

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

**December 8, 2010**

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on December 8, 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:

<b>PRESENT</b>	:	Chairman Voorman, Commissioners Howard, Lampmann, and Verdonik
<b>ABSENT</b>	:	Commissioners Gall and Metcalfe
<b>ALSO PRESENT</b>	:	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 – October 20, 2010**

Commissioner Lampmann moved approval of the minutes of the Authority's October 20, 2010 meeting. That motion was seconded by Vice Chairman Verdonik and was approved unanimously on the following roll call vote:

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

**ABSENT** : Commissioners Gall and Metcalfe

**ABSTAIN** : Commissioner Howard

## **OPERATIONAL REPORT**

### **1. System Operations**

#### **1.1 Flow Report**

Referring to the Flow Report for the fiscal year-end dated December 8, 2010 (FY 2010), Mr. Kelly observed that the October flows remain relatively low at 1.567 mgd. The year-to-date average is now 1.870 mgd.

He explained further that the year-end Flow Report contains two minor adjustments to the metering data for Meter P-1A and Meter P-4 as detailed by his memorandum of December 6, 2010 and as shown on the respective tabular calculations for the year-end flow adjustments.

The following reports were distributed to the Board for review:

- Year-end Flow Report (FY 2010) for the period ending October 31, 2010
- Daily Flow Summary for October 2010
- Daily flow hydrograph for October 2010
- TBSA "Yearly Plant Operations Report" Table 4 for October 2010
- Meter P-1A Flow Analysis (adjusted Meter P-1A) dated November 29, 2010 Revised December 6, 2010
- PRBRSA/TBSA Flow Summary (Adjusted Meter P-4) dated November 29, 2010 Revised December 6, 2010

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

Mr. Kelly advised that ADS has forwarded the final (edited) flow data for the 6 month monitoring program that just concluded in Bloomingdale and in Butler. The program included 8 temporary flow monitors, 4 in each municipality, extending from approximately mid-March through mid-September along with a 5<sup>th</sup> flow monitor in place for several months within Bloomingdale at the downstream end of the 12-inch diameter line within Macopin Road.

He explained that the data is currently being summarized and analyzed. In order to prepare the engineering report, Mr. Kelly advised that it has brought Henry Germann, P.E., on a subconsultant basis to assist in that area.

Mr. Kelly further advised that he had discussed with Commissioner Lampmann the possibility of obtaining water meter records for 1 or 2 of the subflow areas monitored during the program. He explained that the water meter data can be used to establish the base flow conditions, that is, the absolute minimum flow that would be expected based on a percentage return of the water consumed to the sanitary sewerage system. Mr. Lampmann indicated that it would be possible to secure that information yet noted that it may involve a significant amount of work on the Borough's part in order to do so. He asked Mr. Kelly to forward a map delineating the 1 or 2 tributary areas in question and, from that, indicated that the Borough should be able to provide the water meter data from the Borough's billing records.

### **1.3 Rain Gauge Replacement**

Mr. Kelly advised that ADS has installed the new wireless rain gauge, the Rain Alert II system, as authorized at the October 20<sup>th</sup> meeting.

Related to the rain gauge installation, Mr. Kelly said that he is in the process of reviewing the possibility of changing out the current ADS analog meter output to the Verizon telecommunications network to a digital output through a web-based link to ADS' IntelliServe system. He explained that ADS has provided – pricing preliminary information on that changeover which will be reviewed to determine if it will reduce the current \$1500 annual expense for the Verizon telephone lines.

## **2. TBSA Activities**

Chairman Voorman and Vice Chairman Verdonik reported on a number of activities at the Two Bridges Sewerage Authority as they affect Pequannock River Basin.

Vice Chairman Verdonik advised that the ultraviolet disinfection project financing is now in place inasmuch as TBSA has or shortly will close on the New Jersey Environmental Infrastructure Trust Bonds. He said that the debt service on those bonds will approximate \$370,000 annually. He and Chairman Voorman suggested that Mr. Kelly notify the towns of upcoming increase, again in FY 2012, particularly in light of the 2% cap on local property tax increases and the fact that service contract payments are not presently excluded from the cap. They further suggested that the towns should be asked to work through their respective legislators to have that exclusion passed into law.

Vice Chairman Verdonik explained that the ultraviolet disinfection construction project was originally slated to be completed by September 2011 but is now scheduled for completion by February or March.

Concerning the TBSA Capital Improvement Program, Vice Chairman Verdonik advised that Two Bridges has not received formal indication from its three Member towns at this point as to the amount of reserve capacity needed yet it is known that Pequannock Township will likely need some additional reserve capacity while Lincoln Park will not.

Continuing on their report, Chairman Voorman and Vice Chairman Verdonik advised that the incinerator project construction is complete and ready for start-up.

Concerning the year-end flows, Chairman Voorman noted that Two Bridges determined that the PRBRSA FY 2010 flow (through November 30, 2010) was 1.85 mgd. He and Vice Chairman Verdonik commented that that happens to be the minimum flow under the terms of the PRBRSA/TBSA Service Contract, meaning that, if the actual flow were lower than that, PRBRSA would pay for at least the 1.85 mgd minimum required by contract.

Lastly, Chairman Voorman and Vice Chairman Verdonik announced that Two Bridges refunded that evening a total of \$205,203 to Pequannock River Basin.

### **3. Boonton Avenue Interceptor Improvements**

Mr. Kelly reviewed a number of technical areas concerning the need to improve and/or replace portions of the existing Boonton Avenue Interceptor. He mentioned that the lower segments of the Boonton Avenue Interceptor were replaced in the early to mid 1990s yet the upper regions were not. Based on his review of early engineering reports preceding the replacement of the old Butler and Bloomingdale lines conveyed to PRBRSA in December 1987, Mr. Kelly said, while there was a lower priority placed on repair and/or replacement to the upper segments of the Boonton Avenue lines, that there were in fact problems identified including the root intrusion issues that continue to be exhibited in the area from Valley Road, Brook Street and immediately downstream to minor structural issues farther upstream along with potential capacity limitations as well. He also reviewed a potentially severe problem with a small segment of the Main Street Interceptor, specifically, where that line crosses beneath the railroad within Main Street itself. He explained that the line size reduces from 18-inch to 16-inch diameter as it crosses the railroad creating a potential hydraulic restriction in that area. Further, he reported that the line was inspected more than 20 years ago and found to consist of a 16-inch diameter cast iron pipe that was partially blocked due to tuberculation. He said that that line was cleaned to the extent possible yet the contractor had to be extremely careful due to the risk of damage to the pipe at that critical location. He mentioned as well that it is not known if the carrier pipe is within a casing given that the line probably dates to the

1930s if not the 1920s when the original Bloomingdale/Butler treatment plant was constructed.

Based on his review thus far, Mr. Kelly said that he will prepare a program for further evaluation and for potential repair/replacement of the upper reaches of the Boonton Avenue Interceptor and the portion of the Main Street Interceptor crossing the railroad as well.

In discussing the line across the railroad, Commissioner Lampmann noted, while there have been no sanitary sewer overflows, that Butler's crew has noticed that the Authority's manhole at the intersection of Kiel Avenue and Park Avenue surcharges during intense storm events. Commenting on that, Mr. Kelly said that the surcharge condition is likely the product of several factors including the sharp bend from Kiel Avenue into Main Street with the junction of several lines there; the flattening of the slope from Kiel Avenue and Boonton Avenue into Main Street; and finally the hydraulic condition caused by the reduction of the 18-inch diameter pipe to 16-inch diameter. Mr. Lampmann also advised that the railroad is an active freight line for the New York and Susquehanna Railroad which at this point runs one train each evening.

Under the circumstances Mr. Kelly recommended that further engineering evaluations including an updated CCTV-inspection program should be undertaken and from that program can developed for the Board's consideration and approval.

**4. TWA Application and Connection Permits**

There are no applications under consideration at this time.

**FINANCIAL REPORT**

**1. Treasurer's Report**

**1.1. October 31, 2010 Treasurer's Report**

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

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

**ABSENT** : Commissioners Gall and Metcalfe

**ABSTAIN** : None

**1.2 Annual Budget: FY 2011**

For the record, Mr. Kelly advised that the State Division of Local Government Services certified the Authority's adopted budget on November 15, 2010.

**1.3 TBSA Credit Refund**

Referring to his December 8, 2010 letter, Mr. Kelly distributed a form of resolution by which the Authority would refund the entire \$205,203 credit received from TBSA to Bloomingdale, Butler and Kinnelon.

On discussion, the Board agreed that it would be appropriate in view of the current economic conditions to refund the entire amount to the municipalities.

In order to do that, Vice Chairman Verdonik moved approval of the following resolution (**Resolution No. R-10-12-1**):

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (hereinafter the "Authority") has received notification of certain credits to be received from the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter "Two Bridges" or "TBSA") for adjustment to the Annual Charges payable by the Authority to TBSA for fiscal year 2010; and

**WHEREAS**, the Authority desires to refund said TBSA credits to the municipalities served by the Authority to reduce Annual Charges payable in FY 2011; and

**WHEREAS**, the TBSA credits for prior year flow adjustments and application of surplus aggregate to \$205,203; and

**WHEREAS**, the total FY 2010 administrative and operation and maintenance Annual Charges assessed to the Authority's municipalities amounts to \$2,050,000; and

**WHEREAS**, the FY 2010 Annual Charge flow-related adjustments for the municipalities are as follows:

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Borough of Bloomingdale	(\$28,720)
Borough of Butler	\$22,555
Borough of Kinnelon	(\$40,640)
Borough of Riverdale	<u>\$46,805</u>
Total	<u>\$ 0</u>

**WHEREAS**, the TBSA credit or User Charge refund is to be distributed to the municipalities in accordance with the service contract provisions as follows:

Borough of Bloomingdale	(\$ 71,328)
Borough of Butler	(\$ 96,672)
Borough of Kinnelon	(\$ 8,454)
Borough of Riverdale	<u>(\$ 28,749)</u>
Total TBSA Refund:	<u>(\$205,203)</u>

**WHEREAS**, based on the above, the net changes in the FY 2011 Annual Charges to be assessed to the municipalities are as follows:

Borough of Bloomingdale	(\$100,048)
Borough of Butler	(\$ 74,117)
Borough of Kinnelon	(\$ 49,094)
Borough of Riverdale	<u>\$ 18,056</u>
Total:	<u>(\$205,203)</u>

**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 8<sup>th</sup> day of December 2010 as follows:

1. The Consulting Engineer shall issue Revised Annual Charge Certifications in accordance with the service contract provisions accounting for the Two Bridges credits to be refunded to the municipalities as set forth herein.
2. The Consulting Engineer is directed to forward a copy of this resolution to the Boroughs of Bloomingdale, Butler, Kinnelon and Riverdale and to the Authority auditor.
3. This resolution shall take effect immediately.

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

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

**NAYS** : None

**ABSENT** : Commissioners Gall and Metcalfe

**ABSTAIN** : None

**1.4 Revised Annual Charge Certifications**

Mr. Kelly advised that the Revised Annual Charge Certifications would be issued to the four municipalities on or shortly after December 15<sup>th</sup>. He noted that the Certifications would include the \$205,203 refund to the municipalities as the Board authorized.

**1.5 Audit: FY 2010**

Mr. Kelly reported that the auditors have completed the field audit activities and that he expects to receive a draft of the audit report within the next two weeks.

**1.6 Financial Plan**

No change in status on this matter.

**UNFINISHED BUSINESS**

**1. PRBRSA Website**

Based on recent discussions with Sharon Meade of Up & Running, Mr. Kelly said that the website design remains a work in progress. He explained that the original design has been changed to a different format yet will remain within the original budget authorized for the work.



## **PAYMENT OF BILLS**

### **1. Operating Budget**

#### **1.1 Operating Request for Payment No. 284 (November)**

Vice Chairman Verdonik moved approval of the bills as listed on Operating Request for Payment No. 284 as follows:

#### **Operating Request for Payment No. 284**

The following bills have been reviewed and are recommended for approval for payment at the **December 8, 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-10-11-1	09/10/10	\$ 2,307.00	Borough of Butler
2)	24.05	OP-10-11-2	03/17/10	\$ 250.00	Borough of Butler
3)	22.01	OP-10-11-3	11/08/10	\$ 3,781.00	Maraziti, Falcon & Healey
4)	22.03	OP-10-11-4	11/02/10	\$ 10,400.00	Kelly Engineering
5)	32.02	OP-10-11-5	11/03/10	\$ 3,965.06	Kelly Engineering
6)	33.16	OP-10-11-6	11/07/10	\$ 2,599.60	ADS LLC
7)	24.07	OP-10-11-7	11/09/10	\$ 269.00	Pequannock, Lincoln Park & Fairfield
8)	24.07	OP-10-11-8	11/1/2010	\$ 174.95	Kelly Engineering
9)	33.03	OP-10-11-9	11/16/10	\$ 17.96	Borough of Butler-Electric
10)	33.03	OP-10-11-10	10/18/10	\$ 3.25	JCP&L
11)	33.03	OP-10-11-11	10/28/10	\$ 30.63	Verizon
12)	33.03	OP-10-11-12	10/23/10	\$ 26.95	Verizon
13)	33.03	OP-10-11-13	10/28/10	\$ 30.63	Verizon
14)	25.02	OP-10-11-14	10/6/10	\$ <u>1,731.93</u>	James Lampmann

**TOTAL: \$ 25,587.96**

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

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

**NAYS** : None

**ABSENT** : Commissioners Gall and Metcalfe

**ABSTAIN** : None

**1.2 Operating Request for Payment No. 285 (December)**

Commissioner Lampmann moved approval of the bills as listed on Operating Request for Payment No. 285 as follows:

**Operating Request for Payment No. 285**

The following bills have been reviewed and are recommended for approval for payment at the **December 8, 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-10-12-1	09/10/10	\$ 2,307.00	Borough of Butler
2)	24.05	OP-10-12-2	03/17/10	\$ 250.00	Borough of Butler
3)	22.01	OP-10-12-3	12/2/10	\$ 1,828.50	Maraziti, Falcon & Healey
4)	22.03	OP-10-12-4	12/3/10	\$ 10,400.00	Kelly Engineering
5)	24.07	OP-10-12-5	12/1/10	\$ 174.95	Kelly Engineering
6)	33.03	OP-10-12-6	12/3/10	\$ 17.96	Borough of Butler-Electric
7)	33.03	OP-10-12-7	11/04/10	\$ 30.76	Verizon
8)	33.03	OP-10-12-8	11/17/10	\$ <u>3.25</u>	JCP&L
<b>TOTAL:</b>				<b><u>\$ 15,012.42</u></b>	

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

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

**NAYS** : None

**ABSENT** : Commissioners Gall and Metcalfe

**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, Vice Chairman Verdonik moved for adjournment. That motion was seconded by Commissioner Howard and was approved 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 October 31, 2010

DDK/ja (001)

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