

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

October 17, 2018

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on October 17, 2018 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 and Metcalfe

**ABSENT** : Commissioners Gall and Verdonik

**ALSO PRESENT** : Jamie Avagnano, Authority Administrator; 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 – September 19, 2018

Commissioner Metcalfe moved acceptance of the minutes of the September 19, 2018 regular meeting. That motion was seconded by Commissioner Lampmann and approved on the following roll call vote:

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

**NAYS** : None

**ABSENT** : Commissioners Gall and Verdonik

**ABSTAIN** : None

## **OPERATIONAL REPORT**

### **1. SYSTEM OPERATIONS**

#### **1.1 Flow Report**

Ms. Avagnano presented the Flow Report dated October 11, 2018 for the period ending September 30, 2018. She noted that the flows remain steady with no notable fluctuations from the previous months.

Ms. Avagnano also mentioned that the Highland's Council had requested 5 years of monthly flow data for the Borough of Kinnelon in connection with the Borough's update of their Wastewater Management Plan which she provided.

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

#### **September 2018**

- Flow Report ending September 30, 2018
- Daily Flow September 30, 2018
- Daily Flow Hydrograph for September 2018

#### **1.2 Temporary Flow Metering: P-1A**

Mr. Kelly acknowledged the assistance of the Association of Environmental Authorities and a number of Authorities across the state who offered information on their experience with various metering companies.

Mr. Kelly said that two Requests for Quotations for temporary flow monitoring were issued, one to Flow Assessment Services and the second to CSL Services. Proposals received from both firms were comparable with \$15,195 quoted by Flow Assessment and \$14,040 by CSL. Regarding CSL's submittal, Mr. Kelly said that the firm had to be disqualified inasmuch as its quote was qualified to monitoring all 3 meters yet the solicitation was clear that the Authority may elect to monitor at 1, 2 or 3 locations.

On discussing the monitoring program the Board determined that it would prefer to monitor all 3 existing meters, P-1A, P-2A and P-3 as well as the flume downstream of Meter P-2A with the additional cost quoted by Flow Assessment for the rain gauge. The total contract award would be \$20,845. To address the bid threshold of \$17,500, Commissioner Lampmann suggested that the Authority

procure the Flow Assessment contract through its Shared Services Agreement with the Borough of Butler for QPA services.

The Board discussed at length the work proposed to be performed by Flow Assessment addressing in particular the need to maintain objectivity throughout. Given the Board's concern, Mr. Falcon suggested that the Authority notify ADS that no metering data shall be made available to Flow Assessment or to any other firm for that matter to ensure the integrity of the evaluation process.

After discussions Commissioner Lampmann moved approval of the following resolution (**Resolution No. R-18-10-3**) awarding the contract to Flow Assessment.

**Resolution No. R-18-10-3**

**RESOLUTION AUTHORIZING A CONTRACT  
FOR FLOW MONITORING SERVICES**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (the "Authority") has identified a need for the performance of flow monitoring over a nine-week period within existing lines; and

**WHEREAS**, the Authority issued two requests for the receipt of quotations for the performance of such work and received quotations from Flow Assessment Services of West Chester, Pennsylvania and from CLS Services of Pennsauken, New Jersey; and

**WHEREAS**, the quotation of Flow Assessment Services in the total amount of \$20,845.00 is under the bid threshold pursuant to the use of the Shared Services Agreement with the Borough of Butler and utilizing the Qualified Purchasing Agent of Butler; and

**WHEREAS**, the Authority desires to award the Contract for Services in accordance with the recommendation of Daniel D. Kelly, P.E., by letter of this date which is to be authorized for flow monitoring services for four meters; and

**WHEREAS**, funds are available for this purpose.

**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 17th day of October 2018 as follows:

1. The monitoring services to be provided will be authorized as to four meters at the discretion of the Authority. The Contract award of \$20,845.00 contemplates a potential maximum expenditure for the four meters at \$5,065.00 each, plus provision of a rain gauge for \$585.00.

2. The Chairman is authorized and directed to sign a Contract between Flow Assessment Services and the Authority for a cost not-to-exceed \$20,845.00 without further authorization by the Authority.
3. This Resolution shall take effect as provided by law.

That motion was seconded by Commissioner Howard and approved 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

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

Ms. Avagnano reported that TBSA advised that the metering data for all months would be provided in final form after TBSA completes their analysis of data from the newly installed Meter M-15.

### **1.4 Contract No. OM-5**

Since the Authority's contract with ADS expires as of November 30<sup>th</sup>, Mr. Kelly said a proposal has been requested for another 3-year contract to be authorized on a year-by-year basis. He said he further advised ADS that the Authority's next meeting is December 5<sup>th</sup> and therefore requested confirmation that ADS would continue monitoring flows under the present contract at the present rates on a month-to-month basis until a final contract was authorized by the Board.

### **1.5 Consulting Engineer's Report**

Mr. Kelly reported that Kelly Engineering prepared an updated Consulting Engineer's Report for FY 2019 as well as an Engineer's Certificate which were provided to the Trustee, US Bank, per the General Bond Resolution.

Mr. Kelly also reported that the Authority received notification from US Bank that the Trust/Review Group New Jersey office would be now be handled by their Boston office. He also advised that the Authority's Regional Relations Manager, Rick Barnes, would be relocated to the bank's Edison office. Mr. Kelly mentioned that he spoke with Mr. Barnes who advised that the move would not affect PRBRSA/US Bank relations.

2. **TBSA ACTIVITIES**

2.1 **Status Update**

Chairman Voorman reported that TBSA's projects are ongoing and that TBSA will enter mediation to resolve claims related to Project 1.

3. **TWA APPLICATIONS AND CONNECTION PERMITS**

3.1 **TWA Application**  
**Unauthorized Connection: BP Property**  
**Borough of Riverdale**

The engineering evaluations of the unauthorized connection to the Authority's 36-inch diameter line at the BP Property in Riverdale is currently underway by R3M Engineering. Mr. Kelly said that all materials requested by R3M have been provided and that he expects to be meeting with them over the next week or two. From there the engineer has scheduled completion of the initial Phase 1 report by 3 weeks thereafter.

4. **BOONTON AVENUE INTERCEPTOR**

4.1 **Mott MacDonald Engineering Contract: Amendment 6**

Ms. Avagnano advised that Amendment No. 6 to MM's contract was up for approval. She advised that the amendment was for the supplemental costs as explained by MM during the September 19<sup>th</sup> presentation.

Mr. Kelly also advised that the Amendment included an additional \$1,250 for MM's observation of and report on the CCTV-inspection.

Commissioner Metcalfe moved approval of the following resolution (**Resolution No. R-18-10-4**):

**RESOLUTION**

**Resolution No. R-18-10-4**

**WHEREAS**, the Authority requires the performance of professional engineering services for design, permitting and associated activities in connection with the Authority's NYS&W Railroad sewer crossing project ; and

**WHEREAS**, the Authority received the proposal of Mott MacDonald dated September 18, 2018 for the performance of the said work and

**WHEREAS**, the said work constitutes a professional service in accordance with N.J.S.A. 40A:11-5, and the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) authorizes contracts for the provision of "Professional Services," to be awarded without public advertising and

competitive bidding, provided a brief 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 award a contract for the performance of the said services; 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 17<sup>th</sup> day of October 2018 as follows:

1. The Chairman is authorized and directed to execute Amendment No. 6 to the current Agreement with Mott McDonald in the amount of \$18,750.00 to perform the said services.
2. This Resolution shall be published in accordance with N.J.S.A. 40A:11-5 (l)(a)(ii).
3. This Resolution shall take effect as provided by law.

Commissioner Howard seconded the motion which passed on the following 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

#### **4.2 Park Place/NYS&W Railroad Crossing: 2017 Project**

Mr. Kelly advised that Mott MacDonald is proceeding with the final design, notably, on the culvert design within Park Place and on the issue with the PSE&G gas main relocation. He further advised that all permit applications have been filed including the application to the NYS&W Railway.

Additionally, he mentioned that the soils delineation report will be completed by month's end.

#### **4.3 Green Acres Application**

The public hearing has been scheduled for 7:00 pm, Thursday, October 25<sup>th</sup>. Mr. Kelly said that the public has been notified in a number of ways and that the governing body of the Borough itself, the applicant, has been invited to attend.

Commissioner Lampmann indicated that the Borough has received a number of calls from residents apparently alerted to the project by the sign within the park in downtown Butler. He said the primary issue is the lack of understanding on the nature of the project with callers assuming that it is a gas pipeline or a project of some environmental concern or possibly even elimination of the parkland itself.

Authority Administrator Avagnano noted that the display ads to be published in both the Herald News and the Suburban Trends were not published 15 days prior to the meeting as required by Green Acres regulations. She and Mr. Kelly explained that the newspaper acknowledged the omission and worked with the Authority to expedite the publication which was on October 16<sup>th</sup> and October 17<sup>th</sup> for the Trends and Herald News, respectively. Since the display ad was not published in strict accordance with the regulatory requirements, Mr. Kelly said he contacted Green Acres which will advise on procedural aspects.

#### **4.4 CCTV-Inspection Contract: National Water Main**

Mr. Kelly reported that National Water Main has scheduled the work to CCTV-inspect the existing sanitary sewer within Park Place into Main Street as well as the storm drain culvert within Park Place on Monday, October 29<sup>th</sup>. He said the work will be coordinated with the Borough's Police Department, Department of Public Works and with Mott MacDonald to observe the inspection.

### **5. FINANCIALS**

#### **5.1. Treasurer's Report: September 30, 2018**

Treasurer Lampmann presented the Treasurer's Report for the period ending September 30, 2018 and moved its approval as presented.

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

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**BUDGET HEARING**

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Chairman Voorman noted that no public was present for the budget hearing and requested that the Budget Message be included in the meeting minutes as follows:

**PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY**

**BUDGET MESSAGE**

**BUDGET HEARING: OCTOBER 17, 2018**

**ANNUAL BUDGET: FY 2019**

Good evening and welcome to the monthly meeting of the Pequannock River Basin Regional Sewerage Authority.

This is a budget hearing prior to adoption of the Authority's fiscal year 2019 annual budget as initially approved on August 15<sup>th</sup>. State approval followed on September 12<sup>th</sup>. The proposed budget was forwarded to each town on October 3, along with notification of this hearing.

By regulation the Authority must adopt the budget as previously approved. However, the Board, immediately following this hearing, will consider a Budget Amendment.

The Budget Amendment proposes to reduce the Annual Charges to the municipalities included within the approved budget by \$80,000, from \$100,000 as originally approved to \$20,000, a 0.4% increase. On approval of the Amendment, Revenues and Appropriations would decrease from \$5,476,616 last year to \$5,340,000 for FY 2019.

Copies of the Budget Summaries are available on the table. If you are interested please take a copy. A copy of the approved budget in the State format is also available on the table for review.

This concludes our presentation on the proposed FY 2019 Annual Budget.

The Board welcomes any comments that the public may have at this time.



Chairman Voorman then continued with the adoption of the proposed PRBRSA FY 2019 Budget

**5.2 Annual Budget: FY 2019**

There being no changes from the August 2018 approved budget Treasurer Lampmann moved approval of Resolution No. R-18-10-1 as follows:

**2018 ADOPTED BUDGET RESOLUTION**

Resolution No. R-18-10-1

**Pequannock River Basin Regional Sewerage**

**Authority**

(Name)

**AUTHORITY**

**FISCAL YEAR: FROM: November 1, 2018 TO: October 31, 2019**

WHEREAS, the Annual Budget and Capital Budget/Program for the Pequannock River Basin Regional Sewerage Authority for the fiscal year beginning November 1, 2018 and ending, October 31, 2019 has been presented for adoption before the governing body of the Pequannock River Basin Regional Sewerage Authority at its open public meeting of October 17, 2018; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$5,420,000, Total Appropriations, including any Accumulated Deficit, if any, of \$5,420,000 and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,400,000 and Total Unrestricted Net Position planned to be utilized of \$1,400,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pequannock River Basin Regional Sewerage Authority, at an open public meeting held on October 17, 2018 that the Annual Budget and Capital Budget/Program of the Pequannock River Basin Regional Sewerage Authority for the fiscal year beginning, November 1, 2018 and, ending, October 31, 2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

That motion was seconded by Commissioner Howard and approved on the following roll call vote:

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

**NAYS** : None

**ABSENT** : Commissioners Gall and Verdonik

**ABSTAIN** : None

**5.3 FY 2019 Annual Budget Amendment**

Following adoption of the FY 2019 Budget, Chairman Voorman presented Amendment No. 1 to the FY 2019 Annual Budget.

Treasurer Lampmann moved approval of Resolution No. R-18-10-2 as follows:

**Resolution No. R-18-10-2**

**RESOLUTION APPROVING AMENDMENT NO. 1 TO FY 2019 ANNUAL BUDGET**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (the “Authority”) adopted its Annual Budget for Fiscal Year 2019 on October 17, 2018; and

**WHEREAS**, in accordance with N.J.A.C.5:31-2.8(a) said Annual Budget must be approved by the State of New Jersey Department of Local Government Services (the “DLGS”) prior to amendment thereof; and

**WHEREAS**, the Authority desires to amend its Fiscal Year 2019 Annual Budget as approved on October 17, 2018 following DLGS approval of said Annual Budget; and

**WHEREAS**, at N.J.A.C. 5:31-2.8(a) provides that the Director of the Division of Local Government Services may, at the request of, or with the consent of, the governing body of the Authority or District make such correction of the title, text, or amount of any Appropriation or decrease in Revenue with corresponding decrease in budgeted costs appearing in the budget as may be necessary to make said item of Appropriation available for purpose or purposes required for the needs of any such Authority or District.

**NOW, THEREFORE, BE IT RESOLVED**, in accordance with said provisions of N.J.A.C.5:31-2.8(a), the Pequannock River Basin Regional Sewerage Authority requests the Director of the Division of Local Government Services to make the following amendments to the Annual Budget for PRBRSA Fiscal Year 2019 (State Fiscal Year 2018):

**1. Page F-1: Summary**

Total Operating Revenues:	From \$5,400,000
	To: \$5,320,000

Appropriations:

Total Cost of Providing Services:	From: \$4,298,000
	To: \$4,268,000

Total Other – Non-Operating Appropriations	From: \$ 500,000
	To: \$ 450,000

**2. Page F-2: Revenue Schedule**

Operating Revenues

Service Charges (Residential)	From: \$5,400,000
	To: \$5,320,000

**3. Page F-4: Appropriation Schedule**

Cost of Providing Services – Other	From: \$4,298,000
	To: \$4,268,000

Un-Operating Appropriations

Other Reserves	From: \$500,000
	To: \$450,000

**4. Page N-1**

Corresponding revisions to “Attachment A to Page N-1”  
and  
“Attachment B to Page N-1”

**BE IT FURTHER RESOLVED**, that the foregoing Amendments are, in the opinion of the Governing Body, warranted and authorized by the statute as referenced above and are necessary for the orderly operation of the Authority for reasons set forth herein as follows:

1. The \$80,000 decrease in Revenues reduces the rates or Annual Charges to the four (4) municipalities in like amount.
2. This resolution shall take effect upon approval of the FY 2019 Annual Budget by the Director of the Division of Local Government Services. Within three (3) days of approval, the Budget Amendment shall be submitted to the Director as well as to the municipalities served by the Authority.

This Resolution shall take effect as provided by law.

That motion was seconded by Commissioner Metcalfe and approved unanimously on the following roll call vote:

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

**NAYS** : None

**ABSENT** : Commissioners Gall and Verdonik

**ABSTAIN** : None

**6. UNFINISHED BUSINESS**

None

**7. NEW BUSINESS**

**7.1. AEA Conference: November 13-14**

Ms. Avagnano advised that AEA had issued a special invitation to all Commissioners for a breakfast prior to the November AEA Conference and that if any of the Commissioners wished to attend the Breakfast or the Conference to please let her know to make those arrangements.

**7.2. Capacity Allocation Transfer**

Commissioner Lampmann advised that Butler had been approached on possible sale to Butler of approximately 5,000 gpd of capacity in Riverdale. He advised that Butler may be interested in acquiring the capacity at a price to be negotiated. Mr. Kelly recalled that he had spoken to the individual some time ago and advised that the sale of capacity would need to be between Riverdale and Butler through PRBRSA.

**PAYMENT OF BILLS**

**1. Operating Budget**

**1.1 Operating Request for Payment No. 379**

Treasurer Lampmann presented Operating Request for Payment No. 379 and moved its approval as follows:

<b>Operating Request for Payment No. 379</b>					
The following bills have been reviewed and are recommended for approval for payment at the October 17, 2018 meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):					
<b>PRBRSA</b>	<b>VOUCHER</b>	<b>VOUCHER</b>	<b>PAYMENT</b>		
<b>ACCT. NO</b>	<b>NO.</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>CHECK PAYABLE TO</b>	
1)	24.05	OP-18-10-1	3/31/2018	\$ 250.00	Borough of Butler
2)	33.01	OP-18-10-2	10/1/2018	\$ 2,655.00	Borough of Butler
3)	33.01	OP-18-10-3	10/3/2018	\$ 131.89	Kelly Engineering
4)	24.07	OP-18-10-4	10/3/2018	\$ 2,395.97	Kelly Engineering
5)	24.07	OP-18-10-5	9/27/2018	\$ 11,195.94	Borough of Butler
6)	22.01	OP-18-10-6	10/9/2018	\$ 1,482.00	Maraziti Falcon LLP
7)	*	OP-18-10-7	12/27/2017	\$ 889,349.00	Pequanmock, Lincoln Park & Fairfield Sew. Authority
8)	33.01	OP-18-10-8	9/20/2018	\$ 3,398.00	ADS LLC
9)	33.03	OP-18-10-9	10/11/2018	\$ 225.00	UP & Running
10)	33.03	OP-18-10-10	10/2/2018	\$ 17.94	Borough of Butler Electric
11)	24.07	OP-18-10-11	9/23/2018	\$ 55.26	North Jersey Media
12)	24.07	OP-18-10-12	9/22/2018	\$ 58.15	North Jersey Media
13)	33.03	OP-18-10-13	10/9/2018	\$ 3.15	JCP&L - No Voucher Needed per Legislation
14)	26.01	OP-18-10-14	9/25/2018	\$ 2,500.00	US Bank
<b>TOTAL:</b>			<b>\$</b>	<b><u>913,717.30</u></b>	

Commissioner Metcalfe 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

**2. Construction Fund Disbursements**

**2.1 Construction Disbursement Requisition No. C-17-16**

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-16 and moved acceptance of C-17-16 as follows:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120327C2	C-17-16-10-1	10/5//18	\$ 14,135.89	Kelly Engineering
2)	120327C1	C-17-16-10-2	10/9/18	\$ 2,769.00	Maraziti Falcon
3)	120327C1	C-17-16-10-3	10/1/18	\$ 200.00	Kelly Engineering
4)	120327C3	C-17-16-10-4	9/14/18	\$ 1,828.09	Mott MacDonald
5)	120327C3	C-17-16-10-5	9/14/18	\$ 18,192.74	Mott MacDonald
6)	120327C3	C-17-16-10-6	10/5/18	\$ 787.50	Stanford Risk
<b>TOTAL DISBURSEMENTS</b>				<b><u>\$ 37,913.22</u></b>	

Commissioner Metcalfe 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

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

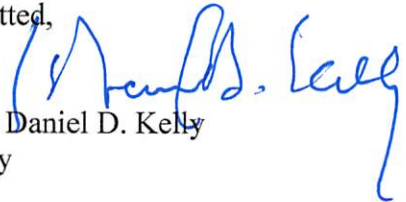
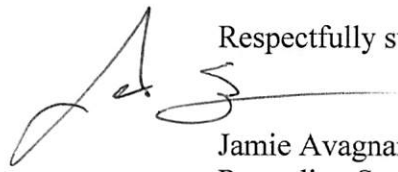
There being no members of the public present, Chairman Voorman dispensed with the public participation portion of the meeting.

#### **ADJOURNMENT**

At approximately 8:20 pm, Commissioner Metcalfe moved to adjourn the meeting. That motion was seconded by Commissioner Lampmann and approved unanimously on voice vote.

At approximately 8:20 pm, the meeting was adjourned.

Respectfully submitted,



Jamie Avagnano & Daniel D. Kelly  
Recording Secretary

Enclosure: Treasurer's Report for the period ending September 30, 2018