

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

December 6, 2017

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on December 6, 2017 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 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 – October 18, 2017**

Commissioner Metcalfe moved acceptance of the minutes of the Authority's October 18, 2017 meeting. That motion was seconded by Vice Chairman Verdonik and passed on the following roll call vote:

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

NAYS : None

ABSENT : None

ABSTAIN : None

OPERATIONAL REPORT

1. System Operations

1.1 Flow Report

Commenting on the November 13, 2017 draft Flow Report for the period ending October 31, 2017, Mr. Kelly noted that these flows should approximate the final figures that will be utilized for billing the four municipalities. He noted that the flows remain extremely low averaging 1.672 mgd for the entire year.

The following reports were distributed to the Board at the meeting:

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

1.2 TBSA Flow Report (Actual vs. Budgeted Flow)

Also commenting on the November 8, 2017 memorandum comparing TBSA's budgeted flow with the actual flows for the year, Mr. Kelly indicated that the year-to-date flow was 2.54% higher than that estimated by TBSA going into FY 2017. Chairman Voorman commented, due to the 1.85 minimum contractual flow, the TBSA User Charge adjustment will be considerably higher than prior years.

1.3 PRBRSA Interceptor Inspection: 2017

National Water Main Company advised that the sewer line cleaning and CCTV-inspection of the PRBRSA Interceptor will begin on Thursday, December 7th. Mr. Kelly noted that National originally scheduled the work to begin on November 1st but claimed a variety of issues precluded their ability to start there.

2. TBSA Activities

2.1 Status Update

Vice Chairman Verdonik advised that construction on the wastewater treatment plant improvements are currently 87% complete. However, he said there continue to be delays in final completion.

Chairman Voorman reported that TBSA estimated, as noted above, that PRBRSA's minimum contractual flow at 1.85 mgd results in a significant increase in TBSA's User Charge assessment to PRBRSA. TBSA currently estimates that additional charge at \$175,000.

Chairman Voorman and Vice Chairman Verdonik reported that TBSA elected to forgo any application of surplus or retained earnings in order to offset the estimated \$175,000 additional User Charge to be assessed to PRBRSA. They said that the amount necessary to offset PRBRSA's additional charge would be on the order of \$600,000 so TBSA's Board elected to apply no retained earnings would be applied as an offset this year.

3. TWA Applications and Connection Permits

**3.1 Non-Residential Connection
Curly's Ice Cream
Borough of Riverdale**

Mr. Kelly reported that Curly's Ice Cream has filed a Non-Residential Connection application. He said the owner plans to connect to the Authority's system by Spring if possible. He noted that the application as filed is not complete yet expects that a complete filing will be made shortly.

**3.2 Non-Residential Connection
BP Gas Station/Car Wash/Convenience Store
Borough of Riverdale**

Mr. Kelly said that the Authority has been made aware of a potential unauthorized connection to the 36-inch diameter PRBRSA Interceptor line within the Route 23 right-of-way. Indications are that this connection was installed sometime last year, possibly earlier. In order to confirm that there is a connection at that location Mr. Kelly said that he has directed Mott MacDonald to have to CCTV-inspection contactor carefully inspect the area to determine, first of all, if a connection has been made and, second, if any damage has resulted to the 36-inch diameter prestressed concrete cylinder pipe. If an unauthorized connection to that line has been made, Mr. Kelly expressed concern that it could have compromised the structural integrity and watertightness of the line which is 15-17 feet deep and below the groundwater table.

**3.3 Non-Residential Connection
1426 Route 23 – Laundromat
Borough of Butler**

For the record, Mr. Kelly reported that the application filed by Leitner Properties for a new laundromat on Route 23 at the intersection of Hillcrest Avenue has been approved.

3.4 Non-Residential Connection
Quick Chek
1441 Route 23 South
Borough of Butler

Mr. Kelly said that the approval of the application for the second Quick Chek in Butler on Route 23 on the southbound side is pending approval. Commissioner Lampmann expressed concern on the length of time it has taken for approval of this application.

3.5 TWA Application
Mathews Avenue Sewer Connections
Borough of Riverdale

Commissioner Gall inquired about the status of the Treatment Works Approval application previously approved by the Authority for the Mathews Avenue sewer extension. Mr. Kelly indicated that following PRBRSA approval the application was approved by Two Bridges. He said nothing has been received from NJDEP as yet indicating further that if notification from the state is not received that his office will check into the matter.

4. Boonton Avenue Interceptor Project

4.1 Contract No. I-4A: Hutton Construction

For the record Mr. Kelly noted that Contract No. I-4A with Hutton Construction has been closed out and final payment, including release of all retainage, has been made to the contractor.

4.2 NYS&W Railroad Crossing (2017 Project)

Referring to a series of letters forwarded to the Board prior to and at the meeting, Mr. Kelly indicated that he recommends proceeding with the geotechnical investigations, not with the excavation of test pits, primarily related to the NYS&W Railroad tunneling work. He reported that the cost of digging test pits in Park Place, Main Street and Butler's park, considering the depth, potential for groundwater and also the potential need to temporarily store and ultimately dispose of contaminated materials, resulted in escalating costs which could approximate \$40,000 to \$50,000. The costs plus the risk of performing that work in the street he said is not worth moving ahead with the test pit excavations.

Instead he recommended awarding of contracts - a primary contract to Oweis Engineering for the geotechnical investigations including related laboratory testing and analysis and report as well as preparation of an engineering cost estimate for the tunneling; a contract to Mott MacDonald for the environmental testing of soils and groundwater in accordance with NJDEP's Linear Construction Technical Guidance document; a contract to Environmental Test Boring & Remediation Services for installation of a 2-inch diameter monitoring well; and

finally, a contract to DMC Associates for layout of the pipeline and easements, both for the borings and prior to the upcoming inspection by Green Acres.

Following discussion on the work involved, all four contracts were approved as follows:

To approve the Oweis contract, Commissioner Lampmann moved approval of the following resolution (**Resolution No. R-17-12-1**):

RESOLUTION

WHEREAS, the Authority requires the performance of professional engineering services concerning the Authority's Park Place Sewer Pipe Installation Project consisting of Geotechnical Investigation Services; and

WHEREAS, the Authority is in receipt of the proposal of Oweis Engineering, Inc. dated December 6, 2017; 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, the Authority has determined that it is in the interest of the Authority to award a contract for the performance of the proposed services; 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 6th day of December, 2017 as follows:

1. The Chairman is authorized and directed to execute an Agreement with Oweis Engineering, Inc. in the amount of \$74,005.00 to perform Phase 2 work as set forth in Table 1 of the Proposal of December 6, 2017.
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.

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

To approve the Mott MacDonald contract, Commissioner Lampmann moved approval of the following resolution (**Resolution No. R-17-12-2**):

RESOLUTION

WHEREAS, the Authority requires the performance of professional engineering services consisting of the development of a pre-construction sampling plan and the collection of soil and groundwater samples for analysis in connection with the Authority's Park Place Sewer Line Installation Project; and

WHEREAS, the Authority received the proposal of Mott MacDonald dated November 28, 2017 for the performance of the said work; and

WHEREAS, engineering services constitute 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, the Authority desires to award a contract for the performance of the said services; 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 6th day of December, 2017 as follows:

1. The Chairman is authorized and directed to execute an Agreement with Mott McDonald in the amount of \$9,850.00 to perform the said services.
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.

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

To approve the DMC Associates contract, Commissioner Lampmann moved approval of the following resolution (**Resolution No. R-17-12-3**):

RESOLUTION

WHEREAS, there exists a need for the performance of surveying services in connection with a project being undertaken by the Pequannock River Basin Municipal Sewerage Authority (“the Authority”); and

WHEREAS, the Authority received the proposal of DMC Associates, Inc. to perform the required work dated November 20, 2017 regarding the sewer alignment through Butler Park; and

WHEREAS, surveying 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, the Authority desires to authorize the performance of the said services; 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 6th day of December 2017 as follows:

1. The Chairman is authorized and directed to execute an Agreement so as to authorize the expenditure of \$1,950.00 to enable DMC to perform the said 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.

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

To approve the Environmental Test Boring contract, Commissioner Lampmann moved approval of the following resolution (**Resolution No. R-17-12-4**):

RESOLUTION

WHEREAS, the Authority requires the performance of services consisting of the installation of a 2 inch monitoring well as necessary for groundwater testing in connection with the Authority's Park Place Sewer Pipe Installation Project; and

WHEREAS, the Authority is in receipt of three proposals including the proposal of Environmental Test Boring and Remediation Services, Inc. dated December 1, 2017; and

WHEREAS, the Authority has determined it is in the best interest of the Authority to award a contract for the performance of these services to Environmental Test Boring and Remediation Services, Inc.; and

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 6th day of December 2017 as follows:

1. The Chairman is authorized and directed to execute an Agreement with Environmental Test Boring and Remediation Services, Inc. in the amount of \$4,040.00 to perform the said work.
2. This Resolution shall be 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 Gall,
Howard, Metcalfe, Lampmann and Verdonik

NAYS : None

ABSENT : None

ABSTAIN : None

FINANCIAL REPORT

1. Treasurer's Report

1.1 October 31, 2017 Treasurer's Report

Treasurer Lampmann presented the Treasurer's Report for the period ending October 31, 2017. Commissioner Gall moved approval of the Treasurer's report which motion was seconded by Treasurer Lampmann and approved 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 Audit: FY 2017

Mr. Kelly advised that the FY 2017 audit process is currently underway noting that the field audit was completed on December 5th.

1.3 Annual Budget: FY 2018

For the record Mr. Kelly advised that the State Division of Local Government Services approved the Authority's FY 2018 Annual Budget on October 30th.

1.4 Inter-Fund Transfers

Mr. Kelly reviewed the provisions of a resolution by which the Authority would reimburse the Revenue Fund for amounts due to the Construction Fund for the 2013 Project.

On discussion, Vice Chairman Verdonik moved approval of the following resolution (**Resolution No. R-17-12-5**):

RESOLUTION AUTHORIZING TRANSFERS TO AND FROM CONSTRUCTION FUND, REVENUE FUND, AND CAPITAL RESERVE FUND

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (Authority) embarked on certain capital improvements to the Boonton Avenue Interceptor known as the 2013 Project; and

WHEREAS, final payments and release of retainage have been issued to Hutton Construction, Inc. for Contract No. I-4A and to Arold Construction, Inc. for Contract No. I-4B which contracts have now been closed out; and

WHEREAS, the Authority applied to and received a low interest loan in the amount of \$1,633,568.00 from the New Jersey Environmental Infrastructure Trust (Trust Loan) which funds have been requisitioned from and paid by the Trust to the Authority; and

WHEREAS, in anticipation that the Trust Loan would be sufficient to pay the costs of the 2013 Project, certain advances were made from the Revenue Fund to the 2013 Project Construction Fund account in the aggregate amount of \$407,621.24; and

WHEREAS, the 2013 Project has been certified complete; and

WHEREAS, the Authority desires to reimburse the Revenue Fund upon completion of the 2013 Project;

NOW THEREFORE BE IT RESOLVED, as follows:

1. The amount transferred from the Revenue Fund to the 2013 Project "Construction Fund" account (including the 2017 Project subaccount) in the aggregate amount of \$407,621.24 shall be reimbursed to the Revenue Fund from the following sources:
 - a. \$238,965.93 from funds remaining within the 2013 Project Construction Fund Account (Account No. 2576006501)
 - b. \$168,655.31 from the Capital Reserve Fund (Account No. 2576006485) to the Revenue Fund (Account No. 2576006500)
2. Transfer from the Capital Reserve Fund (Account No. 2576006485) to the 2017 Project Construction Fund (Account No. 2576006501) in the amount of \$150,000.00
3. The Consulting Engineer is hereby authorized and directed to deliver these instructions to the Trustee
4. This resolution shall take effect immediately

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

1.5 2012 Series N Bonds Arbitrage Rebate

Mr. Kelly explained that bond counsel's arbitrage compliance report calculated that a total of \$56,216.33 was due IRS by November 5, 2017. That payment has been made. He further reported that in anticipation that a rebate of some magnitude would be necessary 5 years hence, shortly following issuance of the 2012 Series N Bonds, the Authority established a reserve which is currently funded at \$69,289.00. Therefore, adequate funds are on hand in order to pay the IRS rebate and yield restriction liability due.

UNFINISHED BUSINESS

1. Contingency Operating Plan

1.1 Authority Administrator Position

Following the Board's action at the October 18th meeting to establish the position of Authority Administrator and noting that the Board has since conducted interviews with Jamie Avagnano, Mr. Falcon presented two resolutions. He explained that the first would approve the Shared Services Agreement between the Authority and the Borough of Butler by which Butler would retain the Authority Administrator as a Borough employee with all expenses paid by PRBRSA. The second, he said, is an Amendment to the Authority's agreement with Kelly Engineering by which the firm would commit to pay to the Authority the salary expenses paid by the Borough of Butler (and reimbursed by the Authority to Butler) through Years 1, 2 and 3 of the Administrator's employment.

On discussion Commissioner Howard said that the Board should be aware that the Authority will be incurring costs beyond that to be reimbursed by Kelly Engineering. Specifically, he said that the Shared Services Agreement and the associated Employment Agreement between the Borough of Butler and the Administrator call for full benefits beginning in Year 2 and beyond. Therefore, those costs would be born directly by the Authority. In response to Commissioner Howard's comments Mr. Lampmann, as Butler Borough Administrator, estimated the typical costs of those benefits as paid to Butler's employees.

Regarding the Authority Administrator's salary, Commissioner Metcalfe inquired if that was based on the administrator's current compensation. Mr. Kelly confirmed that it is. Continuing, Commissioner Metcalfe commented that the salary including the benefits amounts to a considerable increase over the individual's current remuneration. That point was discussed further by the Board. Mr. Kelly also noted, at the end of Year 3 and after, assuming the Authority Administrator assumes all responsibilities currently performed by Kelly Engineering, that the Authority would actually save costs on the administrative services provided.

Following further discussion, Vice Chairman Verdonik moved approval of the following resolution (**Resolution No. R-17-12-6**):

**RESOLUTION AUTHORIZING EXECUTION OF AUTHORITY ADMINISTRATOR
SHARED SERVICES AGREEMENT
BY AND BETWEEN THE BOROUGH OF BUTLER AND
THE PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY**

I. **WHEREAS**, pursuant to Resolution No. R-17-10-3, adopted by the Authority on October 18, 2017, the Authority established the position of Authority Administrator for the purpose of transitioning the administrative responsibilities currently performed by Kelly Engineering to said position on a part-time basis over the course of two years and thereafter on a full-time basis for the implementation of the Authority's daily business and governmental operations, including coordinating with the Board, the public, professionals, vendors, member and customer municipalities, governmental agencies and others as necessary for the conduct of the Authority's governmental affairs and business operations; and

II. **WHEREAS**, it is anticipated that the position of Authority Administrator will be part-time for the first year at 16-20 hours/week, without benefits, followed by a one year part-time term of 32 hours/week, with benefits, and thereafter full-time at 40 hours/week, with benefits, through a shared services agreement with the Borough of Butler, in which the Authority Administrator will be an employee of the Borough of Butler and the costs will be paid by the Authority; and

III. **WHEREAS**, the Borough of Butler has the necessary facilities and equipment to support an Authority Administrator for the Authority, to offer employment to an individual qualified to serve as Authority Administrator and to provide the services of an Authority Administrator to the satisfaction of the Authority; and

IV. **WHEREAS**, the Authority has interviewed Jamie Avagnano for the position of Authority Administrator; and

V. **WHEREAS**, the Authority desires to utilize the service of Jamie Avagnano as the Authority Administrator upon the terms and conditions set forth in the attached Shared Services Agreement, subject to approval by the Borough of Butler of the Shared Services Agreement and a separate Employment Agreement by and between the Borough of Butler and Ms. Avagnano; and

VI. **WHEREAS**, N.J.S.A. 40A:65-4 provides that any local unit (including an authority and a municipality) may enter into an agreement whereby one of the local units provides services to the other which it is empowered to provide within its own jurisdiction.

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 the 6th day of December, 2017 as follows:

1. The Chairman is authorized and directed to execute the Authority Administrator Shared Services Agreement by and between the Borough of Butler and the Pequannock River Basin Regional Sewerage Authority, substantially in the form attached hereto.
2. A copy of this Resolution and the Authority Administrator Shared Services Agreement shall be forwarded to the Borough of Butler and shall remain on file at the offices of the Authority.
3. A copy of this Resolution and Authority Administrator Shared Services Agreement shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs upon full execution of the Shared Services Agreement.
4. 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 Gall, Howard, Lampmann, Metcalfe, and Verdonik
NAYS	:	None
ABSENT	:	None
ABSTAIN	:	None

Vice Chairman Verdonik then moved **Resolution No. R-17-12-7:**

**RESOLUTION AUTHORIZING EXECUTION OF AMENDMENT TO
CONTRACT BY AND BETWEEN THE AUTHORITY AND
KELLY ENGINEERING**

WHEREAS, on February 15, 2017, the Pequannock River Basin Regional Sewerage Authority ("the Authority") authorized the execution of a professional services agreement with Kelly Engineering in accordance with N.J.S.A. 40A:11-5 for the provision of professional engineering and Authority administrative services (the "Contract"); and

WHEREAS, on October 18, 2017 the Authority established the position of Authority Administrator for the purpose of transitioning the administrative responsibilities currently performed by Kelly Engineering to said position on a part-time basis over the course of two years and thereafter on a full-time basis for the implementation of the Authority’s daily business and governmental operations, including coordinating with the Board, the public, professionals, vendors, member and customer municipalities, governmental agencies and others as necessary for the conduct of the Authority’s governmental affairs and business operations; and

WHEREAS, pursuant to the attached Amendment to the Contract, Kelly Engineering will provide a credit to the Authority for certain salary costs of the Authority Administrator during the period of time that Kelly Engineering remains a consultant to the Authority as more specifically set forth in the attached Amendment.

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 the 6th day of December, 2017 as follows:

1. The Chairman is authorized to execute the attached Amendment to the Contract in substantially the form attached hereto.
2. 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 Gall, Howard, Lampmann, Metcalfe and Verdonik
NAYS	:	None
ABSENT	:	None
ABSTAIN	:	None

2. **Riverdale Membership Petition**

Mr. Falcon reported that he has heard nothing further on that matter.

3. **Riverdale Annual Charge Challenge:2017**

In order to enter Closed Executive Session to discuss potential litigation, Commissioner Lampmann moved approval of the following resolution (**Resolution No. R-17-12-8**):

That resolution was seconded by Vice Chairman Verdonik and approved on the following roll call vote:

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

NAYS : None

ABSENT : None

ABSTAIN : None

At approximately 8:20 pm the Authority entered Closed Executive Session.

CLOSED EXECUTIVE SESSION

At approximately 8:30 pm, Commissioner Gall moved to reopen the meeting to the public and return to the regular business agenda. That motion was seconded by Vice Chairman Verdonik and approved unanimously on roll call vote:

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

NAYS : None

ABSENT : None

ABSTAIN : None

At approximately 8:30 pm the meeting was reopened to the public.

NEW BUSINESS

1. Appointments

Mr. Kelly noted that the terms of office of Commissioners Howard, Metcalfe and Verdonik expire as of January 31, 2018 and inquired if the Board would like his office to notify the municipal clerks in advance.

Vice Chairman Verdonik advised that the Borough of Butler has already considered his reappointment and therefore there is no need to issue a letter. Commissioners Howard and Metcalfe requested that letters be issued to the clerks of Bloomingdale and Kinnelon, respectively.

2. Nominating Committee: FY 2018

On discussing upcoming appointments at the February organization meeting, in response to Chairman Voorman's request, Commissioners Howard, Metcalfe and Verdonik volunteered to again serve on the Nominating Committee.

Commissioner Metcalfe volunteered to chair the nominating committee again this year and polled the Board on their wishes to be considered for appointments as officers of the Authority. Each of the current officers expressed a willingness to continue to serve in their current respective positions if the Board so desires. That being the case, Commissioner Metcalfe said he would issue a slate of officers prior to the February organization meeting for consideration by the Board at that time. In the interim he said if any of the Board Members would like to be considered for an officer position or to be included in the nominations for an office, to let him know and that will be included on the slate.

PAYMENT OF BILLS

1. Operating Budget

1.1 Operating Request for Payment No. 369

Treasurer Lampmann presented Operating Request for Payment No. 369 for approval. Commissioner Gall moved approval of Operating Request for Payment No. 369 as follows:

Operating Request for Payment No. 369					
The following bills have been reviewed and are recommended for approval for payment at the December 6, 2017 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-17-12-1	3/31/2016	\$ 250.00	Borough of Butler
2)	33.01	OP-17-12-2	10/1/2016	\$ 2,605.00	Borough of Butler
3)	33.01	OP-17-12-3	10/1/2016	\$ 2,605.00	Borough of Butler
4)	22.03	OP-17-12-4	11/7/2017	\$ 10,400.00	Kelly Engineering
5)	32.02	OP-17-12-5	11/9/2017	\$ 9,007.36	Kelly Engineering
6)	24.07	OP-17-12-6	11/6/2017	\$ 131.89	Kelly Engineering
7)	22.01	OP-17-12-7	11/7/2017	\$ 6,659.70	Maraziti Falcon LLP
8)	33.06	OP-17-12-8	11/7/2017	\$ 518.00	Maraziti Falcon LLP
9)	33.10	OP-17-12-9	11/20/2017	\$ 8,161.73	Mott MacDonald
10)	23.08	OP-17-12-10	9/18/2017	\$ 420.00	Stanford Risk Management
11)	22.02	OP-17-12-11	11/10/2017	\$ 337.50	Ferraioli, Wielkotz, Cerullo & Cuva
12)	24.07	OP-17-12-12	11/5/2017	\$ 47.95	North Jersey Media Group
13)	24.07	OP-17-12-13	11/2/2017	\$ 47.95	North Jersey Media Group
14)	33.03	OP-17-12-14	11/10/2017	\$ 3.32	JCP&L - No Voucher Needed per Legislation
15)	33.03	OP-17-12-15	10/31/2017	\$ 17.96	Borough of Butler Electric
16)	22.03	OP-17-12-16	12/1/2017	\$ 10,400.00	Kelly Engineering
17)	33.01	OP-17-12-17	11/30/2017	\$ 3,333.00	ADS LLC
18)	33.01	OP-17-12-18	11/30/2017	\$ 3,333.00	ADS LLC
19)	33.03	OP-17-12-19	11/30/2017	\$ 17.96	Borough of Butler Electric
			TOTAL:	\$ 58,297.32	

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. Construction Fund Disbursements

2.1 Construction Disbursement Requisition No. C-17-7

Treasurer Lampmann presented Construction Fund Disbursement Requisition No. C-17-7. Commissioner Gall moved approval of the bills as listed on Construction Fund Disbursement Requisition No. C-17-7 as follows:

CONSTRUCTION DISBURSEMENT REQUISITION No. C-17-7

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 **December 6, 2017**:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120327	C-17-7-12-1	11/7/17	\$ 2,753.07	Kelly Engineering
2)	120327	C-17-7-12-2	11/7/17	\$ 518.00	Maraziti Falcon
TOTAL DISBURSEMENTS				<u>\$ 3,271.07</u>	

UNLESS OTHERWISE DIRECTED, ALL CHECKS SHALL BE MAILED DIRECTLY TO THE CLAIMANT AT THE ADDRESS INDICATED ON THE VOUCHER FORM.

In compliance with Section 513, Subsection (B) of the Resolution, all disbursement requests listed above are supported by copies of the enclosed voucher forms, each of which has been signed by two Authority Officers and me certifying that such disbursement is necessary to pay part of such cost of the Project.

As required by Section 513(B) of the Resolution, any disbursements for “. . . the purpose of paying the purchase price or cost of any lands, easements, rights or interest in or relating to lands

or paying the cost or expense of work, materials, supplies or equipment . . .”, will be accompanied by a Consulting Engineer’s Certificate as required by Section 513(B) of the Resolution. The supporting Consulting Engineer’s Certificate is attached.

Upon payment of the above vouchers, please forward to the undersigned a statement of the balance in the **2017 Project** account.

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

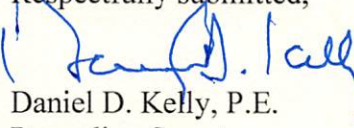
OPEN MEETING FOR PUBLIC COMMENT

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

ADJOURNMENT

At approximately 8:35 pm, Commissioner Lampmann moved adjournment. Commissioner Gall seconded the motion which was approved unanimously on voice vote.

At approximately 8:35 pm, the meeting was adjourned.

Respectfully submitted,

Daniel D. Kelly, P.E.
Recording Secretary

Enclosures: Treasurer’s Report for the period ending October 31, 2017