

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

March 16, 2016

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on March 16, 2016 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, Gall, Lampmann, Metcalfe and Verdonik

ABSENT : None

ALSO PRESENT : Christopher H. Falcon, Esq., Maraziti, Falcon LLP; and Daniel D. Kelly, P.E., Kelly Engineering.

OPEN PUBLIC MEETING STATEMENT

Chairman Voorman introduced the "Open Public Meeting Statement" indicating that adequate notice of the Authority's regular meeting had been publicized in accordance with law by posting notice on the bulletin board at the Butler Municipal Building by providing notice to the municipal clerks of Bloomingdale, Butler, Kinnelon, and Riverdale, and by providing notice to the official newspapers of the Authority.

ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – February 17, 2016

Commissioner Metcalfe moved acceptance of the minutes of the Authority's February 17, 2016 regular meeting. Vice Chairman Verdonik seconded the motion which passed on the following roll call vote:

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

NAYS : None

ABSENT : None
ABSTAIN : Commissioner Gall

2. Meeting Minutes: Closed Executive Session – February 17, 2016

Commissioner Howard moved acceptance of the minutes of the Authority’s February 17, 2016 Closed Executive Session. That motion was seconded by Commissioner Lampmann and was approved by the following roll call vote:

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

OPERATIONAL REPORT

1. System Operations

1.1 Flow Report

Mr. Kelly presented two sets of Flow Reports for the period ending February 29, 2016, one for the FlowShark monitoring system and another for the new Triton monitoring system. He noted that there continues to be significant differences between the monitoring results of both systems. He said the most significant differences have been in the readings for Meter P-2A and Meter P-4. As a result of those differences he noted for example that the February flows as recorded by the FlowShark meters for the Borough of Riverdale at 0.653 mgd whereas the corresponding Triton reading was 0.351 mgd.

Commissioners Howard and Lampmann said they reviewed the 5-minute data for both sets of monitors and continue to have questions on the translation of raw data to final data. Mr. Kelly said that on review and analysis of the data over the last few months for both meters and comparing the QGross data to QRaw data he agrees that there are issues that must be explained and resolved by ADS. To do that he said he will pass along a number of comments including those of the Board. He added that Mike Armes of ADS will attend the Board’s April 20th meeting.

Since Mr. Armes will be attending the meeting and presenting information at that time, Commissioner Lampmann said it would be appropriate to have that information in advance of the meeting for review. He and Commissioner Howard suggested that ADS should prepare a flowchart showing the process by which the data is assembled and screened/edited along the path from raw data to final data. Mr. Kelly said that he would also pass along that request.

The following reports were distributed for the February 2016 period for the Board's information and review:

- FlowShark Flow Report for February 2016
- FlowShark Daily Flow Summary for February 2016
- FlowShark Daily Flow Hydrograph for February 2016
- FlowShark Daily Flow Hydrograph Comparing Meters P-4 and TBSA Meter M-15 for February 2016
- TBSA Budgeted vs. Actual Flow for February 2016

The following reports were also made available to the Board on the Triton meter readings:

- Triton Flow Report for February 2016
- Triton Daily Flow Summary for February 2016
- Triton Daily Flow Hydrograph for February 2016
- Triton Daily Flow Hydrograph Comparing Meters P-4 and TBSA Meter M-15 for February 2016

1.2 TBSA Actual vs. Budgeted Flow Analysis

Mr. Kelly presented his March 10, 2016 memorandum analyzing the TBSA budgeted flow versus actual flows. He noted that since the February flows increased well above the 1.85 mgd contractual minimum flow that the year-to-date difference between TBSA's estimated flow and the actual flow to date has been reduced from about 3% to 1.77%.

1.3 PRBRSA Interceptor Inspection

No Change in status on this matter.

2. **TBSA Activities**

2.1 **Status Update**

Vice Chairman Verdonik reported on several matters at the Two Bridges Sewerage Authority as they affect Pequannock River Basin. He said that the construction activities on both the pumping station contract as well as the wastewater treatment plant improvement contract are scheduled for completion in June yet depending upon how the treatment plant contractor responds there may be some delay in completing that work.

3. **TWA Applications and Connection Permits**

3.1 **Non-Residential Connection**
Quick Chek (Route 23, Northbound)
Borough of Butler

Mr. Kelly explained that the engineer for Quick Chek filed a certification to the effect that the proposed grease removal system will meet the PRBRSA and TBSA Service Rules requirement for removal of oil and grease. A similar certification was filed to the effect that the installation will meet the Borough of Butler's Code.

On review of the certification Mr. Kelly said that it lacked any backup or support. Accordingly, he said he has been in contact with TBSA and will request the applicant to file sampling and testing data for another facility of a similar type within the state evidencing that the oil and grease removal will be in compliance with the service rules.

3.2 **Temporary Dewatering Discharge Permit Application**
Quick Chek (Route 23 @ Boonton Avenue)
Borough of Butler

Mr. Kelly advised that no application has been filed for the temporary dewatering permit even though construction is ongoing at the site.

4. Boonton Avenue Interceptor Project

4.1 Status Report

4.1.1 Contract No. I-4A: Hutton Construction

Based on contacts with Morris County, Mr. Kelly said that the County will complete the final paving work within Boonton Avenue thereby allowing the Authority to delete that work from Contract No. I-4A. He explained, however, since Hutton Construction scheduled to complete the final paving work in April or May and since Morris County may not be back to pave Boonton Avenue until late summer or early fall, that within the interim period the contractor would no longer be responsible for maintenance of the trench nor maintenance of the temporary paving currently in place. He said on inspection of the paving he finds that it is in excellent condition with little evidence of settlement or deterioration. Nonetheless, if a problem should arise the Authority would have no recourse with Hutton Construction if that work is deleted prior to the County's completing its paving project.

Similarly, Commissioner Lampmann said that the Borough of Butler plans to pave both Brook Street and Valley Road and therefore that work can also be deleted from the contract. Mr. Kelly noted that there would be a comparable issue in the interim period between when the work is deleted from the contract and when both roadways are paved. Commissioner Lampmann said that the Borough would most likely complete its work in July or no later than August before school begins. He also said that the Borough may be willing to assume responsibility for maintenance of the trench and temporary pavement restoration for Brook Street and Valley Road.

Mr. Kelly said he would review the terms of the Inter-Local Agreement with counsel in order to be able to forward a draft of the agreement to the Borough for approval.

4.1.2 Contract No. I-4B: Arold Construction

On the manhole relining work, Mr. Kelly reported that Arold Construction completed the retesting on March 9th. He distributed a report from SCE on the initial breaks of two of the samples, one of which was taken in strict accordance with ASTM requirements and the other using techniques comparable to those of the original tests that failed. He said the results are encouraging with the first sample compression test showing a 7 day strength of over 8000 psi whereas the sample taken without strict protocols is considerably lower at a 5500 psi. Accordingly, he said if the

other samples show similar results it can be reasonably concluded that the manhole lining material is in compliance with the contract specification of 5,850 psi. It can further be concluded that the original compression tests produced erroneous results.

4.1.3 SCE Engineering Agreement

Chairman Voorman inquired as to the status of the final report by Practical Environmental Solutions. Mr. Kelly advised that he notified SCE approximately 6 weeks earlier that the Authority expects to have a draft of that report yet none has been produced to date. He explained that the issue appears to be one of payment and that the Authority would not consent to the position expressed by Practical Environmental and SCE that the change order for additional field inspection be approved prior to issuance of the draft report.

On another matter Commissioner Howard inquired about the deduct on SCE's payments which Mr. Holt mentioned at the January meeting for issues on retro fitting the new manhole within High Street. Mr. Kelly advised that SCE will be presenting additional invoices and that he will discuss that deduct with Mr. Holt prior to payment

4.2 NYS&W Railroad Crossing

Mr. Kelly advised that Hatch Mott MacDonald issued a draft proposal for the specialized tunnel engineering and geotechnical investigations necessary to determine the engineering feasibility and costs of crossing the railroad near Park Place in Butler. He said that HMM's program did not include certain critical elements including verification of utility locations and additional geotechnical investigations that he believes are necessary in order to fully establish feasibility and in particular to determine the level of risk and the cost associated with completing the railroad crossing. Accordingly he said he requested that HMM modify its proposal to include that work.

4.3 Service Lateral Repairs

Mr. Kelly said that he has not received a reply on the Authority's solicitation for pricing and will therefore request quotations from other contractors for repair of three service laterals either displaced or broken within Boonton Avenue.

Since the cost may exceed the bid threshold, Commissioner Lampmann indicated that Butler would be able to assist through the current shared services agreement for Qualified Purchasing Agent services.

FINANCIAL REPORT

1. Treasurer's Report

1.1 February 29, 2016 Treasurer's Report

Treasurer Lampmann presented and moved acceptance of the Treasurer's Report for the period ending February 29, 2016. That motion was seconded by Vice Chairman Verdonik and approved on the following roll call vote:

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

NAYS : None

ABSENT : None

ABSTAIN : None

2. Audit: FY 2015

For the record Mr. Kelly noted that the revised audit report was mailed available to the Board in each Member's file folders. He noted that while substantively identical to the prior report that there are a number of changes in the final version to include his comments on the draft report.

Following discussion, Vice Chairman Verdonik moved approval of the following resolution (**Resolution No. R-16-3-1**):

RESOLUTION

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, 2015 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, 2015, 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.

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

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

3. Annual Budget FY 2016

For the record, Mr. Kelly said that the FY 2016 Annual Budget as filed with the State Division of Local Government Services has been approved.

Mr. Kelly indicated that the towns will be reassessed for the FY 2016 Annual Charges as recommended by the auditors (see "Auditor's Report on Compliance" below).

4. Auditors Report on Compliance

As a result of the auditor's review of the annual charge assessments to the municipalities, Mr. Kelly said that the annual charges will need to be adjusted in accordance with the auditor's recommendations. Specifically, he said the auditors found that the Debt Service Charge was overstated by \$279,000 which should have been included in the Operating Charge, specifically within the O&M category.

Referring to his March 9, 2016 letter and five tables accompanying it, Mr. Kelly said there are a number of approaches to correct the billing as initially issued on November 24, 2016. Following discussions with the auditor and with Chairman Voorman he said that he recommends that the Authority reassess the towns in compliance with the auditor's recommendations for consistency with the service contract requirements. Further he recommended that the reassessments be deferred until early FY 2017 to be issued at the same time as the annual charge flow-related adjustments as a prior period adjustment for FY 2016. Lastly, he said he recommends that the Authority apply unrestricted/undesignated net assets (surplus) in the amount of \$55,615 to offset the amount which otherwise would be owed by the Borough of Butler, namely, \$21,195.

Also referencing his March 9th letter, Mr. Kelly said that the net result of the annual charge reassessments will be to credit amounts as shown there to Bloomingdale, Kinnelon and Riverdale with no net increase to Butler.

On discussing the auditor's findings the Board concurred with Mr. Kelly's recommendations. In response to Chairman Voorman's question Mr. Kelly said that the FY 2015 audit report does not cite a prior year adjustment for FY 2016.

In order to authorize the annual charge reassessment, Commissioner Howard moved approval of the following resolution (**Resolution No. R-16-3-3**):

RESOLUTION

WHEREAS, The Authority is a public body organized and existing pursuant to the provisions of the Sewerage Authorities Law (N.J.S.A.40:14A-1 et seq.) constituting Chapter 138 of the Pamphlet Laws of 1946 of the State of New Jersey (the "Act") and acts amendatory and supplementary thereto; and

WHEREAS, the Authority entered into a service contract (the "1990 Amendment to the 1985 Service Contract") with the Boroughs of Bloomingdale, Butler and Kinnelon (the "Participants") dated December 31, 1990 as amended; and

WHEREAS, the Authority annually assesses service charges to the Boroughs of Bloomingdale, Butler and Kinnelon pursuant to said service contract in accordance with Section 406 "Payment of Annual Charges by Participants"; and

WHEREAS, the Authority entered into a customer service contract (the "Service Contract Between the Pequannock River Basin Regional Sewerage Authority and the Borough of Riverdale") with the Borough of Riverdale ("Customer") dated January 2, 1987 as amended; and

WHEREAS, the Authority annually assesses service charges to the Borough of Riverdale pursuant to said service contract Riverdale in accordance with Section 403 "Payment of Annual Charges by Riverdale"; and

WHEREAS, the Authority issued annual service charge assessments to the Participants and the Borough of Riverdale for its fiscal year 2016 on November 24, 2016; and.

WHEREAS, the Authority has engaged its auditor to review the FY 2016 service charge assessments and to annually file a Report of Compliance thereon; and

WHEREAS, the auditor, on review of the FY 2016 service charge assessments to the Participants and Customer, has determined that the allocations of costs assessed to the towns must be amended in accordance with the service contracts; and

WHEREAS, the Authority is desirous of amending the FY 2016 service charge assessments to the Participants and Customer in accordance with the auditor's findings; and

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 16th day of March, 2016 as follows:

1. The Consulting Engineer is authorized and directed to amend the FY 2016 Annual Charge assessments as issued to the municipalities on November 24, 2015 in accordance with the findings of the auditor.
2. The reassessment shall reallocate \$279,000 from the Debt Service Charge to the Operating Charge.
3. As a result of the above referenced amended Annual Charge assessment (and accounting for the mid-term debt service adjustments pre and post transfer of capacity to Riverdale), the following amounts are due to or owing from the municipalities as follows:

a. Due to the Borough of Bloomingdale:	\$ 1,436
b. Owing from the Borough of Butler:	(\$21,195)
c. Due to the Borough of Kinnelon:	\$ 9,132
d. Due to the Borough of Riverdale:	\$10,637
4. To offset the increased assessment to the Borough of Butler, the Authority hereby directs the application of \$55,615 of Unrestricted Undesignated Net Assets for fiscal year 2016.

5. Application of Unrestricted Undesignated Net Assets of \$55,615 results in the following credits due to the municipalities for the period:
 - a. **Due to** the Borough of Bloomingdale: \$19,511
 - b. **Due to** the Borough of Butler: \$21,195
 - c. **Due to** the Borough of Kinnelon: \$4,539
 - d. **Due to** the Borough of Riverdale: \$10,370

6. Upon reduction of the Debt Service Charge by \$279,000 and increase of the Operating Charge in like amount and upon application of Unrestricted Undesignated Net Assets as hereinabove provided, the following net Annual Charge credits will be assessed to the Participant and the Customer municipalities for FY 2016:
 - a. **Due to** the Borough of Bloomingdale: \$20,947
 - b. **Due to** the Borough of Butler: \$ 0
 - c. **Due to** the Borough of Kinnelon: \$13,661
 - d. **Due to** the Borough of Riverdale: \$21,007

7. The Consulting Engineer is authorized and directed to issue the FY 2016 reassessments as set forth herein as a prior period adjustment with the FY 2017 Annual Charge assessments simultaneously with the Revised Annual Charge Certifications issued annually for flow-related adjustments.

8. The Consulting Engineer is hereby authorized and directed to file a copy of this Resolution with the auditor.

9. This Resolution shall take effect as provided by law.

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

AYES	:	Chairman Voorman, Commissioners, Call, Howard and Metcalfe
NAYS	:	Vice Chairman Verdonik
ABSENT	:	None
ABSTAIN	:	Commissioner Lampmann

UNFINISHED BUSINESS

1. Contingency Operating Plan

No change in status on this matter.

2. Mathews Avenue Residential Connections

Commissioner Gall inquired if any action has been taken on the two apparently illegal connections made to the Authority's system along Mathews Avenue in Riverdale. Mr. Kelly said that no notification has been made thus far noting that the matter is more of a legal nature so referred it to counsel.

Mr. Falcon said he would review the Authority's service rules and advise from there.

NEW BUSINESS

1. Office Lease Renewal

Mr. Kelly advised that the Borough of Butler has consented to renew the Authority's office lease for another two years under the same terms and conditions.

In order to do that Commissioner Howard moved approval of the following resolution (**Resolution No. R-16-3-2**):

RESOLUTION TO AUTHORIZE LEASE AGREEMENT WITH THE BOROUGH OF BUTLER

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (hereinafter "the Authority") previously negotiated an agreement with the Borough of Butler to lease 150 square feet for office space; and

WHEREAS, pursuant to N.J.S.A. 40:14A-7 the Authority is authorized to acquire interests in real property necessary for the purposes of the Authority; and

WHEREAS, pursuant to N.J.S.A. 40:A12-14 a lease between an Authority and a municipality is exempt from the requirements of public advertisement and bidding; and

WHEREAS, the Authority finds that it is in the interest of the Authority to extend its present lease and to enter into a new lease which includes the following terms:

Rental Property:	150 sq. ft. at 1 Ace Road, Butler, New Jersey
Rent and Term:	April 1, 2016 to March 31, 2018 (two years)
	\$250.00 per month = \$6,000.00 for the full term.

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 16th day of March, 2016, as follows:

1. The Chairman of the Authority is authorized to execute a lease on behalf of the Authority with the Borough of Butler in a form reviewed by the Authority Attorney and upon the above terms.
2. This Resolution shall take effect as provided by law.

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

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

2. Up & Running Contract Renewal

Mr. Kelly recommended a change in the structure of the computer consultant contract with Up & Running. As indicated by his March 9th letter he recommends authorization of an annual retainer recognizing that Up & Running is on an on-call basis throughout the year and is often contacted for matters that can be handled in a relatively short time, telephonically or by email, which services are often just not readily billed. He noted that Up & Running's total payment for FY 2015 was \$300 yet most of the activity was not billed due to the nature of the work involved.

On discussion Commissioner Metcalfe had a number of questions on why the Authority would change the form of contract. Commissioner Lampmann indicated that \$50 per month would be reasonable given that Up & Running is available on an on-call basis to the Authority and to the individual Board Members as needed.

Following discussion the Board requested that Mr. Kelly advise Up & Running of the change for consideration of consent approval next week.

3. Stanford Risk Management Contract Renewal

As indicated by his March 16th letter Mr. Kelly recommended renewal of the Stanford Risk insurance consultation contract under the same terms and conditions as the prior year. Commissioner Metcalfé noted his concern that the Authority need not retain an insurance consultant inasmuch as its insurance broker should be capable of handling all insurance-related matters.

Following discussion Vice Chairman Verdonik moved approval of the following resolution (**Resolution No. R-16-3-4**):

RESOLUTION TO AWARD CONTRACT TO STANFORD RISK MANAGEMENT SERVICES, INC. FOR INSURANCE CONSULTATION SERVICES AS EXTRAORDINARY UNSPECIFIABLE SERVICES

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (“Authority”) desires to retain the services of an insurance and risk management consultant to provide services associated with its annual insurance coverages; and

WHEREAS, the Authority also desires to retain the services of an insurance and risk management construction consultant; and

WHEREAS, the Authority is authorized by N.J.S.A. 40A:11-5(1)(m) to award both a contract for the provision of annual insurance and related risk management consultant services, as well as a contract for the provision of insurance and risk management construction consultation services, as extraordinary unspecifiable services; and

WHEREAS, the Authority has reviewed the Certification of even date delivered in accordance with the regulations of the Division of Local Government Services;

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 16th day of March, 2016 as follows:

1. The Authority does hereby name and designate John Campanile of Stanford Risk Management Services, Inc. to provide insurance and related risk management consultant 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 at the rate of \$175.00 an hour, not to exceed \$1,400.00 without further approval, including out of pocket expenses.
3. The Authority further hereby names and designates John Campanile of Stanford Risk Management Services, Inc. to provide insurance and risk management construction consultation services as required and as subject to the requirements of the Local Public Contracts Law.
4. The Chairman is authorized to execute an agreement therewith for the provision of such services which agreement shall provide for compensation at the rate of \$175.00 an hour, not to exceed \$1,400.00 without further approval, including out of pocket expenses.
5. Both above-named contracts shall be awarded for the provision of extraordinary unspecifiable services pursuant to N.J.S.A. 40A:11-5(1)(a)(ii) and pursuant to N.J.S.A. 40A:11-5(m). The contract is awarded subject to the requirements that evidence of Professional Liability Insurance be provided prior to the expiration date of the current policy on April 16, 2016, that coverage be maintained at the level of \$1,000,000 each claim/\$2,000,000 aggregate and that the agreement with Stanford Risk Management Services, Inc. provides that notice shall be sent to the Authority 30 days prior to any cancellation of coverage.
6. 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 appointments 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, and other implementing actions of the Authority. The agreements for services shall be on file and available for inspection by members of the public in accordance with law.
7. This Resolution shall take effect as provided by law.

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

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

NAYS : Commissioner Metcalfe

ABSENT : None

ABSTAIN : None

PAYMENT OF BILLS

1. Operating Budget

1.1 Operating Request for Payment No. 349

Treasurer Lampmann presented and moved approval of Operating Request for Payment No. 349 as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

**SUMMARY OF VOUCHERS FOR
 OPERATING EXPENSES**

Operating Request for Payment No. 349

The following bills have been reviewed and are recommended for approval for payment at the **March 16, 2016** meeting of the Authority from the Operating Account (Wells Fargo Bank Account 425985):

	<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-16-3-1	3/31/2016	\$ 250.00	Borough of Butler
2)	33.01	OP-16-3-2	10/2/2014	\$ 2,535.00	Borough of Butler
3)	24.07	OP-16-3-3	3/3/2016	\$ 131.89	Kelly Engineering
4)	22.03	OP-16-3-4	3/4/2016	\$ 10,400.00	Kelly Engineering
5)	32.02	OP-16-3-5	3/9/2016	\$ 3,482.29	Kelly Engineering
6)	22.01	OP-16-3-6	3/8/2016	\$ 1,289.50	Maraziti Falcon LLP
7)	25.03	OP-16-3-7	02/16/16	\$ 3,183.00	ADS LLC
8)	25.03	OP-16-3-8	03/03/16	\$ 3,183.00	ADS LLC
9)	33.02	OP-16-3-9	3/3/2016	\$1,251.00	Campbell Foundry
10)	33.03	OP-16-3-10	3/1/2016	\$ 25.00	Navitend
11)	24.04	OP-16-3-11	3/8/2016	\$439.28	Chatham Print & Design
12)	33.03	OP-16-3-12	3/2/2016	\$ 17.96	Borough of Butler Electric
13)	33.03	OP-16-3-13	2/28/2016	\$ 36.17	Verizon
14)	33.03	OP-16-3-14	2/28/2016	\$ 36.17	Verizon
15)	33.03	OP-16-3-15	2/23/2016	\$ 31.92	Verizon
16)	33.03	OP-16-3-16	3/10/2016	\$2.81	JCP&I
17)	24.07	OP-16-3-17	3/1/2016	\$291.48	North Jersey Media
TOTAL:				<u>\$ 26,586.47</u>	

Vice Chairman Verdonik seconded the motion which passed unanimously on the following roll call vote:

- AYES** : Chairman Voorman, Commissioners Call, Howard, Lampmann, Metcalfe and Verdonik
- NAYS** : None
- ABSENT** : None
- ABSTAIN** : None

2. Construction Fund Disbursements

2.1 Construction Disbursement Requisition No. C-13-36

Treasurer Lampmann presented and moved approval of the bills as listed on Construction Fund Disbursement Requisition No. C-13-36 as follows:

CONSTRUCTION DISBURSEMENT REQUISITION No. C-13-36

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 **March 16, 2016**:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120322C2	C-13-36-3-1	3/9/16	\$ 5,759.10	Kelly Engineering
2)	120322C1	C-13-36-3-2	3/11/16	\$ 4,192.10	Marazit Falcon LLP
TOTAL DISBURSEMENTS				<u>\$ 9,951.20</u>	

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

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

As required by Section 513(B) of the Resolution, any disbursements for " . . . the purpose of paying the purchase price or cost of any lands, easements, rights or interest in or relating to lands or paying the cost or expense of work, materials, supplies or equipment . . ." will be

accompanied by a Consulting Engineer's Certificate as required by Section 5-3(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 Gall,
Howard, Lampmann, Metcalfe and Verdonik

NAYS : None

ABSENT : None

ABSTAIN : None

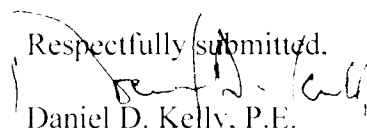
OPEN MEETING FOR PUBLIC COMMENT

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

ADJOURNMENT

At approximately 8:50 pm, Commissioner Lampmann moved for adjournment. Commissioner Gall seconded the motion which was approved unanimously on voice vote.

At approximately 8:50 pm, the meeting was adjourned.

Respectfully submitted,

Daniel D. Kelly, P.E.
Recording Secretary

Enclosures: Treasurer's Report for the period ending February 29, 2016