

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

January 15, 2014

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on January 15, 2014 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 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 – December 4, 2013**

Commissioner Gall moved acceptance of the minutes of the December 4, 2013 regular meeting. That motion was seconded by Commissioner Lampmann 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

OPERATIONAL REPORT

1. System Operations

1.1 Flow Report (Final FY 2013)

As presented by his letter report of January 15th, Mr. Kelly reviewed the year-end flow analysis for FY 2013 including the Flow Report for the year dated December 12, 2013. He explained the analysis of the flow data over the entire year including several trial adjustments to the actual flows as reported by ADS and related analysis of the implications to the year-end Annual Charges distributions to each of the municipalities.

There was considerable discussion on the water demand data analysis as related to sewage flows. Commissioner Lampmann, regarding Euter's demands, explained that the Borough's water system serves several municipalities or at least has served several municipalities over the past several years which explains the relatively high water usage in comparison to sewage flow.

Following considerable discussion, Mr. Kelly said that he would finalize the analysis for billing purposes.

1.2 Flow Report (November 2013)

Referring to the Flow Report for November 2013 dated December 16, 2013, Mr. Kelly noted that the flows continued to be extraordinarily low at 1.360 mgd for the entire system as measured by Meter P-4. He noted as well that the recorded flows for Bloomingdale remain extraordinarily low at 0.145 mgd without the Bloomingdale Subflow and 0.205 mgd including that flow.

Mr. Kelly distributed the following reports to the Board for review:

- Flow Report dated December 16, 2013 for the period ending November, 2013
- Daily Flow Summary for November 2013
- Daily Flow Hydrograph for November 2013
- Daily Flow Hydrograph Comparing Meters P-4 and TBSA Meter M-15 for November 2013
- TBSA Budgeted vs. Actual Flow for November 2013

1.3 TBSA Actual vs. Budgeted Flow Analysis

Referring to his January 10, 2014 memorandum, Mr. Kelly advised that the 1.85 mgd minimum flow by contract with Two Bridges is particularly significant due to the extremely low flows for the month of December at 1.60 mgd. As a result, he said the Authority's charges from Two Bridges would increase by 1.94% over that billed at the beginning of FY 2014 were the trend to continue throughout the rest of TBSA's fiscal year.

1.4 ADS Metering System Review

Referring to his recent meeting with Jim Cosgrove of Kleinfelder/Omni, Mr. Kelly advised that he has provided considerable additional flow data and related information to Kleinfelder for review and revision of the firm's proposal to analyze, evaluate and report upon the ADS flow monitoring system. He advised that the revised Kleinfelder proposal will be available for the Board's consideration at the February meeting.

2. TBSA Activities

Chairman Voorman and Vice Chairman Verdonik advised that Two Bridges is continuing with the engineering design work on the treatment plant headworks facilities.

3. TWA Applications and Connection Permits

No change in status on this matter

4. Boonton Avenue Interceptor Project

4.1 Suburban Consulting

Based on a series of communications with Suburban Consulting Engineers, Mr. Kelly briefed the Board on the status of the Boonton Avenue Interceptor Project design activities. He explained that the engineer has found that the extensive utilities and traffic issues within Park Place that would all but preclude construction of the pipeline within the roadway. Further, as discussed below, Green Acres restrictions may preclude relocating the line into the park adjacent to Park Place. Traffic control issues are also being addressed.

On the engineering side, Commissioner Lampmann mentioned the possibility of crossing the railroad utilizing open cut. He said that would be problematic for an extremely deep excavation suggesting it may be

possible to install a relief line at a shallower depth. Mr. Kelly advised that that may be possible recalling that the sewer line at that location may be as much as 16 feet deep. Commissioner Lampmann said that the railroad plans to shut down the line for one week to undertake repair work within Park Place so thought that it may be possible to simultaneously complete the pipeline crossing using an open cut trenching methodology. Mr. Kelly said that he would raise that point with the engineer.

4.2 New Jersey Environmental Infrastructure Trust Program

Related to the park issue, Mr. Kelly said that he confirmed an earlier decision to proceed with the loan application filing without the railroad crossing section. He explained that the complications with the Green Acres park lands are such that they may negatively impact the funding for the entire project. Rather than risk losing the loan entirely or more likely delaying the loan for a considerable period of time, Mr. Kelly said that he requested that the engineer temporarily delete the RR work from the NJEIT loan program with the expectation that a separate contract would proceed to complete that portion of the work at the appropriate time.

Commenting on Green Acres, Mr. Falcon reviewed the legal analysis prepared by his office on Green Acres restrictions generally and crossing specifically as they apply to the Borough of Butler.

Commenting on that, Commissioner Lampmann said that Butler had received some \$89,000 in Green Acres grant funding years ago. At the same time, however, he said that there may be the possibility that Green Acres would waive its restrictions, advising that he will discuss that possibility further with Green Acres officials to determine if that may be possible.

FINANCIAL REPORT

1. Treasurer's Report

1.1 Acceptance of 11/30/13 and 12/31/13 Treasurer's Reports

Treasurer Lampmann moved acceptance of the Treasurer's Reports for November and December 2013. Vice Chairman Verdonik seconded that 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. Annual Budget: FY 2014

2.1 DLGS Budget Approval

For the record Mr. Kelly advised that the State's Division of Local Government Services approved the Authority's Annual Budget for the current year (FY 2014).

2.2 Revised Annual Charge Certifications

As indicated above, Mr. Kelly advised that the revised Annual Charge Certifications would be issued to the four municipalities based upon the final Flow Report for the prior year.

3. Audit: FY 2013

Also for the record, Mr. Kelly advised that the FY 2013 audit process is currently nearing completion.

UNFINISHED BUSINESS

None

NEW BUSINESS

6.1 Appointments

The Board congratulated Commissioner Lampmann and Chairman Voorman on their reappointments to the Authority through 2019. Commissioner Gall indicated that the Kinnelon Mayor and Council would consider the PRBRSA appointment at its meeting the following evening.

6.2 Contingency Operating Plan

Chairman Voorman advised that he included this matter on the meeting agenda to address the Authority's ability to carry on its operations in the event of an inability of Kelly Engineering to perform. He also mentioned the need to address intermediate and long term plans, for example, an inter-local agreement with Two Bridges for some or all of the PRBRSA operations and, farther down the road, restructuring of the Authority, perhaps to consolidate it with Two Bridges.

There was considerable discussion on the first element, namely, Kelly Engineering's role and how that would be filled in the event of Mr. Kelly's inability to perform in particular. Mr. Kelly explained that right now there is no formal operating plan in place within his office nor any succession plan that would allow the firm to continue to serve the Authority even on a transitional basis were that to become necessary. He committed to review that further and report to the Board on the matter at the February meeting.

PAYMENT OF BILLS

1. Operating Budget

1.1 Operating Request for Payment No. 320 (November 2013)

Treasurer Lampmann moved approval of Operating Requests for Payment No. 320 for November 2013 as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

**SUMMARY OF VOUCHERS FOR
 OPERATING EXPENSES**

Operating Request for Payment No. 320

The following bills have been reviewed and are recommended for approval for payment at the **January 15, 2014** meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425935)

	<u>PRBRSA</u> <u>ACCT. NO.</u>	<u>VOUCHER</u> <u>NO.</u>	<u>VOUCHER</u> <u>DATE</u>	<u>PAYMENT</u> <u>AMOUNT</u>	<u>CHECK PAYABLE TO</u>
1)	32.03	OP-13-12-1	11/25/2013	\$ 490.04	Hatch Mott MacDonald
2)	24.07	OP-13-12-2	12/3/2013	\$ 131.89	Kelly Engineering
3)	22.01	OP-13-12-3	12/10/2013	\$ 494.00	Maraziti, Falcon & Healey
4)	22.03	OP-13-12-4	12/10/2013	\$ 10,400.00	Kelly Engineering
5)	32.02	OP-13-12-5	12/11/2013	\$ 1,502.70	Kelly Engineering
6)	26.01	OP-13-12-6	12/11/2013	\$ 945.00	US Bank
7)	26.01	OP-13-12-7	12/3/2013	\$ 2,500.00	US Bank
8)	26.01	OP-13-12-8	12/3/2013	\$ 2,500.00	US Bank
9)	33.03	OP-13-12-9	11/20/2013	\$ 17.96	Borough of Butler Electric
10)	33.03	OP-13-12-10	11/23/2013	\$ 30.00	Verizon
11)	33.03	OP-13-12-11	11/28/2013	\$ 33.70	Verizon
12)	33.03	OP-13-12-12	12/4/2013	\$ 33.70	Verizon
13)	33.03	OP-13-12-13	11/28/2013	<u>\$ 33.70</u>	Verizon
SUBTOTAL:				<u>\$ 19,112.69</u>	

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

1.1 Operating Request for Payment No. 321 (December 2013)

Treasurer Lampmann moved approval of Operating Requests for Payment No. 321 for December 2013 as follows:

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

Operating Request for Payment No. 321

The following bills have been reviewed and are recommended for approval for payment at the **January 15, 2014** meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):

	<u>PRBRSA</u>	<u>VOUCHER</u>	<u>VOUCHER</u>	<u>PAYMENT</u>	<u>CHECK PAYABLE TO</u>
	<u>ACCT. NO.</u>	<u>NO.</u>	<u>DATE</u>	<u>AMOUNT</u>	
1)	24.05	OP-14-1-1	3/17/2012	\$ 250.00	Borough of Butler
2)	33.01	OP-14-1-2	9/12/2012	\$ 2,475.00	Borough of Butler
3)	33.03	OP-14-1-3	1/6/2014	\$ 600.00	Navitend
4)	24.07	OP-14-1-4	1/6/2014	\$ 131.89	Kelly Engineering
5)	22.03	OP-14-1-5	1/6/2014	\$ 10,400.00	Kelly Engineering
6)	32.02	OP-14-1-6	1/7/2014	\$ 4,915.60	Kelly Engineering
7)	33.01	OP-14-1-7	12/17/13	\$ 2,952.29	ADS LLC
8)	*	OP-14-1-8	1/15/14	\$ 680,582.00	Pequannock, Lincoln Park & Fairfield Sewerage Authority
9)	33.03	OP-14-1-9	12/23/2013	\$ 30.00	Verizon
10)	33.03	OP-14-1-10	12/26/2013	\$ 3.25	JCP&L
11)	33.03	OP-14-1-11	12/28/2013	\$ 33.70	Verizon
12)	22.01	OP-14-1-12	1/8/2014	\$ 2,055.50	Maraziti Falcon & Healey
13)	33.01	OP-14-1-13	12/30/2013	<u>\$ 3,099.90</u>	ADS LLC
TOTAL:				<u>\$ 707,529.13</u>	

* Breakdown

27.00	\$	58,678.00
13.00	\$	256,435.00
35.00	\$	547,583.00
35.00	\$	(28,633.00)
18.00	\$	(153,481.00)
	<u>\$</u>	<u>680,582.00</u>

2 Construction Fund Disbursements

2.1 Construction Disbursement Request No. C-13-7

Treasurer Lampmann moved approval of the bills listed on Construction Fund Disbursement Request No. C-13-7 as follows:

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 **January 15, 2014**:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120322C2	C-13-6-12-1	12/10/13	\$ 1,710.00	Maraziti, Falcon & Healey
2)	120322C63	C-13-6-12-2	12/11/13	\$ 3,710.20	Kelly Engineering
		TOTAL DISBURSEMENTS		<u>\$ 5,420.20</u>	

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

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

NAYS : None

ABSENT : Commissioner Gall

ABSTAIN : None

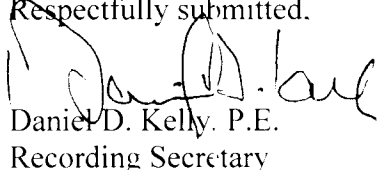
OPEN MEETING FOR PUBLIC COMMENT

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

ADJOURNMENT

At approximately 9:35 pm, Commissioner Howard moved for adjournment. That motion was seconded by Commissioner Metcalfe and approved unanimously on voice vote.

At approximately 9:35 pm, the meeting was adjourned.

Respectfully submitted,

Daniel D. Kelly, P.E.
Recording Secretary

Enclosures: Treasurer's Report for the period ending November 30, 2013
Treasurer's Report for the period ending December 31, 2013