

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

January 21, 2015

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on January 21, 2015 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 Howard, Lampmann, Metcalfe and Verdonik  
[Note: Vice Chairman Verdonik joined the meeting in progress at approximately 7:50 pm]

**ABSENT** : Commissioner Gall

**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 – December 3, 2014**

Commissioner Metcalfe moved approval of the minutes of the Authority's December 3, 2014 regular meeting. That motion was seconded by Commissioner Lampmann and was approved on the following roll call vote:

**AYES** : Chairman Voorman, Commissioners Lampmann and Metcalfe

**NAYS** : None

**ABSENT** : Commissioners Gall and Verdonik  
**ABSTAIN** : Commissioner Howard

## **OPERATIONAL REPORT**

### **1. System Operations**

#### **1.1 Flow Report**

Mr. Kelly presented the Flow Report dated December 16, 2014 for the period ending November 30, 2014.

The following supplemental reports were distributed to the Board in the meeting file folders:

- Daily Flow Summary for November 2014
- Daily Flow Hydrograph for November 2014
- Daily Flow Hydrograph Comparing Meters P-4 and TBSA Meter M-15 for November 2014
- TBSA Budgeted vs. Actual Flow for November 2014

Mr. Kelly also presented the Flow Report for the period ending December 31, 2014 dated January 15, 2015.

The following supplemental reports were distributed to the Board in the meeting file folders:

- Daily Flow Summary for December 2014
- Daily Flow Hydrograph for December 2014
- Daily Flow Hydrograph Comparing Meters P-4 and TBSA Meter M-15 for December 2014
- TBSA Budgeted vs. Actual Flow for December 2014

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

Mr. Kelly presented his December 15, 2014 memorandum analyzing the Two Bridges Sewerage Authority budgeted flows versus actual flows through November 30<sup>th</sup> 2014.

Mr. Kelly also presented his January 15, 2015 memorandum analyzing TBSA's budgeted flows versus the Authority's actual flows through December 31, 2014.

**1.3 CCTV-Inspection: Bloomingdale Interceptor**

Commenting on Passaic County's and the Borough of Bloomingdale's request to check the integrity of the Authority's Bloomingdale Interceptor along the Hamburg Turnpike fronting the Bloomingdale Municipal Building, Mr. Kelly thanked Butler Administrator James Lampmann for his assistance on coordinating the work. He reported that the work was performed by American Pipe Cleaning and successfully confirmed that the existing 12-inch line is in good condition throughout.

Mr. Kelly requested the Board's retroactive authorization of the work performed by American Pipe Cleaning.

In order to affirm the award of contract to American Pipe Cleaning, Commissioner Metcalfe moved approval of the following resolution (**Resolution No. R-15-1-1**):

**RESOLUTION TO AWARD CONTRACT TO AMERICAN PIPE CLEANING, LLC  
FOR SANITARY SEWER INSPECTION SERVICES**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority ("Authority") desires to confirm the retention of the services of a firm to inspect a portion of the Authority's 12-inch sanitary sewer from existing MH 413 at the Star Lake Road intersection to MH PW-3; and

**WHEREAS**, the Authority is authorized by N.J.S.A. 40A:11-3(a) to award a contract for services below the bid threshold; and

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Pequannock River Basin Regional Sewerage Authority, in the State of New Jersey on this 21st day of January, 2015 as follows:

1. The Authority hereby names and designates American Pipe Cleaning, LLC to provide CCTV Inspection services, as required and subject to the requirements of the Local Public Contracts Law.
2. The Chairman is authorized to execute an agreement therewith for the provision of such services, which agreement shall provide for compensation not to exceed Two Thousand Six Hundred Dollars (\$2,600.00).
3. The above-named contract shall be awarded for the provision of CCTV Inspection services for an amount below the bid threshold pursuant to N.J.S.A. 40A:11-3(a).
4. This Resolution shall take effect as provided by law.

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

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

2. **TBSA Activities**

2.1 **Status Update**

Chairman Voorman advised that the Two Bridges Sewerage Authority, on adjusting its User Charge assessments for the prior year, refunded surplus to the municipalities resulting in a \$49,315 refund to PRBRSA.

Chairman Voorman also reported on the bids received by Two Bridges for the wastewater treatment works headworks project which was bid at approximately \$17.7 million and the pumping station rehabilitation project with a low bid approximating \$3.0 million. He commented that both bids were competitive and substantially below the engineer's estimate.

3. **TWA Applications and Connection Permits**

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

Mr. Kelly advised that the Non-Residential Connection application for Quick Chek has been approved. He said that that involves a temporary discharge of groundwater resulting from dewatering of the excavation necessary to install the underground storage tanks. He noted that Two Bridges assisted in the review process as well.

**3.2 TWA Application  
Non-Residential Connection  
Paterson Hamburg Turnpike Sewer Extension/Pumping Station  
Borough of Riverdale**

Referring to his January 21, 2015 letter to the Board Mr. Kelly recommended authorization for the Borough of Riverdale to make connection to and operate the pumping station and sewer extension at the east end of the Paterson Hamburg Turnpike.

Following discussion Commissioner Lampmann moved approval of the following resolution (**Resolution No. R-15-1-2**):

**RESOLUTION TO AUTHORIZE CONNECTION TO THE SYSTEM OF THE  
PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY**

**WHEREAS**, the Borough of Riverdale ("Riverdale") made application in 2006 to the Pequannock River Basin Regional Sewerage Authority ("the Authority") for approval of a Treatment Works Approval ("TWA") in connection with the proposed construction by Riverdale of a 1200 LF gravity sewer line and associated pump station; and

**WHEREAS**, the Authority adopted Resolution R-06-8-2 conditionally approving the TWA application subject to the following General Condition (3) as follows:

"Applicant shall submit a copy of a Resolution of the Governing Body of the Borough of Riverdale providing for the connection of properties within the Borough to the said sewer extension in accordance with the provisions in Paragraph III (1) and Paragraph III (2) in the report of the Authority's Consulting Engineer dated August 11, 2006." and

**WHEREAS**, Riverdale, (1) adopted Resolution 83-2006 providing that no connections to the Paterson-Hamburg Turnpike Sewer extension would be made pending authorization by the Authority, and (2) provided documentation in accordance with the findings of the Consulting Engineer; and

**WHEREAS**, Riverdale has requested approval to connect the pump station and the properties to be served by said sewer extension by correspondence of January 21, 2015; and

**WHEREAS**, the Authority is in receipt of correspondence of Daniel D. Kelly, P.E., Consulting Engineer, recommending approval of the requested connection approval in that actual flows to be connected to the Authority System will not exceed Riverdale's available 5,000 gpd allocation.

**NOW, THEREFORE, BE IT RESOLVED**, by the Pequannock River Basin Regional Sewerage Authority on this 21<sup>st</sup> day of January, 2015 as follows:

1. The Authority hereby authorizes connection of the pump station and sewer extension to the Authority's system, by way of the Riverdale Municipal System, as requested by Riverdale.
2. The Consulting Engineer shall provide a certified copy of this Resolution to Riverdale signifying the Authority's approval.
3. This Resolution shall take effect as provided by law.

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

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

#### **4. Boonton Avenue Interceptor Project**

##### **4.1 Status Report**

Mr. Kelly advised that bids were received on Wednesday, January 15, 2015 for both Contract No. I-4A for the pipe replacement work and for Contract No. I-4B for the pipe and manhole realigning/rehabilitation work. He said the bids were extremely competitive with 5 or 6 bidders on both contracts with the low bidders.

Mr. Kelly noted a number of pieces of correspondence related to the bids received and the overall bidding process which were distributed to the Board in the meeting file folders as follows:

- January 15, 2015 D. Kelly letter advising on bids received for Contract No. I-4A and Contract No. I-4B
- January 20, 2015 D. Kelly letter from Suburban Consulting Engineers recommending award of Contract No. I-4A (w/Bid Tabulation)
- January 20, 2015 letter from Suburban Consulting Engineers recommending award of Contract No. I-4B (w/Bid Tabulation)
- January 21, 2015 Brent Carney, Esq. Memorandum for the Arold bid on Contract No. I-4B
- January 21, 2015 D. Kelly letter to Lewis Coutts of NJDEP on award of Contract No. I-4A

- January 21, 2015 D. Kelly letter to Lewis Couetts on award of Contract No. I-4B
- January 21, 2015 D. Kelly letter to Lewis Couetts of NJDEP indicating that all permits have been received (with local and county road-opening permits pending)
- January 21, 2015 C. Falcon letter to Lewis Couetts with legal opinion on availability of easements

Commenting on the January 21, 2015 memorandum prepared by Brent Carney of his office, Mr. Falcon reviewed the low bid submitted by Arold Construction for Contract No. I-4B. He explained the rationale by which Mr. Carney arrived at the conclusion that the bid submitted by Arold is correct and therefore Arold is the lowest responsible bidder on that contract.

Following discussion Commissioner Metcalfe moved approval of the following resolution (**Resolution No. R-15-1-3**):

**RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR BOONTON AVENUE INTERCEPTOR PROJECT CONTRACT NO. I-4A FOR SANITARY SEWER PIPE AND MANHOLE REPLACEMENT TO HUTTON CONSTRUCTION, L.L.C.**

**WHEREAS**, pursuant to Resolution No. R-14-10-3, the Pequannock River Basin Regional Sewerage Authority (hereinafter the "Authority") authorized the publication of a Notice to Bidders to advertise for the receipt of sealed bids in connection with the Authority's Boonton Avenue Interceptor Project, Contract No. I-4A Sanitary Sewer Pipe and Manhole Replacement; and

**WHEREAS**, in response, six bids were received by the Authority at 10:00 a.m. on January 15, 2015 ranging from \$387,072.00 to \$604,229.50 for the Total Bid as more particularly set forth in the Tabulation of Bids, dated January 15, 2015, prepared by Suburban Consulting Engineers, Inc.; and

**WHEREAS**, Hutton Construction, L.L.C., having a business address of 41 Village Park Road, Cedar Grove, New Jersey 07009 ("Hutton") submitted the lowest Total Bid in the amount of \$387,072.00; and

**WHEREAS**, the Authority desires to award Contract No. I-4A to Hutton as the lowest responsible bidder, subject to receipt of Authorization to Award from the New Jersey Environmental Infrastructure Trust, and/or the New Jersey Department of Environmental Protection.

**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 21<sup>st</sup> day of January, 2015 as follows:

1. The Authority hereby awards Contract No. I-4A to, Hutton Construction, L.L.C., having a business address of 41 Village Park Road, Cedar Grove, New Jersey 07009 for the Total Bid Amount of \$387,072.00, subject to receipt of Authorization to Award from the New Jersey Environmental Infrastructure Trust, and/or the New Jersey Department of Environmental Protection.
2. All immaterial defects of the bid of Hutton Construction, L.L.C., having a business address of 41 Village Park Road, Cedar Grove, New Jersey 07009, if any, are waived.
3. Provided that the Authorization to Award from the New Jersey Environmental Infrastructure Trust, and/or the New Jersey Department of Environmental Protection has been issued, the Contract awarded herein to Hutton Construction, L.L.C. shall commence after the execution of the Contract, the submission of the Performance Guarantees and all required insurance certificates required by the Contract, and after the issuance of a Notice to Proceed issued on behalf of the Authority.
4. The bids of unsuccessful bidders are hereby rejected and Suburban Consulting Engineers, Inc. and the Authority's Consulting Engineer, Daniel Kelly, P.E. are hereby authorized and directed to execute any other necessary documentation and to take all other actions necessary or desirable to effectuate the terms and conditions of this Resolution.
5. Suburban Consulting Engineers, Inc. and the Authority's Consulting Engineer, Daniel Kelly, P.E., are hereby authorized to release the bid securities submitted by all, but the lowest three bidders.
6. The Authority's Treasurer certifies the availability of financing for Contract No. I-4A.
7. This Resolution shall take effect as provided by law.

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

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



Following discussion Commissioner Metcalfe moved approval of the following resolution (**Resolution No. R-15-1-4**):

**RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR BOONTON AVENUE INTERCEPTOR PROJECT CONTRACT NO. I-4B FOR SANITARY SEWER PIPE AND MANHOLE REHABILITATION TO AROLD CONSTRUCTION CO., INC.**

**WHEREAS**, pursuant to Resolution No. R-14-10-4, the Pequannock River Basin Regional Sewerage Authority (hereinafter the "Authority") authorized the publication of a Notice to Bidders to advertise for the receipt of sealed bids in connection with the Authority's Boonton Avenue Interceptor Project, Contract No. I-4B Sanitary Sewer Pipe and Manhole Rehabilitation; and

**WHEREAS**, in response, five bids were received by the Authority at 11:00 a.m. on January 15, 2015 ranging from \$548,645.00 to \$763,125.00 for the Base Bid and \$812,055.00 to \$1,206,125.00 for the Total Bid as more particularly set forth in the Tabulation of Bids, dated January 15, 2015, prepared by Suburban Consulting Engineers, Inc.; and

**WHEREAS**, Arold Construction Co., Inc., having a business address of 51 Powder Mill Bridge Road, Kingston, New York 12401 ("Arold") submitted the lowest Total Bid in the amount of \$812,055.00; and

**WHEREAS**, Arold's bid stated that the plumbing and gas fitting and all kindred work was "to be determined" on the form entitled "Listing of Subcontractors To Be Used"; and

**WHEREAS**, legal counsel, Maraziti Falcon, LLP, has opined in its letter dated January 21, 2015 that Arold's use of the phrase "to be determined" on the form entitled "Listing of Subcontractors To Be Used" is not a material defect because the Authority's consultant, Suburban Consulting Engineers, Inc., has opined in its letter dated January 19, 2015 that no "plumbing and gas fitting and all kindred work" is required for Contract No. I-4B and therefore no subcontractor is required for such work; and

**WHEREAS**, Arold's bid for mobilization is \$30,000 which is the maximum amount for item mobilization in accordance with N.J.A.C. § 7:14-2.9 for bids more than \$500,000 but not exceeding \$1,000,000; and

**WHEREAS**, Section 154.04 of Contract No. I-4B states that the Authority will measure and make payment for mobilization not to exceed three percent (3%) of the Total Bid Price; and

**WHEREAS**, three percent (3%) of the Total Bid Price of Arold is \$24,361.65; and

**WHEREAS**, in accordance with the legal opinion from the Authority's counsel, Maraziti Falcon, LLP, dated January 21, 2015, Arold's bid price of \$30,000 is in accordance with N.J.A.C. § 7:14-2.9 and Section 154.01 of Contract No. I-4B for mobilization costs and which "supersede any provisions elsewhere in the specifications for including the costs of these initial

services and facilities in the prices bid for the various items scheduled in the proposal” and therefore is not a bid defect; and

**WHEREAS**, the Authority desires to award Contract No. I-4B to Arold as the lowest responsible bidder, subject to receipt of Authorization to Award from the New Jersey Environmental Infrastructure Trust, and/or the New Jersey Department of Environmental Protection.

**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 21<sup>st</sup> day of January, 2015 as follows:

1. The Authority hereby awards Contract No. I-4B to Arold Construction Co., Inc., having a business address of 51 Powder Mill Bridge Road, Kingston, New York 12401, for the Total Bid Amount of \$812,055.00, subject to receipt of Authorization to Award from the New Jersey Environmental Infrastructure Trust, and/or the New Jersey Department of Environmental Protection.
2. All immaterial defects of the bid of Arold Construction Co., Inc., having a business address of 51 Powder Mill Bridge Road, Kingston, New York 12401, if any, are waived.
3. Provided that the Authorization to Award from the New Jersey Environmental Infrastructure Trust, and/or the New Jersey Department of Environmental Protection has been issued, the Contract awarded herein to Arold Construction Co., Inc. shall commence after the execution of the Contract, the submission of the Performance Guarantees and all required insurance certificates required by the Contract, and after the issuance of a Notice to Proceed issued on behalf of the Authority.
4. The bids of unsuccessful bidders are hereby rejected and Suburban Consulting Engineers, Inc. and the Authority’s Consulting Engineer, Daniel Kelly, P.E. are hereby authorized and directed to execute any other necessary documentation and to take all other actions necessary or desirable to effectuate the terms and conditions of this Resolution.
5. Suburban Consulting Engineers, Inc. and the Authority’s Consulting Engineer, Daniel Kelly, P.E., are hereby authorized to release the bid securities submitted by all, but the lowest three bidders.
6. The Authority’s Treasurer certifies the availability of funds for Contract No. I-4B.
7. 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 Howard, Lampmann and Metcalfe

**NAYS** : None

**ABSENT** : Commissioners Gall and Verdonik

**ABSTAIN** : None

**4.2 NJEIT Loan Program**

Mr. Kelly advised that Suburban Consulting Engineers are in the process of preparing a bid package for each of the contract awards for submittal to NJDEP and the NJEIT on Thursday, January 16<sup>th</sup>. He noted that those packages will be formidable inasmuch as they must include all of the documentation required by NJDEP and the NJEIT in support of the funding application.

[Note: Vice Chairman Verdonik joined the meeting in progress at approximately 7:50 pm]

**4.3 Easement Acquisitions**

Mr. Kelly noted that Mr. Falcon's office has prepared the easement agreements which will be submitted to the property owners to secure two temporary easements and two permanent easements prior to initiation of construction.

Since two of the property owners have requested temporary easements and since the Authority's original approval cited permanent easement acquisitions, Mr. Kelly requested the Board's authorization to secure the temporary easements for two of the properties. In order to do so Commissioner Lampmann moved approval of the following resolution (**Resolution No. R-15-1-5**):

**RESOLUTION AUTHORIZING THE ACQUISITION OF TEMPORARY EASEMENTS ON PORTIONS OF REAL PROPERTY KNOWN AS BLOCK 39 LOT 6 AND BLOCK 40 LOT 39, IN THE BOROUGH OF BUTLER**

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 acquire real property by purchase and/or by eminent domain for public use; and

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

WHEREAS, it is necessary to acquire temporary easements on portions of Block 39 Lot 6 and Block 40 Lot 39 in the Borough of Butler for construction and maintenance of pipes and related facilities for the transportation and disposal of sewage; and

WHEREAS, the Authority has engaged in good faith negotiations with the owners of said real property; and

WHEREAS, although said negotiations have been successful in connection with the required easements, the Authority must be prepared to initiate eminent domain proceedings in the event that a closing does not take place;

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 21st day of January, 2015 as follows:

1. The Authority authorizes the Chairman to execute temporary easement agreements in a form approved by the Authority Attorney as follows:
  - a. Debbie Martinez (Block 39 Lot 6) 504 sf  
in the amount of \$1.00, and as described in a survey  
and metes and bounds description prepared by Suburban  
Consulting Engineers, Inc.
  - b. Michael and Kristin Lyle (Block 40 Lot 39) 735 sf  
in the amount of \$1.00, and as described in a survey  
and metes and bounds description prepared by Suburban  
Consulting Engineers, Inc.
2. The Authority Attorney is authorized to commence eminent domain proceedings to acquire one or both of the foregoing easements in the event that the Authority is unable to conclude the negotiated conveyances.
3. The Authority Treasurer is hereby authorized to issue such sums as may be required in relation to any eventual eminent domain proceedings regarding the above real property including sums required to file a Declaration of Taking and not exceeding the appraised value of any such easement.
4. 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 Howard, Lampmann, Metcalfe and Verdonik

**NAYS** : None

**ABSENT** : Commissioner Gall

**ABSTAIN** : None

**4.4 Morris County Agreement**

Mr. Falcon advised that Morris County has accepted the terms of the proposed form of agreement including a reduction of the \$10,000,000 insurance umbrella requirement to \$5,000,000 post construction. He indicated that the agreement will be submitted for formal approval of the County.

**4.5 Potential Site Contamination**

Reporting on the field investigations conducted by SESI Engineers, Mr. Kelly advised that 4 soil borings were completed on Tuesday, January 14<sup>th</sup>. He said SESI reported that the PID readings, essentially the testing of off vapors from the borings, indicated “no detect” suggesting that there is little likelihood for contamination. Nonetheless he said the next step is to conduct the laboratory testing to confirm the PID results.

Commenting on the potential need for an LSRP (Licensed Site Remediation Professional) Mr. Kelly explained that, in the event that any contamination is encountered along the route of the Boonton Avenue Interceptor construction, an LSRP would be required under current state regulations. He noted that he has been in contact with the LSRP working for the Borough of Butler on the Borough’s DPW yard remediation project and will also reach out to another firm to discuss the scope of services that may be required for the Boonton Avenue Interceptor project if contamination is encountered.

## **FINANCIAL REPORT**

### **1. Treasurer's Report**

#### **1.1 Acceptance of November 30, 2014 Treasurer's Report**

Vice Chairman Verdonik moved acceptance of the Treasurer's Report for the period ending November 30, 2014. That motion was seconded by Commissioner Lampmann and approved unanimously upon the following roll call vote:

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

#### **1.2 Acceptance of Treasurer's Report for the period ending December 31, 2014**

Treasurer Lampmann moved acceptance of the Treasurer's Report as presented for the period ending December 31, 2014. Vice Chairman Verdonik seconded the motion which passed unanimously upon the following roll call vote:

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

#### **1.3 Annual Budget: FY 2015**

For the record Mr. Kelly noted that the final revised Annual Charge Certifications billings were issued to the municipalities on January 5, 2015. Following that, on January 13, 2015, he indicated that the Certifications were amended for Bloomingdale's and Butler's debt service distributions to account for the Bloomingdale Subflow.

#### **1.4 Audit: FY 2014**

For the record Mr. Kelly noted that the FY 2014 audit report has been issued to the Board in draft form and is currently under review. He noted as well that the audit includes a clean opinion again this year and calculates an operational surplus for FY 2014 of approximately \$351,000.

### **UNFINISHED BUSINESS**

#### **1. Riverdale Capacity Allocation Request**

No change in status on this matter.

#### **2. Contingency Operating Plan**

Mr. Kelly advised that on January 6<sup>th</sup> his office issued to Bob Bongiovanni an electronic copy of the Business Systems Manual along with other information explaining the nature and extent of the Authority's operations. He explained that Mr. Bongiovanni and he have discussed the matter preliminarily and that a meeting will be scheduled as soon as possible to go over the matter in greater detail.

### **NEW BUSINESS**

#### **1. 2015/2016 Tentative Meeting Dates**

Mr. Kelly distributed a list of tentative meeting dates for the upcoming year and asked if any of the Board Members have any conflicts to so advise. Vice Chairman Verdonik inquired if the December 2<sup>nd</sup> date may be early or if perhaps there may need to be two meetings this year. Mr. Kelly said that if the construction contract work is ongoing it may be necessary to process payments on a monthly basis in which case a special meeting could be convened or other meetings rescheduled as may be necessary then.

### **PAYMENT OF BILLS**

#### **1. Operating Budget**

##### **1.1 Operating Request for Payment No. 334**

Treasurer Lampmann presented the bills as listed on Operating Request for Payment No. 334 and moved approval to pay the bills as presented as follows:

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

**Operating Request for Payment No. 334**

The following bills have been reviewed and are recommended for approval for payment at the **January 21, 2015** 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>ACCT. NO.</u>	<u>NO.</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>CHECK PAYABLE TO</u>
1	33.01	OP-14-12-1	10/2/2014	\$ 2,500.00	Borough of Butler
2	24.05	OP-14-12-2	3/31/2014	\$ 250.00	Borough of Butler
3	22.01	OP-14-12-3	12/2/14	\$ 1,313.50	Maraziti Falcon LLP
4	32.02	OP-14-12-4	12/11/14	\$ 7,604.41	Kelly Engineering
5	26.01	OP-14-12-5	12/5/2014	\$ 2,500.00	US Bank
6	33.01	OP-14-12-6	12/8/2014	\$ 3,099.90	ADS LLC
7	26.04	OP-14-12-7	12/15/2014	\$ 945.00	US Bank
8	22.04	OP-14-12-8	12/16/14	\$ 8,443.00	Hawkins, Delafield & Wood
9	33.03	OP-14-12-9	12/10/2014	\$ 3.25	JCP&L
10	33.03	OP-14-12-10	12/3/2014	\$ 17.96	Borough of Butler-Electric
11	33.03	OP-14-12-11	12/1/14	\$ 34.03	Verizon
12	33.03	OP-14-12-12	12/4/2014	\$ 30.33	Verizon
13	33.03	OP-14-12-13	12/4/2014	\$ 34.03	Verizon
14	33.03	OP-14-12-14	12/11/2014	\$ 34.03	Verizon
15	33.03	OP-14-12-15	12/23/2014	30.33	Verizon
16	33.03	OP-14-12-16	12/28/2014	\$ 34.03	Verizon
<b>TOTAL:</b>				<b>\$ 26,873.80</b>	

Commissioner Howard 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



**1.2 Operating Request for Payment No. 335**

Treasurer Lampmann presented the bills as listed on Operating Request for Payment No. 335 and moved approval to pay the bills as presented as follows:

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

**Operating Request for Payment No. 335**

The following bills have been reviewed and are recommended for approval for payment at the **January 21, 2015** 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>ACCT. NO.</u>	<u>NO.</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>CHECK PAYABLE TO</u>
1	24.05	OP-15-1-1	3/31/2014	\$ 250.00	Borough of Butler
2	33.01	OP-15-1-2	10/2/2014	\$ 2,500.00	Borough of Butler
3	32.02	OP-15-1-3	1/6/2015	\$ 450.00	Bloomington Police Dept.
4	24.07	OP-15-1-4	12/2/2014	\$ 131.89	Kelly Engineering
5	33.24	OP-15-1-5	1/6/2015	\$ 2,600.00	American Pipe Cleaning
6	22.01	OP-15-1-6	1/8/2015	\$ 2,684.50	Maraziti Falcon LLP
7	22.03	OP-15-1-7	1/8/2015	\$ 10,400.00	Kelly Engineering
8	24.07	OP-15-1-8	1/5/2015	\$ 131.89	Kelly Engineering
9	24.04	OP-15-1-9	1/1/2015	\$ 856.80	Tab MicroFilm
10	33.03	OP-15-1-10	1/1/2015	\$ 600.00	Navitend
11	33.03	OP-15-1-11	1/12/2015	\$ 34.12	Verizon
12	33.03	OP-15-1-12	1/12/2015	\$ 3.25	JCP&L
13	33.03	OP-15-1-13	1/5/2015	\$ 17.96	Borough of Butler -Electric
14	*	OP-15-1-14	1/15/2015	\$ 674,087.00	Pequannock Lincoln Park & Fairfield Sewerage Authority
15	33.03	OP-15-1-15	12/28/2014	\$ 34.03	Verizon
16	32.02	OP-15-1-16	1/9/2015	\$ 7,131.85	Kelly Engineering

**TOTAL:     \$ 701,913.29**

\* Breakdown

27.00	\$	60,295.00
13.00	\$	263,354.00
35.00	\$	553,235.00
35.00	\$	(49,316.00)
18.00	\$	(153,481.00)
	\$	<u>674,087.00</u>

Vice Chairman Verdonik 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

**2. Construction Fund Disbursements**

**2.1 Construction Disbursement Request No. C-13-18**

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Request No. C-13-18 and moved approval of the bills as presented:

**CONSTRUCTION DISBURSEMENT REQUISITION No. C-13-18**

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 21, 2015**:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120322C1	C-13-18-1-1	12/2/14	\$ 1,147.00	Maraziti, Falcon LLP
2)	120322C2	C-13-18-1-2	12/11/14	\$ 7,570.98	Kelly Engineering
3)	120322C6.1	C-13-18-1-3	12/17/14	\$ 4,605.53	Suburban Consulting Eng.
4)	120322C6.1	C-13-18-1-4	12/17/14	\$ 212.50	Suburban Consulting Eng.
5)	120322C6.1	C-13-18-1-5	12/31/14	\$ 1,538.56	NJ Advance Media
<b>TOTAL DISBURSEMENTS</b>				<b><u>\$ 15,074.57</u></b>	

**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.

Commissioner Howard 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

**2.2 Construction Disbursement Request No. C-13-19**

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Request No. C-13-19 and moved approval of the bills as presented:

**CONSTRUCTION DISBURSEMENT REQUISITION No. C-13-19**

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 21, 2015**:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120322C1	C-13-19-1-1	1/8/15	\$ 5,189.00	Maraziti, Falcon LLP
2)	120322C2	C-13-19-1-2	1/9/15	\$ 6,589.64	Kelly Engineering
3)	120322C6.1	C-13-19-1-3	1/1/15	\$ 650.81	North Jersey Media Group
<b>TOTAL DISBURSEMENTS</b>				<b><u>\$ 12,429.45</u></b>	

**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.

Vice Chairman Verdonik 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

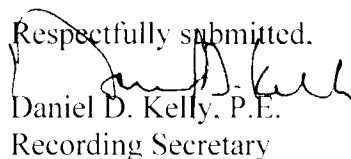
#### **OPEN MEETING FOR PUBLIC COMMENT**

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

#### **ADJOURNMENT**

At approximately 8:30 pm, Commissioner Lampmann moved for adjournment. That motion was seconded by Commissioner Howard and passed unanimously on voice vote.

At approximately 8:30 pm, the meeting was adjourned.

Respectfully submitted,  
  
Daniel D. Kelly, P.E.  
Recording Secretary

Enclosures: Treasurer's Report for the period ending November 30, 2014  
Treasurer's Report for the period ending December 31, 2014