

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

May 25, 2016

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on May 25, 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 Gall, Lampmann, Howard, Metcalfe and Verdonik

**ABSENT** : None

**ALSO PRESENT** : Mike Armes, ADS, Inc., Diane Alexander, Esq., Maraziti, Falcon LLP; and Daniel D. Kelly, P.E., Kelly Engineering

(Note: Mr. Armes left the meeting at approximately 9:50pm)

#### 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 – April 20, 2016

Vice Chairman Verdonik moved acceptance of the minutes of the Authority's April 20, 2016 regular meeting. Commissioner Gall seconded the motion which passed unanimously on the following roll call vote:

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : Commissioner Lampmann

## **OPERATIONAL REPORT**

### **1. System Operations**

#### **1.1 Flow Report**

As indicated on the Flow Report dated May 17, 2016 through the period ending April 30, 2016, Mr. Kelly advised that the FlowShark meters recorded a total system flow of 1.755 mgd on a year-to-date basis as compared to 1.715 mgd for the Triton meters. He noted the corresponding measurement for TBSA's Meter M-15 is 1.780 mgd.

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

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

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

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

#### **1.2 ADS Presentation**

At approximately 7:35 pm, Chairman Voorman invited Mike Armes of ADS to make his presentation on the new Triton flow monitoring system currently running in parallel with the existing FlowShark system. Mr. Kelly noted that ADS forwarded its slide presentation to the Authority on May 11<sup>th</sup> and in turn it that was forwarded to the Board Members in preparation for the meeting on May 12<sup>th</sup>.

Mr. Armes thanked the Board for the opportunity and began his presentation. Referring to a series of 45 slides, Mr. Armes confirmed that ADS installed four new Triton flow monitors late last year currently running in parallel with the existing FlowShark monitors with initial monitoring reports issued beginning in November 2015. He explained that the depth sensors for both the FlowShark and Triton meters are located adjacent to each other in the pipe inverts as are the depth sensors at the top of the pipe. He noted that the FlowShark velocity sensors have a significantly lower profile at approximately ¼-inch whereas the new Triton velocity sensors approximate 1-inch in profile. He indicated that the system includes a rain gauge station and that the data is made available to the user through the Flow View Operations and Intelli Serve web hosting services. Slide 2 shows that the Slicer.com RDIH web hosting software stores data from 1997 through 2015.

Explaining the differences between the older FlowShark system and the new Triton system, Mr. Armes indicated that the FlowShark monitors are now almost a 20-year old technology so that it is becoming difficult to obtain replacement parts for the existing system. He said that the two systems utilize both velocity and depth sensors to be able to calculate the rate of flow (Q) based on the Continuity Equation (i.e.,  $Q=VA$ ). He added that the Manning Equation can be utilized based on the depth readings alone but the accuracy is better established by the combination of depth (area) and velocity technology. ADS' area/velocity technology has been utilized for the Authority's system. Mr. Kelly noted, since 1992 when the ADS system was originally procured with upgrades installed over the years.

Mr. Armes explained that the two systems work in a similar manner yet the Triton system, theoretically based on controlled laboratory bench testing, has a greater accuracy capability than the FlowShark system. As indicated by Slide 3, the Triton system is dual channel, with integrated wireless technology with multiple velocity and depth sensing capabilities.

As Mr. Armes explained ADS' manual data editing process which follows the internal screening within the flow monitor itself (per Slide 14), Commissioner Howard commented several times that the screening process should be performed by a computer algorithm rather than performed manually. That he said would eliminate any bias in the editing process. Mr. Armes said that ADS is in the process of updating its editing process and may convert to a computer-based algorithm in lieu of the current manual data-edit function within the next year.

Following several comments on ADS' data editing process, notably from Commissioners Howard and Lampmann, Mr. Armes assured the Board that the process is controlled by standard, company-wide protocols with little opportunity for human intervention. He added that all data is made

available to the Authority through the web-based IntelliServe system so it is completely transparent to the end user. He emphasized several times that the system is transparent at every stage since the data is available and therefore can be reviewed on a real-time basis via the IntelliServe website.

Mr. Armes concluded his presentation by explaining the actions that ADS will undertake to verify the accuracy for three of the four monitors (as shown on Slide 34 "Summary and Next Steps"). He explained the work that will be performed on three of the meters, the exception being Meter P-1A, to an account for the hydraulic characteristics unique to each of the monitoring sites. He noted as well that ADS may temporarily reverse the direction of the velocity sensors (from looking upstream to looking downstream) in two or three locations to reduce or eliminate the potential error potentially in the current installations. He further explained the steps that ADS will undertake to achieve higher monitoring accuracy and, with that, to possibly establish a closer correlation of the data for both monitoring systems.

Mr. Kelly said that the bottom line issue for the Authority right now is that PRBRSA has two sets of data with significantly different results through 6 months (effectively 7 months as of May 25<sup>th</sup>) of its fiscal year ending October 31<sup>st</sup>. Therefore, he said the decision on which set of flow figures or which combination of figures are most accurate and should be relied upon for billing purposes will be extraordinarily important. He stated that the Authority will necessarily need to rely on ADS' advice and recommendations in that regard. Mr. Kelly stressed the importance of expediting ADS' ongoing review and potential adjustments at each of the monitoring sites such that, at a minimum, ADS is able to determine with a high degree of confidence which meter is reading more accurately based upon the hydraulic conditions at each location.

Mr. Armes acknowledged, while the Triton meters have been demonstrated to be considerably more accurate than the FlowShark system in a controlled laboratory setting (1.9% vs. 3.7%), that the hydraulics of each site are unique. He added that he is not presently, on behalf of ADS, in a position to state that the Triton meter readings are more accurate than the FlowShark readings. That being the case Mr. Kelly again, stressed the need for ADS to make those determinations as soon as possible and report back to the Authority on the results and its recommendations on the most accurate flow data for each site.

Mr. Armes concluded his presentation. Chairman Voorman and the Board thanked Mr. Armes for his detailed technical explanations and for responding to their numerous questions and comments.

[Mr. Armes left the meeting in progress at approximately 9:50 pm]

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

Mr. Kelly presented his May 11, 2016 memorandum analyzing the TBSA budgeted flows entering fiscal year 2016 against the actual flows through April 30, 2016. He said the differences between the readings on a year-to-date basis is currently 0.89% with the actual flows being that much higher than the estimated flows.

**1.4 PRBRS Interceptor Inspection: 2016**

Chairman Voorman suggested and the Board agreed to defer consideration of this matter until the June meeting.

**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 advised on the status of ongoing construction for both the wastewater treatment plant improvement project as well as the pumping station upgrade project and related matters.

**3. TWA Applications and Connection Permits**

**3.1 Non-Residential Connection  
Quick Chek (1441 Route 23, South)  
Borough of Butler**

Mr. Kelly reported that the applicant has not responded to the Authority's request for information on the proposed grease trap installation. Commissioner Lampmann indicated that Quick Chek is completing construction of its store on the opposite side of Route 23 at Boonton Avenue and then plans to move forward with this project.

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

Mr. Kelly advised that the applicant confirmed that no temporary dewatering discharge permit will be required for the project. As noted last month, the site contractor was able to install the fuel tanks at the deepest elevations without any type of dewatering and therefore a permit is not required.

For the record Mr. Kelly advised that this matter is now concluded.

**3.3 TWA Application  
BLC One (Meer Track/Federal Hill)  
Union Avenue  
Borough of Bloomingdale**

Based on his conversation with the applicant's engineer Mr. Kelly advised that the application is expected to be filed for PRBRSA review and approval later this month. He was informed that there is no strict timetable to secure the permit since it is in fact a new permit not a permit renewal yet, in the interest of moving the project forward, the current applicant is pressing to secure all permits as soon as possible.

**4. Boonton Avenue Interceptor Project**

**4.1 Status Report**

**4.1.1 Contract No. I-4A: Hutton Construction**

Mr. Kelly indicated that Suburban Consulting Engineers are in the process of preparing various contract modifications and close-out documentation for Contract No. I-4A.

He said one of the closeout matters was his request to SCE for post-construction video inspection of the replacement lines installed by Hutton. SCE advised and Mr. Kelly said he has confirmed that the contract specifications did not call for a post-construction video inspection. That being the case he said he requested SCE's recommendation on whether or not that inspection should be performed. SCE responded that conducting post-construction inspections of replacement sewers is not their normal practice and therefore did not recommend conducting such an inspection.

On further consideration Mr. Kelly said, for purposes of assuring that the installations are in compliance with the plans and specifications and for a permanent record of those installations, that he recommends that the Authority separately conduct post-construction inspections.

As indicated by his May 25<sup>th</sup> letter, Mr. Kelly recommended award of a contract to Oswald Enterprises to clean and CCTV-inspect approximately 600 feet of replacement sewers installed by Hutton Construction.

Following discussion, Vice Chairman Verdonik moved approval of the following resolution (**Resolution No. R-16-5-1**):

**Resolution No. E-16-5-1**

**RESOLUTION AWARDING CONTRACT TO OSWALD ENTERPRISES, INC. FOR SEWER LINE CLEANING & INTERNAL CCTV INSPECTION WITHIN THE BOROUGH OF BUTLER ASSOCIATED WITH CONTRACT NUMBER 1-4A**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority ("Authority") solicited bids providing for Sanitary Sewer Cleaning & Internal CCTV-Inspection of approximately 600 feet of 8- and 10-inch replacement sewers recently installed by Hutton Construction within the Borough of Butler under Contract No. 1-4A; and

**WHEREAS**, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-6.1(a), all contracts below the bid threshold (\$17,500) but fifteen percent (15%) or more of the amount of the bid threshold (\$2,625) shall be awarded after soliciting as least two competitive quotations, if practicable; and

**WHEREAS**, due to time constraints related to close out of Contract No. 1-4A, solicitation of multiple bids was deemed impractical; and

**WHEREAS**, on May 23, 2016, the Authority received a bid from Oswald Enterprises Inc. in the base amount of \$2,800.00 plus an additional charge of \$100.00 for reports and video CDs; and

**WHEREAS**, the Authority's Attorney and Consulting Engineer have reviewed the bid as to compliance with the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) and the Bid Specification and recommend Contract be awarded to Oswald Enterprises, Inc; and

**WHEREAS**, the Authority concurs in the said recommendation and hereby determines to proceed with the work:

**NOW, THEREFORE, BE IT RESOLVED** by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic and State of New Jersey, on this 25th day of May, 2016, as follows:

1. The Chairman is authorized and directed to sign a contract with Oswald Enterprises, Inc. in the amount of \$2,900.00.
2. The Authority shall retain the record of the quotation solicitation and shall include a copy of the record with the voucher used to pay the vendor as required under N.J.S.A 40A:11-6.1 (a)
3. The Consulting Engineer shall provide a copy of this Resolution to Oswald Enterprises, Inc. within 10 days of the date hereof.

4. This Resolution shall take effect immediately.

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

**AYES** : Chairman Voorman, Commissioners Gull,  
Howard, Lampmann, Metcalfe and VerLonik

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

#### **4.1.2 Contract No. I-4B: Arold Construction**

Similar to the report on the Hutton contract, Mr. Kelly said that Suburban Consulting Engineers is in the process of developing contract modifications and related closeout documentation for Contract No. I-4B.

Concerning the final LSRP report Mr. Kelly said that that was received from Practical Environmental and SCE before the end of April and therefore recommended approval of the additional LSRP site inspection services performed by Practical Environmental Solutions.

Following further discussion, Commissioner Metcalfe moved approval of the following resolution (**Resolution No. R-16-5-2**):

#### **Resolution No. R-16-5-2**

#### **RESOLUTION TO AUTHORIZE CHANGE ORDER NO. 7B FOR AGREEMENT WITH SUBURBAN CONSULTING ENGINEERS, INC.**

**WHEREAS**, the Authority is in receipt of a May 25, 2016 Request for Change Order filed by Daniel D. Kelly, P.E., the Authority Consulting Engineer, recommending approval of Change Order No. 7B for the following:

Change Order No. 7B in the amount of \$2,785.88 for additional Engineering and Licensed Site Remediation Professional Services for environmental monitoring and report preparation related to soils contamination and the revision of reimbursable expenses approved as part of Change Order No.7; 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 25th day of May, 2016 as follows:

1. The Authority hereby approves Change Order No. 7B to the Agreement as described in the Request for Change Order filed by Daniel D. Kelly, P.E., in the total amount of \$2,785.88.
1. The Chairman is authorized and directed to sign said Change Order to the Agreement in the foregoing amount.
3. This Resolution shall take effect as provided by law.

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

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

**4.2 HMM Contract: Park Place/NYS&W Railroad Crossing**

Mr. Kelly advised that Hatch Mott MacDonald will be authorized to proceed with the engineering and related geotechnical investigations on replacement of the existing sewer in Park Place including a tunnel under the NYS&W railroad into Main Street on resolution of the insurance provisions of the engineer's contract.

**4.3 HMM Contract: Post Construction Review of CIPP Lining Videos**

For the record Mr. Kelly noted that HMM has been authorized to proceed with the engineering review of the post-construction videos of the Main Sewer lining and service lateral lining installations by Arold Construction under Contract No. I-4B.

## FINANCIAL REPORT

### 1. Treasurer's Report

#### 1.1 April 30, 2016 Treasurer's Report

Treasurer Lampmann presented the Treasurer's Report for the period ending April 30, 2016. Commissioner Metcalfe moved acceptance of the report as presented. That motion was seconded by Commissioner Gall and approved unanimously on the following roll call vote:

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

## UNFINISHED BUSINESS

### 1. Contingency Operating Plan

No change in status on this matter.

### 2. Local Finance Board Filing: Final Roster

Also for the record Mr. Kelly advised that the Authority filed with the State Division of Local Government Services the final roster dated May 17, 2016 indicating that all PRBRSA officials and consultants have filed the Financial Disclosure Forms as required.

### 3. Mathews Avenue Sewer Connections

Referring to recent conversations with Mr. Falcon and Ms. Alexander, Mr. Kelly indicated that he will discuss with Mayor Carelli of Riverdale the two residential sewer connections tied into the local Riverdale sewerage system and that of PRBRSA and TBSA without application to or approval of either authority. As explained by his memorandum of May 18, 2016 Mr. Kelly indicated that these installations may be in violation of state regulations. He and Ms. Alexander further explained that if that is the case then the Authority would have an obligation under NJDEP regulations to report this matter to the Department. Accordingly, Mr. Kelly said that he will review it with Riverdale officials to determine if the facts as we understand them are correct and, if so, will advise the Borough that it must report the connections directly to the

Department and further, if the Borough does not do so, that the Authority would be obligated to file a report with NJDEP.

**4. AEA Ethics Policy**

No change in status on this matter.

**NEW BUSINESS**

None

**PAYMENT OF BILLS**

**1. Operating Budget**

**1.1 Operating Request for Payment No. 351**

Treasurer Lampmann presented and Vice Chairman Verdonik moved approval of Operating Request for Payment No. 351 as follows:

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

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**Operating Request for Payment No. 351**

The following bills have been reviewed and are recommended for approval for payment at the **May 25, 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>ACCT. NO.</u>	<u>NO.</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>CHECK PAYABLE TO</u>
1)	24.05	OP-16-5-1	3/31/2016	\$ 250.00	Borough of Butler
2)	33.01	OP-16-5-2	10/2/2014	\$ 2,535.00	Borough of Butler
3)	24.07	OP-16-5-3	5/5/2016	\$ 131.89	Kelly Engineering
4)	22.03	OP-16-5-4	5/5/2016	\$ 10,400.00	Kelly Engineering
5)	32.02	OP-16-5-5	5/9/2016	\$ 5,181.89	Kelly Engineering
6)	22.01	OP-16-5-6	5/12/2016	\$ 3,907.50	Maraziti Falcon LLP
7)	25.03	OP-16-5-7	04/25/16	\$ 3,183.00	ADS LLC
9)	22.03	OP-16-5-8	4/22/2016	\$ 750.00	Ferraioli, Wilkatz, Cerullo, Cava
10)	22.03	OP-16-5-9	4/22/2016	\$ 1,500.00	Ferraioli, Wilkatz, Cerullo, Cava
11)	24.03	OP-16-5-10	5/5/2016	\$ 90.95	Kelly Engineering
12)	22.05	OP-16-5-11	4/25/2016	\$ 600.00	Up and Running
13)	33.03	OP-16-5-12	5/4/2016	\$ 36.15	Verizon
13)	33.03	OP-16-5-13	4/28/2016	\$ 36.13	Verizon
14)	33.03	OP-16-5-14	4/28/2016	\$ 36.13	Verizon
15)	33.03	OP-16-5-15	4/23/2016	\$ 31.89	Verizon
16)	33.03	OP-16-5-16	5/9/2016	\$ 2.81	JCP&L
17)	33.03	OP-16-5-17	4/30/2016	\$ 238.53	North Jersey Media
18)	33.03	OP-16-5-18	5/10/2016	\$ 17.96	Borough of Butler Electric

**TOTAL:     \$ 28,929.83**

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

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

**2. Construction Fund Disbursements**

**2.1 Construction Disbursement Requisition No. C-13-37**

Treasurer Lampmann presented and Commissioner Metcalfe moved approval of the bills as listed on Construction Fund Disbursement Requisition No. C-13-38 as follows:

**CONSTRUCTION DISBURSEMENT REQUISITION No. C-13-38**

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 **May 25, 2016**:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120322C2	C-13-38-5-1	5/9/16	\$ 6,047.40	Kelly Engineering
2)	120322C1	C-13-38-5-2	5/12/16	\$ 721.50	Marazit, Falcon LLP
3)	120322C6.1	C-13-38-5-3	4/25/16	\$ 25,500.00	Borough of Butler (Contract 1-4A)
4)	120322C6.1	C-13-38-5-4	5/12/16	\$ 420.00	Stanford Risk Management
5)	<b>120322C6.1</b>	<b>C-13-38-5-5</b>	<b>2/15/16</b>	<b>\$ 280.00</b>	<b>Suburban Consulting Engineers</b>
6)	<b>120322C6.1</b>	<b>C-13-38-5-6</b>	<b>1/31/16</b>	<b>\$ 2,720.00</b>	<b>Suburban Consulting Engineers</b>
<b>TOTAL DISBURSEMENTS</b>				<b><u>\$ 35,688.90</u></b>	

**Approval pending receipt of Record Drawings**

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

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

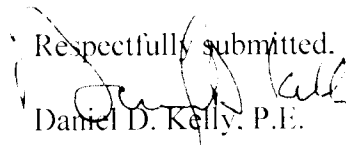
### **OPEN MEETING FOR PUBLIC COMMENT**

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

### **ADJOURNMENT**

At approximately 10:05 pm, Commissioner Gall moved for adjournment. Commissioner Metcalfe seconded the motion which was approved unanimously on voice vote.

At approximately 10:05 pm, the meeting was adjourned.

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

Enclosures: Treasurer's Report for the period ending April 30, 2016