

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

January 8, 2020

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on January 8, 2020 in the Conference Room at the Butler Municipal Building, One Ace Road, Butler, New Jersey. Chairman Voorman called the meeting to order at approximately 7:00 p.m.

ROLL CALL

On roll call:

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

ABSENT : None

ALSO PRESENT : Jamie Avagnano, Authority Administrator; Christopher H. Falcon, Esq.; Maraziti Falcon, LLP; 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 16, 2019

Vice Chairman Verdonik moved acceptance of the minutes of the October 16, 2019 regular meeting. That motion was seconded by Commissioner Metcalfe and approved on the following roll call vote:

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

NAYS : None

ABSENT : None

ABSTAIN : None

2. Meeting Minutes: Closed Session – October 16, 2019

Vice Chairman Verdonik moved acceptance of the closed session meeting minutes of the October 16, 2019 regular meeting. That motion was seconded by Commissioner Metcalfe and approved on the following roll call vote:

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

NAYS : None

ABSENT : None

ABSTAIN : None

OPERATIONAL REPORT

1. **SYSTEM OPERATIONS**

1.1 **Alternative Cost Recovery Methodologies**

Ms. Avagnano advised the Board that based on discussions and meetings with the towns regarding implementation of the EDU billing method with amendments to the service contracts that essentially, all four towns appear to be receptive to the method. She also asked the Board if they would like to authorize the EDU refinement process outlined in Howard Woods August 10th proposal. The Board expressed agreement that the EDUs presented within the appendices of the Final Phase 2 Alternative Cost Recovery Study were final and would be used to form the initial baseline distributions within the service contracts.

Mr. Falcon discussed the present status of the Riverdale membership matter as related to the timing of the amended service contracts. He advised that based on discussions with bond counsel they believe that the service contracts may be drafted as a Five Party Agreement to amend the flow-based billing to an EDU-based system while including Riverdale's pending membership as a contingency subject to final approval of several items.

Mr. Falcon discussed the various steps and anticipated timeline to prepare the draft service contracts which would incorporate all previous contracts and amendments into a new 2020 Five Party Agreement. Even though Riverdale has not as yet finalized its "shadow" Moody's rating, Mr. Falcon reported that is expected probably within the next month or so. From there, bond counsel would need to draft an opinion acceptable to the Trustee to the effect that Riverdale's joining the Authority as a Member town and a Participant in the new Five Party Agreement

will not negatively impact the financial condition of the Authority nor the financial standing of the bondholders.

Chairman Voorman stated that we would need to have all enactments approved by the towns by October 31, 2020 for the FY 2021 budget when the new agreement would become effective. Commissioner Lampmann and Vice Chairman Verdonik pointed out that a minimum of 2 months would be required for approval of the ordinances by the municipalities. Mr. Falcon noted a draft was in the final stages and would be issued to the Board when finalized.

1.2 Flow Report

Ms. Avagnano presented the Flow Reports for the period ending October 2019 and November 2019.

The following reports were also made available to the Board in their file folders:

October 2019

- Daily Flow Summary for October 2019
- Daily Flow Hydrograph for October 2019
- Hydrograph: Comparison P-4 vs. M-15

November 2019

- Daily Flow Summary for October 2019
- Daily Flow Hydrograph for October 2019
- Hydrograph: Comparison P-4 vs. M-15

On review of the Flow Report for the period ending October 31, 2019 (i.e., Final Draft FY 2019) and for November 2019, Mr. Kelly explained that, beginning in September 2019, the newly installed TBSA Meter M-15, which had previously been reading below the Authority's P-4 meter, began reading significantly higher. He reported that as of November Meter M-15 is reading 154,000 gpd, or 9.6% higher than the Authority's meter.

Mr. Kelly commented that we need to monitor the flows to see if the trend continues. If so, the matter should be addressed with TBSA such that, if the readings of both meters differ by more than 5%, the year-end annual average flow applied for TBSA's Annual Charge assessment to PRBRSA would be averaged based on the readings for both meters.

1.3 TBSA Flow Report (Budget vs. Actual)

Referring to his December 23, 2019 memorandum, Mr. Kelly noted that due primarily to the wet weather conditions the Authority's flows are significantly less (-2.60%) than the flow estimated by Two Bridges going into FY 2019. Therefore, PRBRSA should receive a significant credit from TBSA due to the prior-year flow

adjustment. Chairman Voorman and Vice Chairman Verdonik indicated that that was the case.

2. **TBSA ACTIVITIES**

2.1 **Status Update**

Chairman Voorman and Vice Chairman Verdonik confirmed that TBSA passed a resolution earlier that evening regarding the final 2019 flow adjustment and resulting distribution of the annual charges producing, for PRBRSA, a credit due of \$284,882.

The Board directed the Administrator to apply the TBSA credit to the municipalities by way of a reduction to the FY 2020 Annual Charges. She also noted that the December 23, 2019 billings must be corrected to confirm to the distribution set forth by the Consulting Engineer's January 7, 2020 Technical Memorandum based on the Final FY 2019 Flows.

Ms. Avagnano presented a draft resolution for approval. Mr. Falcon noted that the approved resolution would be voted on yet would require mathematical verification.

Vice Chairman Verdonik moved the following resolution as now verified:

Resolution No. R-20-1-3

RESOLUTION TO AMEND FY 2020 ANNUAL CHARGE BILLINGS TO THE BOROUGHES OF BLOOMINGDALE, BUTLER, KINNELON AND RIVERDALE

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (the "Authority") issued Revised Annual Charge Certifications to the Boroughs of Bloomingdale, Butler, Kinneelon and Riverdale (the "Municipalities") on December 23, 2019; and

WHEREAS, the Authority desires to distribute the FY 2020 Annual Charge Credit provided to the Authority by the Two Bridges Sewerage Authority (the "TBSA Credit") to the Municipalities based upon the final flow percentages for FY 2019; and

WHEREAS, the Consulting Engineer has determined the Final FY 2019 Flow Adjustments as set forth by his Technical Memorandum of January 7, 2020; and

WHEREAS, the Authority further desires to amend the Revised Annual Charge Certifications as referenced hereinabove to correct the billings as issued on December 23, 2019 to conform to the Final FY 2019 Flows set forth by the above referenced Technical Memorandum.

NOW, THEREFORE BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic, New Jersey on this 8th Day of January 2020 as follows:

1. The Authority Administrator is authorized and directed to prepare Revised Annual Charge Certifications to be issued to the Boroughs of Bloomingdale, Butler, Kinnelon and Riverdale following verification of the amounts listed below by the Board for the following:

- a. To credit the municipalities a total of \$284,882, in proportion to the Final FY 2019 Flows, said amount being the Annual Charge Adjustment approved by the Two Bridges Sewerage Authority on January 8, 2020, as follows:

Borough of Bloomingdale	(\$ 92,017)
Borough of Butler	(\$129,080)
Borough of Kinnelon	(\$ 14,387)
Borough of Riverdale	(\$ 49,398)

- b. To correct the Revised Annual Charge Certifications as issued to the municipalities on December 23, 2019 to reflect the Final FY 2019 Flows in accordance with the Consulting Engineer's memo of January 7, 2020 as follows:

Borough of Bloomingdale	\$ 2,760
Borough of Butler	(\$ 16,215)
Borough of Kinnelon	\$ 11,040
Borough of Riverdale	\$ 2,415

2. The Authority Administrator shall issue revised Annual Charge Certifications reflecting the following net Annual Charge increases and decreases to the December 23, 2019 billings to the Municipalities in accordance with 1 (a) and 1 (b) above as follows:

Borough of Bloomingdale	(\$ 89,257)
Borough of Butler	(\$145,295)
Borough of Kinnelon	(\$ 3,347)
Borough of Riverdale	(\$ 46,983)

3. This Resolution shall take effect immediately upon enactment.

Certified to be a true copy of a resolution enacted at a duly convened public meeting of the Pequannock River Basin Regional Sewerage Authority held on January 8, 2020.

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

AYES : Commissioners Gall, Howard, Lampmann,
Metcalf, Verdonik and Voorman

NAYS : None

ABSENT : None

ABSTAIN : None

3. TWA APPLICATIONS AND CONNECTION PERMITS

3.1 Unauthorized Connection BP Gas Station/Car Wash/Convenience Store Borough of Riverdale

As indicated by his letter of November 19, 2019, Mr. Kelly recommended award of the engineering contract for design, permitting, bidding and construction engineering services to Remington & Vernick Engineers in the amount quoted at \$49,836 for remediation work at the BP property.

He also referenced the method of construction that RVE recommended be considered as an alternative to the cured-in-place pipe lining remediation method proposed by R3M Engineering. Commissioner Lampmann noted, on checking into the spiral-wound PVC system, that it is a mechanical process which can be installed under live flow conditions for 6” – 200” pipe without by-pass pumping or excavation. Mr. Kelly noted that that would save considerable time and construction cost if the system proves to be viable in this application.

Mr. Howard questioned who would bear the risk of using new technology. Commissioner Metcalf replied that the engineer would be responsible for its design and the contractor would be fully responsible for successful completion of the installation.

Vice Chairman Verdonik moved the following resolution:

Resolution No. R-20-1-1

RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH REMINGTON & VERNICK ENGINEERS

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (the “Authority”) has identified a need for the performance of Professional Engineering Services for design services, Permitting phase services, Bid phase services and Construction phase services in connection with the repair and remediation of an Authority interceptor in the Borough of Riverdale as described in the Authority’s RFP of October 25, 2019; and

WHEREAS, the Authority has received and reviewed five (5) proposals for the professional engineering services referenced herein above including a proposal dated November 13, 2019 (the "Proposal") Remington & Vernick Engineers ("RVE") for the provision of such services for a cost not-to-exceed \$49,836; and

WHEREAS, the Authority's Consulting Engineering reviewed the professional engineering proposals and, by letter of November 19, 2019, recommends award of the contract to RVE; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) authorizes contracts for the provision of "Professional Services," which may be awarded without public advertising and competitive bidding, provided that 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 Remington & Vernick Engineers to perform the work set forth in the Proposal; 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 8th day of January, 2020 as follows:

1. The Chairman is authorized and directed to sign an agreement between Remington & Vernick Engineers and the Authority for a cost not to exceed \$49,836 without further authorization by the Authority. This Resolution shall be published in accordance with N.J.S.A. 40A:11-5 (l)(a)(i).
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	:	Commissioners Gall, Howard, Lampmann, Metcalfe, Verdonik and Voorman
NAYS	:	None
ABSENT	:	None
ABSTAIN	:	None

Mr. Falcon commented on Riverdale's legal responsibility to reimburse PRBRSA for expenses related to the unauthorized connection and recommended that the resolution along with an account of expenses paid to date be submitted to Riverdale. The Board agreed.

Mr. Falcon also commented on Diane Alexander's legal notification recently issued to Riverdale's counsel placing the Borough on notice of the need to retain all documents related to the unauthorized connection.

**3.2 TWA Application
Panera/CVS/Wawa
Borough of Butler**

Mr. Kelly advised that information regarding the sizing of the grease trap for Wawa stores has been requested and is still pending.

4. BOONTON AVENUE INTERCEPTOR

4.1 Park Place/NYS&W Railroad Crossing (2017 Project)

Ms. Avagnano presented a draft advisory to be published in the newspaper as well as the PRBRSA website for public information on the upcoming construction. The Board confirmed that the advisory should be posted for public information.

Mr. Kelly highlighted a few key milestones, notably, that field work is scheduled to begin in early to mid-February with the tunnel across the railroad completed by April 1st over an estimated 5-day construction period following installation of the jacking and receiving pits. He said that overall completion is scheduled for July 31st and that the contract completion date is August 12th.

4.2 Contract PRB-19-1 Change Order Procedure

To address a matter raised by Commissioner Lampmann following the December 8th pre-construction conference, Mr. Kelly explained that there are several levels of approvals that may be possible if changes occur during construction requiring increases in the contract bid prices and/or time extensions. He focused on the need for a major change order (Item d) which counsel explained requires Board approval for any significant dollar or time-extension changes on the contract.

Commissioner Lampmann said that his primary concern is that if the contractor encounters an obstacle requiring approval by the Board that the Authority needs to be prepared to address it as soon as reasonably possible to avoid potentially extremely high construction delay claims. Mr. Falcon reported that under urgent conditions the Local Public Contracts Law allows a public agency to convene a meeting without the normal 48-hour public notice.

5. FINANCIALS

5.1 Treasurer's Report: October 31, 2019

Treasurer Lampmann presented the Treasurer's Report for the period ending October 31, 2019 and moved its approval as presented.

That motion was seconded by Vice Chairman Verdonik 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

5.2 Treasurer's Report: November 30, 2019

Treasurer Lampmann presented the Treasurer's Report for the period ending November 30, 2019 and moved its approval as presented.

That motion was seconded by Vice Chairman Verdonik 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

5.3 Audit: FY 2019

Ms. Avagnano advised the field audit was completed and that, pending an upcoming conference with the auditor, the audit would be finalized for the Board's review prior to the February 19th meeting.

5.4 FY 2020 Annual Budget

5.4.1 Revised Annual Charge Certifications

Mr. Kelly advised that the Final FY 2019 Flows were determined for billing purposes on December 23, 2019. However, on reviewing the flow adjustment calculations, he said that he discovered a minor error which will require slight adjustments to the Annual Charges billed to municipalities at that time. He explained that the basis of the Final FY 2019 Flows is memorialized by his January 7, 2020 Technical Memorandum as distributed to the Board electronically just prior to the meeting and at the meeting itself. Since the Board Members did not have the opportunity to review the Technical Memorandum, he requested that they contact him should there be any need for clarification.

5.4.2 FY 2020 Capital Reserve Contribution

Ms. Avagnano presented the Capital Reserve Contribution resolution for \$275,000 as approved under the FY 2020 Budget. Commissioner Metcalfe questioned how the funds in the Capital Reserve Fund would be utilized. Vice Chairman Verdonik advised that monies have been put aside to cover capital expenses to be incurred including expenses related to upcoming TBSA projects as well as the future TBSA plant upgrade. Treasurer Lampmann added that the funds are also used to fund PRBRSA's capital projects.

Following discussion Treasurer Lampmann moved the following resolution:

Resolution No. R-20-1-2

RESOLUTION AUTHORIZING A TRANSFER FROM THE REVENUE FUND TO THE GENERAL FUND

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (hereinafter the "Authority") maintains certain funds in reserve in accordance with the General Bond Resolution of July 15, 1986; and

WHEREAS, the Authority previously established a Capital Reserve Fund to minimize future rate impacts anticipated on implementation of the Two Bridges Sewerage Authority capital improvement program including treatment plant and pumping station upgrades as well as Authority-sponsored capital projects; and

WHEREAS, the Authority's FY 2020 operating budget increases the reserve amount within the Capital Reserve Fund by contribution to that account of \$275,000.00.

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 8th day of January 2020 as follows:

1. An amount of \$275,000.00 of unrestricted/undesignated net assets currently within the Revenue Fund (Account No. 2576006500) shall be designated as a reserve within the Capital Reserve Fund.
2. Said designation shall increase the unrestricted/designated net assets within the Capital Reserve Fund from \$3,259,728.69 to \$3,534,728.69
3. The funds so designated shall be transferred to and retained within the Capital Reserve Fund subaccount within the General Fund (Account No. 2576006485).
4. The Authority Administrator is directed to forward a copy of this resolution to the Authority's Trustee and auditor.
5. This Resolution shall take effect immediately.

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

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

6. **CONSENT AGENDA**

None

7. **UNFINISHED BUSINESS**

7.1 **Riverdale Membership**

See discussion under 1.1 above.

8. NEW BUSINESS

8.1 Nominating Committee – Preliminary Slate of Officers

Nominating Committee Chairman Metcalfe presented the Slate of Officers noting that the Slate was preliminary and subject to change prior to the February 19th meeting. He advised that if any Member would like to reconsider their nomination that they should contact him directly.

9. PAYMENT OF BILLS

Operating Budget

9.1 Operating Request for Payment Nos. 391, 391A and 392

On counsel approval, Treasurer Lampmann presented and moved approval of Operating Request for Payment No. 391, 391A and 392 as follows:

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

Operating Request for Payment No. 391

The following bills have been reviewed and are recommended for approval for payment at the January 8, 2020 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-19-12-1	3/31/2018	\$ 250.00	Borough of Butler
2)	24.07	OP-19-12-2	11/4/2019	\$ 151.88	Kelly Engineering
3) ✓	22.03	OP-19-12-3	11/4/2019	\$ 9,967.13	Kelly Engineering
4) ✓	32.02	OP-19-12-4	11/11/2019	\$ 2,836.65	Kelly Engineering
5) ✓	32.02	OP-19-12-5	11/11/2019	\$ 2,811.75	Kelly Engineering
6) ✓	22.01	OP-19-12-6	11/7/2019	\$ 7,527.00	Maraziti Falcon LLP
7)	33.01	OP-19-12-7	10/2/2019	\$ 1,141.80	Maraziti Falcon LLP
8)	33.01	OP-19-12-8	9/27/2019	\$ 3,290.00	ADS LLC
9)	24.05	OP-19-12-9	3/31/2018	\$ 250.00	Borough of Butler
10)	33.01	OP-19-12-10	10/31/2019	\$ 3,723.95	Howard J. Woods
11)	24.07	OP-19-12-11	10/25/2019	\$ 14.62	Tab Group
12)	24.07	OP-19-12-12	11/1/2019	\$ 60.80	Tab Group
13)	33.03	OP-19-12-13	10/25/2019	\$ 18.23	Borough of Butler Electric
14)	33.03	OP-19-12-14	11/8/2019	\$ 3.10	JCP&L
15)	24.07	OP-19-12-15	10/28/2019	\$ 56.04	North Jersey Media
16)	25.01	OP-19-12-16	11/29/2019	\$ 418.92	Jamie Avagnano
17)	24.04	OP-19-12-17	11/12/2019	\$ 332.65	Staples
18)	25.02	OP-19-12-18	11/27/2019	\$ 599.00	AEA
TOTAL:				<u>\$ 33,453.52</u>	

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

Operating Request for Payment No. 391A

The following bills have been reviewed and approved as paid at the
January 8, 2020 meeting of the Authority (paid 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) ✓	33.01	OP-19-12-2	10/1/2018	\$ 2,705.00	Borough of Butler - Ck Issued 12/23/19 Transfer 20-1
2) ✓	33.01	OP-19-12-11	10/1/2018	\$ 2,705.00	Borough of Butler - Ck Issued 12/23/19 Transfer 20-1
3)	22.05	OP-19-12-21	12/12/2019	\$ 18,349.79	Borough of Butler - Ck Issued 12/23/19 Transfer 20-1
4)	22.05	OP-19-12-22	12/12/2019	\$ 7,858.12	Borough of Butler - Ck Issued 12/23/19 Transfer 20-1

TOTAL: \$ 31,617.91

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

Operating Request for Payment No. 392

The following bills have been reviewed and are recommended for approval for payment at the
January 8, 2020 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-20-1-1	3/31/2018	\$ 250.00	Borough of Butler
2) ✓	33.01	OP-20-1-2	10/1/2018	\$ 2,705.00	Borough of Butler
3)	24.07	OP-20-1-3	12/4/2019	\$ 151.88	Kelly Engineering
4) ✓	22.03	OP-20-1-4	12/16/2019	\$ 12,500.00	Kelly Engineering
5) ✓	32.02	OP-20-1-5	12/16/2019	\$ 7,964.70	Kelly Engineering
6) ✓	32.02	OP-20-1-6	12/16/19	\$ 994.50	Kelly Engineering
7)	22.01	OP-20-1-7	12/6/2019	\$ 8,151.00	Maraziti Falcon LLP
8)	25.01	OP-20-1-8	11/30/2019	\$ 177.29	Jamie Avagnano
9)	33.01	OP-20-1-9	12/5/2019	\$ 3,290.00	ADS LLC
10)	33.01	OP-20-1-10	11/30/2019	\$ 7,541.25	Howard J. Woods
11)	24.07	OP-20-1-11	12/16/2019	\$ 585.00	US Bank
12)	33.03	OP-20-1-12	11/26/2019	\$ 22.57	Borough of Butler Electric
13)	33.03	OP-20-1-13	12/19/2019	\$ 3.10	JCP&L
14)	22.03	OP-20-1-14	1/6/2020	\$ -	Kelly Engineering (\$12,500 less admin. Fee = \$0)
15)	24.07	OP-20-1-15	1/6/2019	\$ 151.88	Kelly Engineering
16)	33.03	OP-20-1-16	12/27/2019	\$ 18.23	Borough of Butler Electric
17)	33.03	OP-20-1-17	12/24/2019	\$ 600.00	Navitend
18)	24.07	OP-20-1-18	12/15/2019	\$ 30.46	North Jersey Media
19)	*	OP-20-1-19	12/23/2019	\$ 961,720.00	Pequannock, Lincoln Park & Fairfield Sewerage Authority (Annual Charge Pymt)

TOTAL: \$ 1,006,856.86

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** : Commissioner Gall
- ABSTAIN** : None

2. Construction Fund Disbursements

2.1 Construction Disbursement Requisition No. C-17-29

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-29 and moved approval as follows:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120327C2	C-17-29-1-1	11/6/19	\$1,231.20	Kelly Engineering
2)	120327C1	C-17-29-1-2	11/7/19	\$2,827.50	Maraziti Falcon, LLP
3)	120327C3	C-17-29-1-3	12/4/19	\$2,707.19	Mott MacDonald
4)	120327C1	C-17-29-1-4	12/6/19	\$1,135.50	Maraziti Falcon, LLP
5)	120327C2	C-17-29-1-5	12/16/19	\$1,263.40	Kelly Engineering
6)	120327C3	C-17-29-1-6	12/26/19	\$3,477.45	Mott MacDonald
TOTAL DISBURSEMENTS				<u>\$12,642.24</u>	

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

Chairman Voorman opened the meeting to the public.

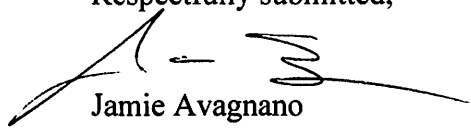
With no members of the public present Chairman Voorman dispensed with the public participation portion of the meeting.

ADJOURNMENT

At approximately 8:15 pm, Commissioner Lampmann moved to adjourn the meeting. That motion was seconded by Vice Chairman Verdonik and approved unanimously on voice vote.

At approximately 8:15 pm, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jamie Avagnano', written over a horizontal line.

Jamie Avagnano
Recording Secretary

Enclosures: Treasurer's Report for the period ending October 31, 2019
Treasurer's Report for the period ending November 30, 2019