

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY (ORGANIZATION MEETING)

February 18, 2015

Minutes of the organization meeting of the **Pequannock River Basin Regional Sewerage Authority** held on February 18, 2015 in the Conference Room at the Butler Municipal Building, One Ace Road, Butler, New Jersey. The meeting was called to order at approximately 7:30 p.m.

#### ROLL CALL

On roll call:

<b>PRESENT</b>	:	Commissioners Gall, Howard, Lampmann, Metcalfe, Verdonik and Voorman
<b>ABSENT</b>	:	None
<b>ALSO PRESENT</b>	:	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 the 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.

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#### ORGANIZATION MEETING

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The organization meeting was called to order by Mr. Falcon who led the proceedings pending the election of officers.

**1. ELECTION OF OFFICERS**

Nominating Committee Chairman Metcalfe, on behalf of the Nominating Committee including Commissioners Howard and Verdonik, presented the following slate of officers for consideration:

**Chairman:** Robert Voorman  
**Vice Chairman:** Raymond Verdonik  
**Secretary:** Edwin Howard  
**Treasurer:** James P. Lampmann  
**Assistant Secretary:** James P. Lampmann

Commissioner Metcalfe moved to approve the slate of officers as presented. That motion was seconded by Vice Chairman Verdonik and passed upon the following roll call vote:

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

The Commissioners expressed their appreciation to Chairman Voorman for his years of leadership. Chairman Voorman acknowledged the Board's support and thanked the Commissioners for their efforts throughout the years as well.

**2. CONSENT AGENDA**

Chairman Voorman recommended that the Board move forward with a consent agenda for the organizational matters, Resolutions Nos. R-15-2-1 through R-15-2-8. Commissioner Lampmann moved approval of the consent agenda as follows:

1. Resolution No. R-15-2-1 Open Public Meeting Act
2. Resolution No. R-15-2-2 Official Depository
3. Resolution No. R-15-2-3 Appointment of Auditor
4. Resolution No. R-15-2-4 Appointment of General Counsel
5. Resolution No. R-15-2-5 Appointment of Bond Counsel
6. Resolution No. R-15-2-6 Appointment of Consulting Engineer
7. Resolution No. R-15-2-7 Trustee Incumbency Certificate
8. Resolution No. R-15-2-8 Designate Affirmative Action (PACO)

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Commissioner Metcalfe 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>ABSTAIN</b>	:	None
<b>ABSENT</b>	:	None

**Resolution No. R-15-2-1**

**RESOLUTION**

**WHEREAS**, The Open Public Meetings Act, Chapter 231 of the Laws of 1975, and more specifically, N.J.S.A. 10:4-8, requires all public bodies at least once a year and within seven (7) days of the Annual Organization Meeting of such body to arrange for the posting of a schedule of the regular meetings of the public body to be held during the succeeding year:

**NOW, THEREFORE, BE IT RESOLVED** by the Pequannock River Basin Regional Sewerage Authority as follows:

1. The schedule of regular meetings of the Authority hereinafter set forth is hereby adopted:

**SCHEDULE**

Regular Meetings of the Pequannock River Basin Regional Sewerage Authority are held at the Borough of Butler Municipal Building, One Ace Road, Butler, New Jersey, commencing at 7:30 p.m. unless otherwise noted:

2015

March 18  
April 15  
May 20  
June 17  
July 15  
August 19  
September 16  
October 21  
November (No Meeting)  
December 2 (1st Wednesday)

2016  
January 20  
February 17

2. The official newspapers of the Authority are:
  - A. Suburban Trends
  - B. North Jersey Herald and News
3. The Secretary is authorized to:
  - A. Post a copy of this Resolution on the bulletin board at the Authority's Office in the Butler Municipal Building.
  - B. Forward a copy of this Resolution to the Municipal Clerks of Butler, Bloomingdale and Kinnelon for posting in the public place in each community reserved for such notices.
  - C. Forward a copy of this Resolution to two newspapers, one of which shall be the official newspaper of the Authority.
4. This Resolution shall take effect as provided by law.

**Resolution No. R-15-2-2**

**RESOLUTION**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (hereinafter "Authority") proposes to designate official depositories for the funds of the Authority.

**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 18th day of February, 2015, as follows:

1. The following are designated as the official depositories of the Authority and are directed to honor all withdrawals made by check or withdrawal document signed by the Chairman or Vice Chairman and Treasurer or Secretary/Assistant Secretary of the Authority:
  2. NEW JERSEY CASH MANAGEMENT FUND  
WELLS FARGO, N.A.  
US BANK, N.A.
3. The Authority hereby authorizes the execution and delivery of such authorization and forms as may be required by Wells Fargo, N.A. and US Bank, N.A., providing for deposits and payments as well as the filing of authenticated signatures of Authority officers and Consulting Engineer as official signatures.
4. This Resolution shall take effect as provided by law.

**Resolution No. R-15-2-3**

**RESOLUTION**

**WHEREAS,** the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

**WHEREAS,** there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2015 and until the next reorganization meeting of the Authority; and

**WHEREAS,** funds are available for these services:

**WHEREAS,** the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS,** the Authority has determined that the value of the professional services will exceed \$17,500; and,

**WHEREAS,** the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

**WHEREAS,** the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 18th day of February, 2015, as follows:

The Authority does hereby name and designate Ferraioli, Wielkocz, Cerullo & Cuva, P.A. of Pompton Lakes, New Jersey as Authority Auditor to provide auditing services as required, and subject to the requirements of the Local Public Contracts Law, the Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a copy of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid auditor within ten (10) days of the date hereof. The aforesaid firm shall be paid from funds appropriated for these purposes in accordance with the duly adopted budget of the Authority, the

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General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. An Agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

**Resolution No. R-15-2-4**

**RESOLUTION**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

**WHEREAS**, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2015 and until the next reorganization meeting of the Authority; and

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

**WHEREAS**, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A. 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Authority has determined that the value of the professional services will exceed \$17,500; and,

**WHEREAS**, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

**WHEREAS**, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 18th day of February, 2015, as follows:

The Authority does hereby name and designate Christopher H. Falcon, Esq. of Maraziti Falcon, LLP, Short Hills, New Jersey as General Counsel to provide legal services as required in accordance with their proposal for these services and subject to the requirements of the Local

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Public Contracts Law, the Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a copy of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid General Counsel within ten (10) days of the date hereof. The aforesaid firm shall be paid from funds appropriated for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. The agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

**Resolution No. R-15-2-5**

**RESOLUTION**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

**WHEREAS**, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2015 and until the next reorganization meeting of the Authority; and

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

**WHEREAS**, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Authority has determined that the value of the professional services will exceed \$17,500; and,

**WHEREAS**, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

**WHEREAS**, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure form and the Determination of Value has been placed on file with this resolution.

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**NOW, THEREFORE, BE IT RESOLVED** by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 18th day of February, 2015, as follows:

The Authority does hereby name and designate Hawkins, Delafield and Wood, Esq., Newark, New Jersey as Bond Counsel to provide legal services as required, and subject to the requirements of the Local Public Contracts Law, the Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a copy of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid counsel within ten (10) days of the date hereof. The aforesaid firm shall be paid from funds appropriated for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. The agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

**Resolution No. R-15-2-6**

**RESOLUTION**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

**WHEREAS**, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2015 and until the next reorganization meeting of the Authority; and

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

**WHEREAS**, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A. 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Authority has determined that the value of the professional services will exceed \$17,500; and,

**WHEREAS**, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any



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reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

**WHEREAS,** the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 18th day of February, 2015, as follows:

The Authority does hereby name and designate Kelly Engineering, New Vernon, New Jersey as Consulting Engineer to provide engineering services as required in accordance with its proposal to the Authority for these services, and subject to the requirements of the Local Public Contracts Law, the Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a copy of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid consultant within ten (10) days of the date hereof. The aforesaid firm shall be paid from funds appropriated for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. The agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

**Resolution No. R-15-2-7**

**RESOLUTION**

**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 18th day of February, 2015, as follows:

1. This Resolution is enacted to authorize the Authority's Officers to sign the Incumbency Certificate requested by US Bank, N.A. or its successor bank as Trustee under the General Bond Resolution of July 15, 1986, and Resolutions supplemental thereto.
2. The Authority's Officers and Consulting Engineer are authorized to sign the Incumbency Certificate.
3. The Secretary shall deliver an Incumbency Certificate if required and a certified copy of this Resolution to the Trustee.
4. This Resolution shall take effect immediately.

**Resolution No. R-15-2-8**

**RESOLUTION**

**WHEREAS**, there exists a need for the designation of an official or employee to serve as a Public Agency Compliance Officer (P.A.C.O.) pursuant to N.J.A.C. 17:27 for Pequannock River Basin Regional Sewerage Authority; and

**WHEREAS**, the P.A.C.O. is the liaison official for matters concerning Affirmative Action as set forth in P.L. 1975, c.127 (N.J.A.C. 17:27); and

**WHEREAS**, the Authority desires to comply with the Affirmative Action requirements and wishes to maintain appropriate contracting procedures for the Pequannock River Basin Regional Sewerage Authority;

**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 18th day of February, 2015, as follows:

1. The Authority does hereby appoint the Consulting Engineer, Daniel D. Kelly, P.E. of Kelly Engineering, as the Public Agency Compliance Officer for the Pequannock River Basin Regional Sewerage Authority.
2. The P.A.C.O. shall act as the liaison between the Authority and the New Jersey Department of the Treasury, Affirmative Action Office and shall take appropriate actions to maintain compliance with the Agency's contracting procedures to comply with the Affirmative Action regulations cited at N.J.A.C. 17:27.
3. The Consulting Engineer is authorized and directed to complete the appropriate notification form designating the P.A.C.O. and to forward the same to the Department of the Treasury.
4. This Resolution shall take effect as provided by law.

**ADOPTION OF MINUTES**

1. Meeting Minutes: Regular Meeting – January 21, 2015

Commissioner Metcalfe moved acceptance of the minutes of the January 21, 2015 regular meeting. That motion was seconded by Commissioner Lampmann and passed unanimously upon the following roll call vote:

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

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**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

**OPERATIONAL REPORT**

**1. System Operations**

**1.1 Flow Report**

Mr. Kelly noted that the Flow Report for the period ending January 31, 2015 indicates that the flows are substantially lower than those of the prior months.

The following reports were distributed for the January 2015 period for the Board's information and review:

- Flow Report dated February 18, 2015 for the period ending January 2015
- Daily Flow Summary for January 2015
- Daily Flow Hydrograph for January 2015
- Daily Flow Hydrograph Comparing Meters P-4 and TBSA Meter M-15 for January 2015
- TBSA Budgeted vs. Actual Flow for January 2015

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

Mr. Kelly also noted that his memorandum summarizing the actual flows to date as recorded by TBSA's Meter M-15 versus those estimated by Two Bridges going into FY 2015 are summarized by his memorandum dated February 12, 2015.

**2. TBSA Activities**

**2.1 Status Update**

Chairman Voorman and Vice Chairman Verdonik advised that the Two Bridges Sewerage Authority received from the New Jersey Environmental Infrastructure Trust Fund a 19 percent level of principal forgiveness. In response to Mr. Kelly's question they advised that that could be as much as a \$6 million grant equivalent for the project against an approximate \$30 million construction cost. They noted that both the wastewater treatment plant headworks contract and the pumping station upgrade contract are expected to proceed by early April.

**3. TWA Applications & Connection Permits**

**3.1 Non-Residential Connection Application  
#122-124 Hamburg Turnpike (Quick Chek)  
Borough of Bloomingdale**

Mr. Kelly advised that water quality testing has been completed confirming that the water quality is within the discharge limitations set by the Authority's and TBSA's Rules and Regulations. Accordingly, following receipt of certain information on the pumping capacity, he said that he expects to approve the application for the dewatering discharge at a rate not-to-exceed 20,000 gallons per day.

**4. Boonton Avenue Interceptor Project**

**4.1 Status Report**

Mr. Kelly advised, following the January 15<sup>th</sup> receipt of bids, that the Authority received approval of NJDEP and the NJEIT on January 29, 2015 to award both contracts. Accordingly he said that his office issued the contract award notifications to both Hutton Construction for Contract No. I-4A and Arold Construction for Contract No. I-4B on February 10, 2015.

Pre-Construction meetings are being scheduled with both contractors according to Mr. Kelly with the expectation that the meetings will be convened in early March.

**4.2 NJEIT Loan Program**

For the record Mr. Kelly advised that by all indications the Boonton Avenue Interceptor project will be funded in the current NJEIT funding cycle, namely, SFY 2015.

**4.3 Easement Acquisition**

Mr. Kelly advised that the easement agreements for all four easements have been returned by the property owners. On review Mr. Falcon noted that one of the agreements will need to be re-executed prior to its filing with the County Clerk's office.

**4.4 Potential Site Contamination**

Mr. Kelly advised that SESI reported that the laboratory test results indicate no levels of contamination were found in the three soil borings tested along Boonton Avenue. He said SESI's final report is expected shortly.

**4.5 LSRP Contract**

As indicated by his February 18, 2015 letter, Mr. Kelly recommended award of a contract for a Licensed Site Remediation Professional to Norton Conservation in an amount not-to-exceed \$3500. He explained that the contract provides for Norton's availability throughout construction with the work to be billed on an hourly basis as needed. He further explained that the construction contractor is responsible for storage and disposal of soil materials which materials would be disposed offsite. Since it is the Authority's ultimate liability if the spoil material so disposed were found to be contaminated since there would be no way to distinguish the materials from the Boonton Avenue construction site from other materials that may be disposed at the same disposal site, Mr. Kelly said it may be advisable to test all materials prior to disposal. He said the LSRP will be consulted on that following the pre-construction meeting with Hutton Construction.

Vice Chairman Verdonik moved approval of the following resolution (**Resolution No. R-15-2-9**):

**Resolution No. R-15-2-9**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT  
WITH NORTON CONSERVATION COMPANY, INC.**

**WHEREAS**, the Sewerage Authorities Law, and more particularly, N.J.S.A. 40:14A-20, provides in pertinent part that an Authority is authorized to enter into any and all contracts, execute any and all instruments, and to do and perform any and all acts or things necessary, convenient or desirable for the purposes of the Authority ; and

**WHEREAS**, the Authority is in the process of implementing the Boonton Avenue Interceptor Project (Contracts I-4A and I-4B); and

**WHEREAS**, there is a need for the services of an Environmental Consultant and a Licensed Site Remediation Professional in connection with the project; and

**WHEREAS**, the Authority has determined that such services should be performed by Joe Norton, P.E. and LSRP, of Norton Conservation Company, Inc.;

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**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 February, 2015 as follows:

1. The Authority hereby engages the professional services of Joe Norton, P.E. and LSRP of Norton Conservation Company, Inc. in accordance with the February 11, 2015 "Proposal for Environmental Consulting" on file with the Authority.
2. The Chairman is authorized to execute a contract with Norton Conservation Company, Inc. in an amount not to exceed \$3500.00 in accordance with the above referenced proposal.
3. This Resolution shall be published in accordance with N.J.S.A. 40A:11-5 (1)(a)(i).
4. This Resolution shall take effect as provided by law.

That motion was seconded by Commissioner Gall and passed unanimously upon the following roll call vote:

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

**FINANCIAL REPORT**

**1. Treasurer's Report**

**1.1 Acceptance of 1/31/15 Treasurer's Report**

Treasurer Lampmann presented the Treasurer's Report for the period ending January 31, 2015. Commissioner Gall moved acceptance of the Treasurer's Report as submitted. That motion was seconded by Treasurer Lampmann and passed unanimously upon the following roll call vote:

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

**1.2 Audit: FY 2014**

Mr. Kelly noted that his office issued the final audit report for fiscal year 2014 electronically on February 13<sup>th</sup> to the Board and that a copy of the audit is also available within the meeting file folders. He noted for the record that the audit provides a clean opinion again this year.

Following discussion, Treasurer Lampmann moved approval of the following resolution (**Resolution No. R-15-2-10**):

**Resolution No. R-15-2-10**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause annual audit of its accounts to be made; and

**WHEREAS**, the annual audit report for the fiscal year ended October 31, 2014 has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15; and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17;

**NOW, THEREFORE, BE IT RESOLVED**, that the governing body of the Pequannock River Basin Regional Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended October 31, 2014, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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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

**UNFINISHED BUSINESS**

**1      Contingency Operating Plan**

Mr. Kelly advised that he will be meeting with TBSA's Executive Director, Bob Bongiovanni, on Tuesday, February 24<sup>th</sup>, to review the Authority's Contingency Operating Plan including the Business System's Manual as previously transmitted to Mr. Bongiovanni.

**NEW BUSINESS**

**1.      PRBRSA Website**

As indicated by his letter of February 18, 2015, Mr. Kelly recommended renewal of the contract with Up & Running for general computer consultation services and services related to the Authority's website as well:

Following discussion Commissioner Metcalfe moved approval of the following resolution (**Resolution No. R-15-2-11**):

**Resolution No. R-15-2-11**

**RESOLUTION AWARDING CONTRACT FOR PROVISION  
OF COMPUTER CONSULTATION SERVICES**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (the "Authority") requires computer consultation services to support its previously established electronic communications system (email) and website: and

**WHEREAS**, the computer consultant Up & Running, of Randolph, New Jersey, has agreed to provide such general computer consultation services on an as needed basis: and



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**WHEREAS**, by proposal dated February 17, 2015 the consultant proposes to provide services at a not-to-exceed fee of \$1,350.00; and

**WHEREAS**, the consultant will submit periodic invoices not more frequently than monthly for work completed; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. does not require public bidding in this situation because the contract is for the provision of extraordinary unspecifiable services; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. does not require that the Authority solicit at least two competitive quotations, as the agreed-on amount does not exceed 15% of the bid threshold, or \$2,625.00.

**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 18th day of February, 2015 as follows:

1. The Chairman is authorized and directed to sign an agreement in a form approved by the Authority Attorney providing for general computer consultation services on an as needed basis to support the previously established electronic communications system (email) and website in accordance with the February 17, 2015 proposal of Up & Running at a not-to-exceed fee of \$1,350.00.
2. This Resolution shall take effect as provided by law.

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

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

**2. AEA Spring Conference**

Mr. Kelly advised that the AEA spring conference will be convened on March 10<sup>th</sup> and 11<sup>th</sup> and asked if any of the Board Members are interested in attending to contact his office to make the necessary arrangements.

**PAYMENT OF BILLS**

**1. Operating Budget**

**1.1 Operating Request for Payment No. 336**

Treasurer Lampmann presented Operating Request for Payment No. 336 for February 2015. Commissioner Gall moved approval of the bills as presented as follows:

**PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY  
SUMMARY OF VOUCHERS FOR  
OPERATING EXPENSES**

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**Operating Request for Payment No. 336**

The following bills have been reviewed and are recommended for approval for payment at the **February 18, 2015** meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):

	<b>PRBRSA ACCT. NO.</b>	<b>VOUCHER NO.</b>	<b>VOUCHER DATE</b>	<b>PAYMENT AMOUNT</b>	<b>CHECK PAYABLE TO</b>
1	33.01	OP-15-2-1	10/2/2014	\$ 2,500.00	Borough of Butler
2	24.05	OP-15-2-2	3/31/2014	\$ 250.00	Borough of Butler
3	23.08	OP-15-2-3	11/14/2014	\$ 1,400.00	Stanford Risk Managemnet
4	33.01	OP-15-2-4	1/29/2015	\$ 3,254.89	ADS LLC
5	22.01	OP-15-2-5	2/11/2015	\$ 1,757.50	Maraziti Falcon LLP
6	24.07	OP-15-2-6	2/3/2015	\$ 131.89	Kelly Engineering
7	22.03	OP-15-2-7	2/3/2015	\$ 10,400.00	Kelly Engineering
8	32.02	OP-15-2-8	2/9/2015	\$ 3,467.49	Kelly Engineering
9	33.06*	OP-15-2-9	2/19/2015	\$ 1,635.00	Edward J. Cleary
10	33.06*	OP-15-2-10	2/19/2015	\$ 1.00	Debbie Martinez
11	33.06*	OP-15-2-11	2/19/2015	\$ 1.00	Michael Lyle
12	33.06*	OP-15-2-12	2/19/2015	\$ 1,500.00	Spase Geleski
13	25.03	OP-15-2-13	1/28/2015	\$ 4,500.00	AEA
14	24.07	OP-15-2-14	1/31/2015	\$ 103.11	North Jersey Media
15	33.03	OP-15-2-15	1/23/2015	\$ 30.47	Verizon
16	33.03	OP-15-2-16	1/28/2015	\$ 34.18	Verizon
17	33.03	OP-15-2-17	2/4/2015	\$ 34.11	Verizon
18	33.03	OP-15-2-18	1/28/2015	\$ 34.18	Verizon
19	33.03	OP-15-2-19	2/9/2015	\$ 3.25	JCP&L
20	33.03	OP-15-2-20	2/3/2015	\$ 17.96	Borough of Butler -Electric

**TOTAL:     \$ 31,056.03**

Treasurer Lampmann seconded the motion which passed 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 Fund Disbursement Request No. C-13-20**

Treasurer Lampmann presented the bills listed on Construction Fund Disbursement Request No. C-13- 20 and moved approval of the bills as listed:

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 **February 18, 2015**:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120322C6.1	C-13-20-1-1	11/11/14	\$ 1,627.50	Stanford Risk Management
2)	120322C2	C-13-20-1-2	2/9/15	\$ 6,630.65	Kelly Engineering
3)	120322C6.1	C-13-20-1-3	1/22/15	\$ 3,800.98	Suburban Consulting Eng.
4)	120322C6.1	C-13-20-1-4	1/22/15	\$ 540.00	Suburban Consulting Eng.
5)	120322C1	C-13-20-1-5	2/11/15	\$ 12,066.57	Maraziti, Falcon LLP
<b>TOTAL DISBURSEMENTS</b>				<b><u>\$ 24,665.70</u></b>	

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

MEETING MINUTES  
February 18, 2015

ABSENT : None

ABSTAIN : None

**OPEN MEETING FOR PUBLIC COMMENT**

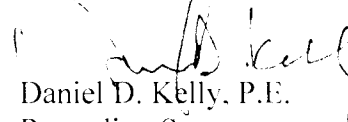
There being no members of the public present, Chairman Voorman dispensed with the public participation portion of the meeting.

**ADJOURNMENT**

At approximately 8:05 pm, Commissioner Lampmann moved for adjournment. That motion was seconded by Commissioner Gall 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

Enclosures: Treasurer's Report for the period ending January 31, 2015