2016	\$ 2,605.00	Borough of Butler
3)	33.01	OP-18-7-3	7/9/2018	\$ 131.89	Kelly Engineering
4)	24.07	OP-18-7-4	7/9/2018	\$ 6,568.48	Kelly Engineering
5)	32.02	OP-18-7-5	7/11/2018	\$ 5,768.72	Kelly Engineering
6)	22.01	OP-18-7-6	7/11/2018	\$ 3,282.19	Maraziti Falcon LLP
7)	22.01	OP-18-7-7	7/11/2018	\$ 1,579.50	Maraziti Falcon LLP
8)	33.06	OP-18-7-8	6/19/2018	\$ 42,138.75	National Water Main
9)	24.07	OP-18-7-9	6/21/2018	\$ 6,131.66	Borough of Butler
10)	*	OP-18-7-10	12/27/2017	\$ 889,349.00	Pequannock, Lincoln Park & Fairfield Sew. Authority
11)	33.01	OP-18-7-11	7/11/18	\$ 3,398.00	ADS LLC
12)	33.06	OP-18-7-12	6/21/2018	\$ 5,729.85	Mott MacDonald
13)	26.04	OP-18-7-13	6/12/2018	\$ 2,042.00	US Bank
14)	26.04	OP-18-7-14	6/12/2018	\$ 585.00	US Bank
15)	33.03	OP-18-7-15	7/5/2018	\$ 17.94	Borough of Butler Electric
16)	24.07	OP-18-7-16	6/27/2018	\$ 59.14	North Jersey Media Group
17)	33.01	OP-18-7-17	7/11/2018	\$ 3,398.00	ADS LLC
18)	33.03	OP-18-7-18	6/26/2018	\$ 3.15	JCP&L
			<b>TOTAL:</b>	<b>\$ 973,038.27</b>	
* Breakdown					
27.00	\$56,022.00				Respectfully Submitted,
13.00	\$265,674.00				
35.00	\$567,653.00				Daniel D. Kelly, P.E.
Total	<u>889,349.00</u>				Consulting Engineer

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

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

**2. Construction Fund Disbursements**

**2.1 Construction Disbursement Requisition No. C-17-13**

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-13. Vice Chairman Verdonik moved acceptance of C-17-13 as follows:

**CONSTRUCTION DISBURSEMENT REQUISITION No. C-17-13**

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 **July 18, 2018**.

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120327C2	C-17-13-7-1	7/11/18	\$ 12,878.24	Kelly Engineering
2)	120327C1	C-17-13-7-2	7/11/18	\$ 1,131.00	Maraziti Falcon
3)	120327C2	C-17-13-7-3	7/11/18	\$ 3,200.00	Kelly Engineering
4)	120327C3	C-17-13-7-4	6/4/18	\$ 9,096.34	Mott MacDonald
	<b>TOTAL DISBURSEMENTS</b>			<b><u>\$ 26,305.58</u></b>	

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

**AYES** : Chairman Voorman, Commissioners Gall,  
Howard, Lampmann and Verdonik

**NAYS** : None

**ABSENT** : Commissioner Metcalfe

**ABSTAIN** : None

#### **OPEN MEETING FOR PUBLIC COMMENT**

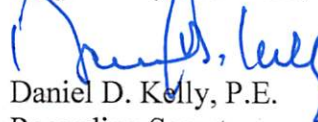
There being no members of the public present, Chairman Voorman dispensed with the public participation portion of the meeting.

#### **ADJOURNMENT**

At approximately 7:55 pm, Vice Chairman Verdonik moved adjournment. Commissioner Lampmann seconded the motion which was approved unanimously on voice vote.

At approximately 7:55 pm, the meeting was adjourned.

Respectfully submitted,



Daniel D. Kelly, P.E.  
Recording Secretary

Enclosure: Treasurer's Report for the period ending June 30, 2018