

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

April 21, 2010

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on April 21, 2010 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, Metcalfe and Verdonik

**ABSENT** : None

**ALSO PRESENT** : Christopher H. Falcon, Esq., Maraziti, Falcon & Healey; and Daniel D. Kelly, P.E., Kelly Engineering

Note: Commissioner Howard joined the meeting in progress at approximately 7:40 pm.

#### 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, 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 – March 17, 2010**

Commissioner Gall moved acceptance of the March 17, 2010 regular meeting minutes.

Commissioner Metcalfe seconded the motion which passed upon the following roll call vote:

**AYES** : Chairman Voorman; Commissioners Gall, Lampmann, Metcalfe and Verdonik

**NAYS** : None

**ABSENT** : Commissioner Howard

**ABSTAIN** : None

## **OPERATIONAL REPORT**

### **1. System Operations**

#### **1.1 Flow Report**

As indicated on the Flow Report dated April 19, 2010 for the period ending March 31, 2010, Mr. Kelly noted that the system flows almost doubled from the prior month from 1.838 mgd in February to 3.550 mgd in March. Referring to the March flow hydrograph, Mr. Kelly further noted the extreme flows during the period caused by two storms, most notably, the one that began on March 13<sup>th</sup> which resulted in flooding conditions in the region generally and caused the PRBRSA system flows to peak at almost historical highs. He explained that that storm was then followed by a less intense rain event later in the month which also resulted in substantially increasing the system flows. He further advised that the system flows have since returned to near normal levels.

The following reports were distributed to the Board for review:

- Flow Report for the period ending March 31, 2010
- Daily Flow Summary for March 2010
- Daily flow hydrograph for March 2010
- TBSA "Yearly Plant Operations Report" Table 4 for March 2010

Note: Commissioner Howard joined the meeting in progress at approximately 7:40 pm.

#### **1.2 I/I Monitoring Program**

Commenting on the temporary flow monitoring program underway in Bloomingdale and Butler, Mr. Kelly indicated that eight monitors have been installed by ADS and will be tied into the IntelliServe system for real-time flow monitoring. He explained that one of the flow monitors in Bloomingdale, namely, TBL-4 located in Fichter Street, has been relocated to a better location on Star Lake Road. He said that that location should

capture a greater quantity of flow and with that would have a higher probability of locating excessive I/I quantities. He further advised that as the data is gathered it will be analyzed to determine the locations of the highest excessive flows entering the local systems in Bloomingdale, Butler and finally into the PBRBSA system itself.

In response to Commissioner Gall's questions concerning status of Riverdale's efforts to similarly locate and remediate infiltration/inflow conditions following the Authority's notification of same last September, Mr. Kelly reported that there has been no information received from Riverdale on that matter.

### **1.3 Boonton Avenue Interceptor**

Commenting on his further review of the video inspection reports of the Boonton Avenue Interceptor lines, Mr. Kelly explained that the conditions there are such as to warrant either relining or replacement. He said the pipes exhibit extensive cracking in many areas compromising the structural integrity of the sewer mains to the point that it would be difficult to use conventional methods to trench close to the lines without risk of collapse. Responding to Commissioner Lampmann's question regarding the advisability of treating the root conditions, Mr. Kelly indicated that that would make sense as an interim measure pending further review of the conditions for either lining these sewer mains or replacing them as needed. He indicated that a quotation would be solicited from Duke's Root Control which performed the work some years ago.

Looking ahead to the line repair and replacement project, Mr. Kelly advised that that would likely involve replacement of the lines from the lower end of Boonton Avenue where they had been upgraded in the early 1990s through at least Brook Street and Valley Road. He explained that upstream of those areas there is insufficient information on the condition of the lines and suggested that it may be necessary to re-inspect all lines to obtain better information on the nature and extent of the repair/replacement program. He indicated that the capital improvements related to the Boonton Avenue Interceptor will be reviewed over the next several months to develop recommendations for the next steps in the process.

## **2. TWA Applications & Connections Permits**

No change in status on these matters

## **3. TBSA Activities**

Vice Chairman Verdonik advised that the flood conditions in early March required that TBSA staff undertake emergency measures over approximately a seven day period to

maintain operations at the plant. He and Chairman Voorman commended the TBSA staff's efforts in that regard.

Referring to the attached "Briefing on TBSA Capital Improvement Project" dated April 21<sup>st</sup>, along with related capital and operating cost tabulations, Mr. Kelly reviewed the nature and extent of the proposed Two Bridges wastewater treatment plant upgrade and expansion project. Referring to the cost tables summarizing the relevant cost data, he explained that the costs range from approximately \$20,000,000 to more than \$70,000,000 for the 7.50 mgd capacity to the 9.639 mgd maximum capacity depending upon the treatment process technology selected. On the treatment process itself, he said there are three options at the current plant capacity of 7.50 mgd – the two-stage activated sludge process, the A20 process (with and without IFAS or integrated fixed film activated sludge) and membrane bioreactors. He further explained that the two-stage activated sludge process is only viable for the 7.50 mgd capacity such that any plant expansion would require upgrade to one of the other two processes at considerable capital and O&M expense. On that point he noted that if any of the TBSA Participants, most likely Pequannock Township, request additional capacity that would then trigger the plant expansion and with it the need to move to an advanced treatment process technology resulting in substantially increased costs. That being the case he explained from the cost summary table that the "base cost" of the 7.50 mgd treatment plant using the two-stage activated sludge process would double or almost triple depending upon the process selected.

In discussing the TBSA project, Commissioner Lampmann agreed that whichever Participant triggered the need to expand the plant would then assume the related cost consequences. Rather than focus on the cost aspects at this point, the Board determined that it would like to take Two Bridges up on its offer to meet to go over the program in greater detail and at the same time to tour the existing treatment plant. For that purpose Chairman Voorman and Vice Chairman Verdonik suggested that Mr. Kelly make those arrangements to have the briefing conducted during the Authority's June 16<sup>th</sup> meeting to be held at TBSA preceded by a tour of the treatment facility beginning at 5:00 pm. Mr. Kelly said that he would contact Mr. Bongiovanni to make those arrangements.

## **FINANCIAL REPORT**

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

#### **1.1. March 31, 2010 Treasurer's Report**

Treasurer Gall presented the Treasurer's Report for the period ending March 31, 2010. Commissioner Lampmann moved acceptance of the Treasurer's Report as presented. Vice Chairman Verdonik seconded the motion which passed unanimously on the following roll call vote:

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

**2. Capital Reserve Fund**

Mr. Kelly advised that his office has requested information from Two Bridges in order to prepare an analysis of the Capital Reserve Fund. He explained that that analysis would effectively overlay the projected capital and operating costs for the PRBRSA system along with those for the present TBSA system and add to that the projections for TBSA's capital improvement program costs.

Commissioner Lampmann noted the importance of that analysis in terms of avoiding sudden sharp rate increases to be passed along to the municipalities particularly in light of the proposed 2.5% "hard cap" on local budgets now under consideration in Trenton. He and Vice Chairman Verdonik noted that if any single line item exceeds the proposed 2.5% cap that that would effectively reduce the availability of funds for other line items within the budget inasmuch as there would be little leeway for exceeding the cap.

**UNFINISHED BUSINESS**

**1. LFB Financial Disclosure Forms**

Mr. Kelly advised that the Local Finance Board Financial Disclosure Forms for FY 2009 are due by April 30, 2010 and asked any of the Commissioners who had not completed the form to forward it to his office.

**2. Electronic Communications**

Mr. Kelly explained that InterMedia recently modified the login procedure and noted that if any of the Commissioners had difficulty in logging into their email accounts that there is a memorandum from Jamie Avagnano of his office explaining how to access each respective email account.

**3. Annual Charge Payments**

Mr. Kelly advised that he was in contact with the four towns inasmuch as none of the second quarter Annual Charge payments were received on time.

**4. Clemack Letter**

Mr. Falcon advised that the Authority has received a letter from Riverdale Special Counsel, Richard Clemack, along with an ordinance passed by Riverdale concerning membership on PRBRSA. Mr. Falcon noted that he would reply to same.

**NEW BUSINESS**

None

**PAYMENT OF BILLS**

**1. Operating Request for Payment No. 277 (March)**

Treasurer Gall presented the following bills as listed on Operating Request for Payment No. 277 were presented for approval:

**Operating Request for Payment No. 277**

The following bills have been reviewed and are recommended for approval for payment at the **April 21, 2010** meeting of the Authority from the Operating Account (Wachovia Bank Account 1425985).

	<b><u>PRBRSA</u></b>	<b><u>VOUCHER</u></b>	<b><u>VOUCHER</u></b>	<b><u>PAYMENT</u></b>	
	<b><u>ACCT. NO.</u></b>	<b><u>NO.</u></b>	<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>	<b><u>CHECK PAYABLE TO</u></b>
1)	33.01	OP-10-4-1	11/28/08	\$ 2,240.00	Borough of Butler
2)	24.05	OP-10-4-2	3/14/08	\$ 250.00	Borough of Butler
3)	33.03	OP-10-4-3	4/4/10	\$ 29.88	Verizon
4)	33.03	OP-10-4-4	3/23/10	\$ 27.24	Verizon
5)	33.03	OP-10-4-5	3/28/10	\$ 29.74	Verizon
6)	33.03	OP-10-4-6	3/28/10	\$ 29.74	Verizon
7)	33.03	OP-10-4-7	2/28/10	\$ 27.24	Verizon
8)	33.03	OP-10-4-8	2/28/10	\$ 29.74	Verizon
9)	22.01	OP-10-4-9	4/9/10	\$ 1,854.00	Maraziti, Falcon & Healey
10)	22.03	OP-10-4-10	4/5/10	\$ 10,400.00	Kelly Engineering
11)	32.02	OP-10-4-11	4/5/10	\$ 6,574.77	Kelly Engineering
12)	33.22	OP10-4-12	4/5/10	\$ 536.25	Kelly Engineering
13)	24.07	OP-10-4-13	3/22/10	\$ 112.50	Up & Running
14)	24.07	OP-10-4-14	4/1/10	\$ 252.88	North Jersey Media Group
15)	24.07	OP-10-4-15	4/1/10	\$ 722.81	North Jersey Media Group
16)	33.03	OP-10-4-16	3/23/10	\$ 3.25	JCP&L
17)	33.03	OP-10-4-17	4/13/10	\$ 17.96	Borough of Butler-Electric Dept.
18)	33.16	OP-10-4-18	4/13/10	\$ 2,599.60	ADS, LLC

## Meeting Minutes

19) 33.23 OP-10-4-19 3/12/10 \$ 207.00 Borough of Bloomingdale Police

**TOTAL: \$ 25,944.60**

Commissioner Lampmann moved approval of the bills as presented. Vice Chairman Verdonik seconded the motion which passed unanimously on the following roll call vote:

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

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

Their being no members of the public present, Chairman Voorman indicated that there would be no need to open the meeting for public comment.

### **ADJOURNMENT**

At approximately 8:50 pm, Commissioner Gall moved for adjournment. Commissioner Lampmann seconded the motion which passed unanimously on voice vote.

At approximately 8:50 pm, the meeting was adjourned.

Respectfully submitted,

Daniel D. Kelly, P.E.  
Recording Secretary

Enclosure: Treasurer's Report for the period ending March 31, 2010  
"Briefing on TBSA Capital Improvement Project" dated April 21, 2010  
"Cost Analysis: TBSA Master Plan for Capital Improvement: dated May 19, 2010

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