

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

May 19, 2010

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on May 19, 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

#### 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 – April 21, 2010**

Chairman Voorman advised that the draft meeting minutes for the April 21, 2010 regular meeting have been distributed and were available in the Commissioner's file folders. He recommended deferral of action on adoption of the minutes until the June 16<sup>th</sup> meeting.

## **OPERATIONAL REPORT**

### **1. System Operations**

#### **1.1 Flow Report**

Referring to the Flow Report for the period ending April 30, 2010 dated May 17, 2010, Mr. Kelly noted that the system flows have returned to near normal levels dropping from the prior month elevated level of 3.550 mgd to 2.419 mgd in April. He noted as well that Two Bridges has advised that approximately 1 week of March flow data is unavailable due to the extreme flows in mid-March and therefore the period will be estimated based on the best available data at the time.

Commenting on the Two Bridges Sewerage Authority "Yearly Plant Operations Report", Mr. Kelly noted that his calculations indicate that the PRBRSA actual flows are 0.62% less than those estimated going into TBSA's FY 2010. That is the case even though the actual flow to date of 2.33 mgd substantially exceeds the budgeted flow at 2.08 mgd.

The following reports were distributed to the Board for review:

- Flow Report for the period ending April 30, 2010
- Daily Flow Summary for April 2010
- Daily flow hydrograph for April 2010
- TBSA "Yearly Plant Operations Report" Table 4 for April 2010

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

Mr. Kelly advised that one of the flow monitors, namely, TBL-4 in Bloomingdale, has been relocated from Fichter Street to Star Lake Road and that currently all 8 temporary monitors in Bloomingdale and Butler are generating data that will be reviewed for accuracy. From the edited data the analysis will determine the locations of the highest excessive infiltration and inflow quantities entering the local systems of Bloomingdale and Butler for direct discharge into the PRBRSA regional system. He indicated that that work is currently underway and that a progress report will be issued in July prior to the end of the 6 month monitoring period in September.

### **2. Boonton Avenue Interceptor**

#### **2.1 Root Control Treatment**

In order to perform root control treatment on the lower sections of the Boonton Avenue Interceptor, Mr. Kelly recommended award of a contract to Duke's Root Control in the amount of \$2,067.00. He advised that the work would include root treatment on 1300 feet of line essentially from the

Boonton Avenue/Valley Road intersection, along Valley Road through an existing easement into Brook Street and into the lower (downstream) segments of the Boonton Avenue Interceptor lines.

Following discussion Commissioner Lampmann moved approval of the following Resolution (**Resolution No. R-10-5-1**):

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized pursuant to N.J.S.A. 40A:11-3 to award a contract for the performance of services under \$17,500.00 without public advertisement; and

**WHEREAS**, there is need to enter into an agreement for root control treatment services for Authority sewer lines; and

**WHEREAS**, funds are available for these contractual services;

**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 19<sup>th</sup> day of May, 2010, as follows:

1. The Authority does hereby award a contract to Duke's Root Control Inc., of Syracuse, New York to provide root control services in accordance with the proposal of May 6, 2010. The Chairman is authorized to execute an agreement therewith for the provision of such service. This contract in the amount of \$2,067.00 is awarded without competition pursuant to N.J.S.A. 40A:11-6.1(c) inasmuch as the aggregate amount is less than fifteen (15) percent of the bid threshold.
2. The aforesaid Contractor shall be paid from funds appropriated for these purposes in accordance with the duly adopted budget of the Authority. The agreement for services shall be on file and available for inspection by members of the public in accordance with law.
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:

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

**3. TBSA Activities**

**3.1 TBSA Capital Improvement Program**

Chairman Voorman suggested that Mr. Kelly distribute the materials that TBSA recently presented at the New Jersey Water Environment Association Conference. He said those slides will also be used for the presentation to the PRBRSA Board on June 16<sup>th</sup>.

**3.2 June 16 TBSA Treatment Plant Tour**

Mr. Kelly distributed a notice on the upcoming meeting at Two Bridges noting that the PRBRSA regular meeting will immediately follow the treatment plant tour which is to begin at 5.00 pm.

**3.3. Other Matters**

Chairman Voorman reported that TBSA is moving forward with the ultraviolet disinfection project along with work on the existing incinerator. He also mentioned an accident that occurred at the plant last month, apparently an electrical short resulting in a non-life threatening injury to a contract worker which he said resulted in a plant shutdown for some five hours or more.

**4. TWA Application and Connection Permits**

No Change in status on this matter.

**FINANCIAL REPORT**

**1. Treasurer's Report**

**1.1. April 30, 2010 Treasurer's Report**

Treasurer Gall presented the Treasurer's Report for the period ending April 30, 2010. Vice Chairman Verdonik moved acceptance of the Treasurer's Report as presented. Commissioner Howard 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

**1.2 Capital Reserve Fund**

Referring to correspondence from Mr. Bongiovanni, Mr. Kelly said that as soon as his office receives the information on TBSA's current debt service that an analysis will be prepared to project future contribution levels into the Capital Reserve Fund. He explained that those funds will be necessary to offset the financial impacts of TBSA's proposed treatment plant improvement project.

**1.3 Moody's Re-Rating**

Mr. Kelly advised that Brian Burke of RBC Dain Rauscher notified him that Moody's recently changed its rating scale to what is now known as a Global Rating Scale and with that modified the PRBRSA credit rating from A2 to Aa3. According to Mr. Burke, he said that the rating amounts to a two level upgrade in the Authority's credit standing. At this point he advised that the re-rating may be somewhat academic yet would be helpful should the Authority have reason to return to the bond market.

**UNFINISHED BUSINESS**

No matters were presented for consideration.

**NEW BUSINESS**

**1. Insurance**

As recommended by John Campanile of Stanford Risk Management, Mr. Kelly requested that Authority's award of contract to the NIA Group for the Workers Compensation Policy underwritten by Zurich American.

To award that contract, Vice Chairman Verdonik moved the following resolution (**Resolution No. R-10-5-2**):

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (hereinafter "the Authority") maintains policies of insurance in accordance with Section 611 of the Bond Resolution of July 15, 1986; and

**WHEREAS**, the Authority desires to maintain appropriate coverage and has received a quotation for Worker's Compensation Insurance from NIA Group, through the offices of its insurance consultant, Stanford Risk Management;

**WHEREAS**, Stanford Risk Management has recommended award of the contract to the NIA Group for coverage through Zurich American as follows:

Zurich American

Worker's Compensation

\$915.00

**WHEREAS**, N.J.S.A. 40:11-5(1)(m) authorizes the Authority to award contracts for insurance without public advertising for bids and bidding thereof; and

**WHEREAS**, the Authority has reviewed the Certification of the Consulting Engineer of even date herewith;

**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 19th day of May, 2010, as follows:

1. The Authority hereby approves and authorizes the Consulting Engineer to acquire the aforesaid insurance policy.
2. The Authority hereby authorizes payment to the above company of the premium due in the amount of \$915.00.
3. The Consulting Engineer shall cause a copy of the within Resolution to be published in an official newspaper of the Authority.
4. This Resolution shall take effect immediately.

Commissioner Gall 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. Litigation Matters**

Mr. Falcon advised that he had two litigation matters to discuss with the Board and recommended entering Closed Executive Session to do so.

Vice Chairman moved approval of the following resolution (**Resolution No. R-10-5-3**):

**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 19th day of May, 2010, 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 anticipated litigation.
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:

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

At approximately 7:50 p.m., the Authority entered Closed Executive Session to discuss litigation matters.

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**CLOSED EXECUTIVE SESSION**

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At approximately 8:00 p.m., Vice Chairman Verdonik moved to reopen the meeting. That motion was seconded by Commissioner Howard and passed unanimously on the following roll call vote:

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

**ABSENT** : None

**ABSTAIN** : None

At approximately 8:00 p.m., the Closed Executive Session meeting ended and the meeting was reopened to the public and a regular business agenda pursued.

### **PAYMENT OF BILLS**

#### **1. Operating Request for Payment No. 278 (April)**

Treasurer Gall presented the following bills as listed on Operating Request for Payment No. 278 were presented for approval:

#### **Operating Request for Payment No. 278**

The following bills have been reviewed and are recommended for approval for payment at the **May 19, 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-10-5-1	11/28/08	\$ 2,240.00	Borough of Butler
2)	24.05	OP-10-5-2	3/14/08	\$ 250.00	Borough of Butler
3)	33.03	OP-10-5-3	4/28/10	\$ 29.99	Verizon
4)	33.03	OP-10-5-4	4/23/10	\$ 3.45	JCP&L
5)	22.01	OP-10-5-5	5/12/10	\$ 2,405.00	Maraziti, Falcon & Healey
6)	22.03	OP-10-5-6	5/10/10	\$ 10,400.00	Kelly Engineering
7)	32.02	OP-10-5-7	5/13/10	\$ 2,612.82	Kelly Engineering
8)	24.07	OP-10-5-8	5/3/10	\$ 157.45	Kelly Engineering
9)	24.07	OP-10-5-9	4/30/10	\$ 174.95	Kelly Engineering
10)	24.07	OP-10-5-10	4/5/10	\$ 174.95	Kelly Engineering
11)	24.04	OP-10-5-11	4/20/10	\$ 632.82	Chatham Print & Design
12)	24.04	OP10-5-12	5/3/10	\$ 63.28	The Tab Group
13)	22.02	OP-10-5-13	5/5/10	\$ 1,500.00	Ferraioli, Wielkotz, Cerullo & Cuva
14)	33.16	OP-10-5-14	5/11/10	\$ 2,599.60	ADS, LLC
15)	33.17	OP-10-5-15	5/11/10	\$ 16,264.80	ADS, LLC
16)	23.03	OP-10-5-16	5/13/10	\$ 915.00	Zurich-American
17)	33.23	OP-10-5-17	5/12/10	\$ 207.00	Bloomington Police Department
18)	33.03	OP-10-5-18	5/17/10	\$ 17.96	Borough of Butler-Electric Dept.
19)	33.03	OP-10-5-19	4/23/10	\$ 27.37	Verizon
20)	33.03	OP-10-5-20	4/28/10	\$ 29.99	Verizon



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21) 33.03 OP-10-5-21 05/04/10 \$ 29.87 Verizon

**TOTAL: \$ 40,736.30**

Treasurer Gall moved approval of the bills as presented. Commissioner Lampmann 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 8:05 pm, Commissioner Metcalfe moved for adjournment. That motion was seconded by Commissioner Lampmann and was approved unanimously on voice vote.

At approximately 8:05 pm, the meeting was adjourned.

Respectfully submitted,

Daniel D. Kelly, P.E.  
Recording Secretary

Enclosure: Treasurer's Report for the period ending April 30, 2010

DDK/ja (001)

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