

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

February 15, 2017

(ORGANIZATION MEETING)

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on February 15, 2017 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 : 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.

ORGANIZATION MEETING

The organization meeting was called to order by Mr. Falcon who led the proceedings pending the election of officers.

1. ELECTION OF OFFICERS

Nominating Committee Chairman Metcalfe, on behalf of the Nominating Committee including Commissioners Howard and Verdonik, presented the following slate of officers for consideration:

Chairman:	Robert Voorman
Vice Chairman:	Raymond Verdonik
Secretary:	Edwin Howard
Treasurer:	James P. Lampmann
Assistant Secretary:	James P. Lampmann

Commissioner Metcalfe moved to approve the slate of officers as presented. That motion was seconded by Commissioner Gall and approved unanimously upon the following roll call vote:

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

Chairman Voorman thanked the Board for their continued support. The Commissioners in turn expressed their appreciation to Chairman Voorman for his effort and leadership.

2. ANNUAL REPORT

Chairman Voorman presented the Annual Report: 2017/2018 and asked the recording secretary to include it in the Authority's minutes and on the website.

PRBRSA Annual Report: 2017/2018

February 15, 2017

As the Authority enters its 30th year of operation it is a good time to look back at the progress and accomplishments thus far as we set the agenda for the years ahead.

One thing is clear, the Authority has never lost sight of its mission: its overriding objective to preserve and protect the Pequannock River Basin while serving the towns in the most efficient manner possible. That has been PRBRSA's guiding principle from

the beginning. While it may be true that the elements of the mission have been largely accomplished, it continues - with more to be done.

Things have changed since 1987 when Pequannock River Basin connected to the Two Bridges Sewerage Authority system. Without fear of contradiction, conditions are vastly improved. At that time the 1920s vintage Butler/Bloomingtondale treatment plant was visibly polluting the Pequannock River, new connections to the system were banned by the state, the towns were stagnant economically. Something needed to be done.

Today, the Authority's member towns – Bloomingtondale, Butler and Kinnelon – as well as Riverdale enjoy the benefits of a regional sewer system, one capable of providing service defined by the towns themselves. Growth and development have been measured yet not restrained, all projects approved by local land use boards have been served. All the while water quality has been measurably improved, the Pequannock River has been restored to provide ecological balance – safe drinking water, trout fishing and recreational opportunities as tangible by-products.

Antiquated pipelines dedicated to the Authority by the Boroughs of Bloomingtondale and Butler have been replaced or rehabilitated. In 2015 and 2016 the Authority completed rehabilitation of the Boonton Avenue Interceptor lines constructed in the 1930s to serve the region for decades to come.

Financially, beginning at ground zero, the Authority completed almost \$20 million of capital programs over the years yet has established substantial reserves and today is in a strong if not enviable financial position.

To continue to fulfill its mission the Authority is actively pursuing a number of programs.

- ❖ Contingency Operating Plan: Succession planning is critical. The Authority is actively considering several means of continuing operations without interruption in the event the current operational approach proves no longer viable.
- ❖ Asset Management: The state has embraced asset management as a valuable tool for municipalities and authorities statewide. In preparation for implementation the Authority is currently developing a geographic information system, the first step of asset management to fully inventory its physical assets.
- ❖ Pipeline Inspection: In conjunction with asset management the Authority has developed a multi-year program to continuously physically assess the condition of its system. This year inspection of the PRBRSA Interceptor remains the highest priority.

- ❖ Park Place Railroad Crossing: To provide necessary hydraulic capacity and assure the integrity of the 1920s vintage line crossing the NYS&W Railroad in Park Place, Butler, the Authority plans to replace that line.

These programs, in progress or just beginning, will be developed in 2017 and over following years to continue PRBRSA's mission of service to the municipalities.

Respectfully submitted,
Robert Voorman,
Chairman

3. CONSENT AGENDA

Chairman Voorman recommended, and the Board agreed, that the Board move forward organization meeting matters be considered by a consent agenda.

Specifically, the organizational matters include Resolutions Nos. R-17-2-1 through R-17-2-8 as follows:

- | | | |
|----|-------------------------|-------------------------------------|
| 1. | Resolution No. R-17-2-1 | Open Public Meeting Act |
| 2. | Resolution No. R-17-2-2 | Official Depository |
| 3. | Resolution No. R-17-2-3 | Appointment of Auditor |
| 4. | Resolution No. R-17-2-4 | Appointment of General Counsel |
| 5. | Resolution No. R-17-2-5 | Appointment of Bond Counsel |
| 6. | Resolution No. R-17-2-6 | Appointment of Consulting Engineer |
| 7. | Resolution No. R-17-2-7 | Trustee Incumbency Certificate |
| 8. | Resolution No. R-17-2-8 | Designate Affirmative Action (PACO) |

Commissioner Howard moved approval of the consent agenda.

Resolution No. R-17-2-1

RESOLUTION

WHEREAS, The Open Public Meetings Act, Chapter 231 of the Laws of 1975, and more specifically, N.J.S.A. 10:4-8, requires all public bodies at least once a year and within seven (7) days of the Annual Organization Meeting of such body to arrange for the posting of a schedule of the regular meetings of the public body to be held during the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority as follows:

1. The schedule of regular meetings of the Authority hereinafter set forth is hereby adopted:

SCHEDULE

Regular Meetings of the Pequannock River Basin Regional Sewerage Authority are held at the Borough of Butler Municipal Building, One Ace Road, Butler, New Jersey, commencing at 7:30 p.m. unless otherwise noted:

2017

January 18
February 15
March 15
April 19
May 17
June 21
July 19
August 16
September 20
October 18
November (No Meeting)
December 6 (1st Wednesday)

2018

January 17
February 21

2. The official newspapers of the Authority are:
 - A. Suburban Trends
 - B. North Jersey Herald and News

3. The Secretary is authorized to:
 - A. Post a copy of this Resolution on the bulletin board at the Authority's Office in the Butler Municipal Building.
 - B. Forward a copy of this Resolution to the Municipal Clerks of Butler, Bloomingdale and Kinnelon for posting in the public place in each community reserved for such notices.
 - C. Forward a copy of this Resolution to two newspapers, one of which shall be the official newspaper of the Authority.

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

Resolution No. R-17-2-2

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (hereinafter "Authority") proposes to designate official depositories for the funds of the Authority.

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 15th day of February, 2017, as follows:

1. The following are designated as the official depositories of the Authority and are directed to honor all withdrawals made by check or withdrawal document signed by the Chairman or Vice Chairman and Treasurer or Secretary/Assistant Secretary of the Authority:

NEW JERSEY CASH MANAGEMENT FUND
WELLS FARGO, N.A.
US BANK, N.A.

2. The Authority hereby authorizes the execution and delivery of such authorization and forms as may be required by Wells Fargo, N.A. and US Bank, N.A., providing for deposits and payments as well as the filing of authenticated signatures of Authority officers and Consulting Engineer as official signatures.
3. This Resolution shall take effect as provided by law.

Resolution No. R-17-2-3

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2017 and until the next reorganization meeting of the Authority; and

WHEREAS, funds are available for these services;

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A. 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed \$17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 15th day of February, 2017, as follows:

The Authority does hereby name and designate Ferraioli, Wielkocz, Cerullo & Cuva, P.A. of Pompton Lakes, New Jersey as Authority Auditor to provide auditing services as required, and subject to the requirements of the Local Public Contracts Law, the Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

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 appointment of the aforesaid auditor 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, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. An Agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-17-2-4

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2017 and until the next reorganization meeting of the Authority; and

WHEREAS, funds are available for these services;

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A. 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed \$17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any

reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 15th day of February, 2017, as follows:

The Authority does hereby name and designate Christopher H. Falcon, Esq. of Maraziti Falcon, LLP, Short Hills, New Jersey as General Counsel to provide legal services as required in accordance with their proposal for these services and subject to the requirements of the Local Public Contracts La. The Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

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 appointment of the aforesaid General Counsel 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, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. The agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-17-2-5

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2017 and until the next reorganization meeting of the Authority; and

WHEREAS, funds are available for these services;

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed \$17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure form and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 15th day of February, 2017, as follows:

The Authority does hereby name and designate Hawkins, Delafield and Wood, Esq., Newark, New Jersey as Bond Counsel to provide legal services as required, and subject to the requirements of the Local Public Contracts Law. The Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

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 appointment of the aforesaid counsel 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, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. The agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-17-2-6

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2017 and until the next reorganization meeting of the Authority; and

WHEREAS, funds are available for these services;

WHEREAS, the foregoing services are “professional” services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A 40A:11-5(1) (a) and as a “non-fair and open” contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed \$17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 15th day of February, 2017, as follows:

The Authority does hereby name and designate Kelly Engineering, New Vernon, New Jersey as Consulting Engineer to provide engineering services as required in accordance with its proposal to the Authority for these services, and subject to the requirements of the Local Public Contracts Law. The Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

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 appointment 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, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. The agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-17-2-7

RESOLUTION

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 15th day of February, 2017, as follows:

1. This Resolution is enacted to authorize the Authority's Officers to sign the Incumbency Certificate requested by US Bank, N.A. or its successor bank as Trustee under the General Bond Resolution of July 15, 1986, and Resolutions supplemental thereto.
2. The Authority's Officers and Consulting Engineer are authorized to sign the Incumbency Certificate.
3. The Secretary shall deliver an Incumbency Certificate if required and a certified copy of this Resolution to the Trustee.
4. This Resolution shall take effect immediately.

Resolution No. R-17-2-8

RESOLUTION

WHEREAS, there exists a need for the designation of an official or employee to serve as a Public Agency Compliance Officer (P.A.C.O.) pursuant to N.J.A.C. 17:27 for Pequannock River Basin Regional Sewerage Authority; and

WHEREAS, the P.A.C.O. is the liaison official for matters concerning Affirmative Action as set forth in P.L. 1975, c.127 (N.J.A.C. 17:27); and

WHEREAS, the Authority desires to comply with the Affirmative Action requirements and wishes to maintain appropriate contracting procedures for the Pequannock River Basin Regional Sewerage Authority;

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 15th day of February, 2017, as follows:

1. The Authority does hereby appoint the Consulting Engineer, Daniel D. Kelly, P.E. of Kelly Engineering, as the Public Agency Compliance Officer for the Pequannock River Basin Regional Sewerage Authority.
2. The P.A.C.O. shall act as the liaison between the Authority and the New Jersey Department of the Treasury, Affirmative Action Office and shall take appropriate actions to maintain compliance with the Agency's contracting procedures to comply with the Affirmative Action regulations cited at N.J.A.C. 17:27.
3. The Consulting Engineer is authorized and directed to complete the appropriate notification form designating the P.A.C.O. and to forward the same to the Department of the Treasury.
4. This Resolution shall take effect as provided by law.

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

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

ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – January 18, 2017

Commissioner Metcalfe moved acceptance of the minutes of the Authority's January 18, 2017 meeting. That motion was seconded by Vice Chairman Verdonik and passed 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

Mr. Kelly presented the January 18, 2017 Flow Report for the period ending December 31, 2016. He noted there are two reports, one for the FlowShark monitors and the other for the Triton monitors. He said, however, that the FlowShark monitors are no longer in service and therefore December 2016 will be the last month of FlowShark readings.

Referring to the Triton Flow Report, Mr. Kelly indicated that while the flows have substantially increased from the prior month, specifically, from 1.434 mgd in November to 1.703 mgd in December, they remain at extremely low levels.

Mr. Kelly also noted that he has again requested from ADS an explanation as to the apparent change in the flow metering condition following ADS' May 31, 2016 field work. He said that this is the fourth or fifth time that this question has been raised noting that ADS' "Pequannock Tech Memo" including the revision thereto did not address the question.

On discussing ADS' apparent refusal to answer this question, the Board decided it would withhold ADS' current payment pending counsel review of the matter or pending ADS' response to this question.

Also, he noted that ADS' January 2017 flow data was received too late to prepare the January report.

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

- Triton Flow Report for December 2016
- Triton Daily Flow Summary for December 2016
- Triton Daily Flow Hydrograph for December 2016
- Triton M-15 vs. P-4 Hydrograph

- FlowShark Flow Report for December 2016
- FlowShark Daily Flow Summary for December 2016
- FlowShark Daily Flow Hydrograph for December 2016
- FlowShark M-15 vs. P-4 Hydrograph

1.2 TBSA Actual vs. Budgeted Flow Analysis

Mr. Kelly presented his February 13, 2017 memorandum summarizing the Two Bridges estimated flow for FY 2017 versus the actual flow through January 31, 2017. He explained that due to the ongoing low flow conditions the average flow to date remains substantially below the 1.85 mgd contractual minimum. For that reason the Authority is effectively in arrears on the annual charge payments by an estimated 2.35%, meaning that Two Bridges would assess additional User Charges at year end if this trend were to continue.

1.3 GIS System

As indicated by his February 14, 2017 letter, Mr. Kelly recommended award of the contract for preparation of a GIS system (Geographical Information System) to Mott MacDonald for the fee quoted of \$17,000.

Mr. Kelly explained that he and Jamie Avagnano of his office met with DMC Associates and with Mott MacDonald as well as with four agencies currently utilizing GIS systems prepared by both firms, namely, the

Hanover Sewerage Authority and the Two Bridges Sewerage Authority as well as the Boroughs of Bloomingdale and Butler. Based on comparison of the systems and for the reasons explained in his February 14th letter, Mr. Kelly requested authorization to award the contract to Mott MacDonald.

Commissioner Howard inquired as to the exact nature of a GIS system. Mr. Kelly reviewed the capabilities of the proposed system explaining that the mapping element, while important, is only a small component of the entire system which is fundamentally a relational database capable of storing and retrieving large amounts of data for management and operation of the system including analytics. He noted that the consultant will establish hyperlinks to the Authority's record drawings so that on viewing the system it will be possible to click a manhole or pipe for instance and automatically call up the record drawing and related information on that particular asset.

Following further discussion, Commissioner Lampmann moved approval of the following resolution (**Resolution No. R-17-2-9**):

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH
MOTT MACDONALD**

WHEREAS, the Sewerage Authorities Law, and more particularly, N.J.S.A. 40:14A-20, provides in pertinent part that an Authority is authorized to enter into any and all contracts, execute any and all instruments, and to do and perform any and all acts or things necessary, convenient or desirable for the purposes of the Authority; and

WHEREAS, there is a need for professional engineering services and to perform field survey and GIS database development and mapping for Authority's sanitary sewer assets; and

WHEREAS, the Authority has received proposals from two consultants for said services and has determined that such services should be performed by Mott MacDonald, Inc. of Iselin, NJ.

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 15th day of February, 2017 as follows:

1. The Authority hereby engages the professional services of Mott MacDonald, Inc. in accordance with their December 5, 2016 proposal reviewed by the Authority and on file with the Authority for Tasks 1 and 2 plus Task 5 (20 hours) for a total, not-to-exceed fee of \$17,000.00.
2. The Chairman is authorized to execute a contract with Mott MacDonald, Inc. in accordance with the above provisions.
3. This Resolution shall be published in accordance with N.J.S.A. 40A:11-5 (1)(a)(i).
4. This Resolution shall take effect as provided by law.

Vice Chairman Verdonik 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

1.4 PRBRSA Interceptor Inspection: 2016

Mr. Kelly advised that he will return to John Scheri of Mott MacDonald to request an update to MM's proposal for completion of the PRBRSA Interceptor Inspection work. He noted that preparation of the GIS system is the first step in that process.

2. TBSA Activities

2.1 Status Update

Vice Chairman Verdonik reported on various matters at the Two Bridges Sewerage Authority as they affect Pequannock River Basin. Notably, he reported on the status of construction of both the pumping station contract as well as the wastewater treatment plant improvement contract. On the latter he said that the engineer has determined that the quality of the concrete work has been exceptional.

3. TWA Applications and Connection Permits

**3.1 TWA Application
Kinnelon Community Center
Borough of Kinnelon**

Explaining that the Borough of Kinnelon has requested the Authority's support for the Borough's proposed development of what it has termed the Kinnelon Community Center, Mr. Kelly indicated that he drafted a letter to the mayor in support of the proposed project. He explained that the support essentially refers to the Authority's endorsement, at the appropriate time, of a Wastewater Management Plan Amendment to the Northeast Water Quality Management Plan and ultimately endorsement of a TWA application for the sewer extension to service the project. He indicated that the project will generate an estimated 1,520 gpd of flow and would likely be served by a proposed sewer within Walnut Lane in Kinnelon connecting to existing Butler-owned sewers within Butler.

Commissioner Lampmann noted that the Borough of Butler has indicated its willingness under certain conditions to allow that connection.

On discussion, Commissioner Gall moved to authorize the consulting engineer to issue a letter to the Borough of Kinnelon indicating the Authority's support for the proposed Kinnelon Community Center. Before approving the Motion, the Board noted a revision to the letter. With that revision Commissioner Lampmann seconded the motion which passed unanimously on voice vote.

3.2 TWA Application
Meer Bloomingdale Estates (Federal Hill/Finbar Development)
Borough of Bloomingdale

Referencing an article in the February 8th edition of the Trends, Mr. Kelly said that apparently Bloomingdale is moving ahead with the proposed development project involving Federal Hill which includes a proposed subdivision of some 32 acres to be purchased by M&T Realty Partners from the Borough. The project, according to the article, also involves a downtown redevelopment project. Mr. Kelly noted, and Chairman Voorman agreed, that the TWA application will likely move forward assuming these transactions do also.

3.3 TWA Application
Nos. 84 & 88 Mathews Avenue
Borough of Riverdale

Mr. Kelly indicated that the Authority has not received any indication from the Borough of Riverdale on its efforts to address the apparent illegal connections for two residential units on Mathews Avenue.

Commenting on that Vice Chairman Verdonik recalled that Mayor Carelli committed to addressing this issue when he attended the Board's September meeting. Mr. Falcon said that Diane Alexander had reviewed the matter arriving at the determination that the Authority has an obligation under NJDEP regulations to report these connections if the Borough itself fails to do so. Agreeing, Mr. Kelly further recalling that the Authority had issued a letter to the Borough advising that the Borough has an obligation to report these connections to NJDEP and, failing to do so, that the Authority has a comparable obligation and therefore would make that notice.

The Authority directed the consulting engineer to issue a follow up letter to the Borough of Riverdale indicating that it will notify NJDEP if the Borough itself does not do so by the end of March.

4. **Riverdale I/I Investigations**

No change in status on this matter.

5. **Riverdale OPRA Request (Flow Data)**

Mr. Kelly advised that the Borough of Riverdale has informally requested additional flow information from the Authority, essentially as a follow up to the Borough's initial OPRA requests for flow data.

6. **Boonton Avenue Interceptor Project**

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

Mr. Kelly reported that John Napolitano has been in contact with the contractor, Hutton Construction, as well as with SCE to arrange a meeting which has been scheduled for either February 28th or March 3rd to resolve the outstanding dispute on Contract I-4A prior to close out.

Inasmuch as the Board saw no need to discuss the project pending Mr. Napolitano's report on the results of the meeting with the contractor, there was no need to enter closed session to discuss the matter further.

6.2 **Park Place/NYS&W Railroad Crossing**

As discussed at the January 18th meeting, Mr. Kelly said that he has been in contact with Nathan Fenno, president of the NYS&W Railroad, as well as with Todd Dragland, the railroad's chief engineer. He indicated that on discussing the project Mr. Dragland advised that he had visited the site the prior day to review the site-specific conditions. Based on that field inspection Mr. Dragland advised that the pipe should be constructed utilizing a bore and jack tunneling technique. Mr. Kelly said that he explained to Mr. Dragland the fact that the Authority has been working on exactly that type of tunneling project for more than 2 years yet, due to the geotechnical conditions, has been advised that it will be an extremely risky and expensive undertaking. For that reason he advised that the Authority is interested in moving ahead to install the lining utilizing traditional open-cut construction methods.

Continuing on his discussions with the chief engineer, Mr. Kelly said that Mr. Dragland indicated that the railroad had just upgraded the grade crossing in Park Place some 2 years ago and that, in his estimate, it would cost approximately \$300,000 to replace that crossing. Mr. Kelly said that he suggested that it would only be necessary to remove possibly 30 feet of the track but Mr. Dragland said that that is not possible, that the entire grade crossing must be removed and replaced. Mr. Kelly said that he

speculated that there may be a reinforced concrete grade beam installed across Park Place but Commissioner Lampmann advised that he is quite sure that is not the case noting that a local contractor, L. Becker & Son, performed the site preparation for the railroad which, to the best of his knowledge, did not include a grade beam. He said the work spanned 4 or 5 days noting, however, there were problems with the final pavement which extended the time somewhat.

On discussing the project the Authority considered several possibilities on ways to advance the project with the railroad to gain authorization for the open-cut. Mr. Kelly said he would certainly discuss those with the railroad when the opportunity is available.

Before meeting with the railroad Mr. Kelly said it is essential that the Authority have better engineering information on the specific layout of the proposed carrier pipe as well as the tunnel size and location. In addition he said a cost estimate is essential to establish the baseline for comparison purposes.

Commissioner Metcalfe had several questions on the need for additional engineering work. Mr. Kelly explained that the additional work that he has recommend that Mott MacDonald conduct for an additional \$22,500 fee would be suitable for either a jack and bore/ramming tunneling technique or for the open-cut method as is now being considered. He explained that the primary difference between the two would likely be the diameter of the steel casing pipe noting that a larger diameter casing, probably 48-inch to 54-inch, would be required for tunneling purposes yet a considerable smaller casing, possibly 30-inch to 36-inch, could be utilized if the grade is able to be controlled utilizing the open-cut method.

Following discussion the Board agreed that Mr. Kelly should authorize Mott MacDonald to proceed with the additional engineering work as proposed on Mott MacDonald's February 3rd proposal in accordance with the recommendation per Mr. Kelly's February 7th letter under the prior authorization provided by Resolution No. R-16-3-3 for this work.

FINANCIAL REPORT

1. Treasurer's Report

1.1 January 31, 2017 Treasurer's Report

Treasurer Lampmann presented the Treasurer's Report for the period ending January 31, 2017. Commissioner Gall moved acceptance of the Treasurer's Report. Treasurer Lampmann seconded that 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

2. Annual Budget: FY 2017

Referring to his February 14, 2017 letter to Mayor Dunleavy, Mr. Kelly said that the letter was simply intended to explain that the credits that Bloomingdale received for FY 2017, which had the effect of reducing the 2017 charges by almost \$286,000, can not be assured going forward and for that reason the Borough should anticipate that the billing for FY 2018 will approximate the amount billed for FY 2017.

He further reported that Mayor Dunleavy reacted strongly to the letter. The February 14th email exchanges were also included in the file folders.

3. Audit: FY 2016

For the record Mr. Kelly advised that the Authority received the final audit for FY 2016 via email and that a copy of the report has also been made available in the file folders. He noted that the report again provides a clean opinion.

In accordance with Local Finance Board regulations Treasurer Lampmann moved approval of the following resolution (**Resolution No. R-17-2-11**):

R E S O L U T I O N

WHEREAS, N.J.S.A. 40A:5A-15 requires the Governing Body of each local Authority to cause an Annual Audit of its accounts to be made; and

WHEREAS, the Annual Audit Report for the fiscal year ended October 31, 2016 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, 2016, 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.

Vice Chairman Verdonik seconded that 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

UNFINISHED BUSINESS

1. Contingency Operating Plan

No change in status on this matter.

2. Riverdale Membership Petition

Mr. Falcon reported that he advised Riverdale Special Attorney, Richard Clemack, of the Authority’s acceptance of the Borough’s position that it has satisfied the service contract requirement and therefore will be accepted as a Member municipality of the Authority. He further explained to Mr. Clemack of the fact that the Authority’s General Bond Resolution requires certain assurances that by joining PRBRSA as a member municipality Riverdale will not in any way diminish the financial standing of the Authority. He explained to Mr. Clemack that the Authority would be able to move ahead with the work proposed by Public Financial Management which would be at the Borough’s expense or alternatively the Borough would be able to conduct that work itself, either by Public Financial Management or another firm approved by the Authority’s bond counsel. Lastly, he indicated to Mr. Clemack the need to modify the current service contract

arrangement to combine the two service contracts into a single service contract with Riverdale as a member and participant.

NEW BUSINESS

1. AEA Fall Conference

Mr. Kelly again indicated that if any of the Authority Commissioners would like to attend the AEA Fall Conference on March 14th and 15th that they contact his office to make those arrangement.

2. Other Matters

Commissioner Lampmann raised two additional matters under New Business as follows:

a) Revision to Bylaws

While acknowledging the dedicated service of the Authority's Chairman and other officers, Commissioner Lampmann suggested that the Authority may want to consider an amendment to its present Bylaws to require rotation of the Authority's officers every 2 or 3 years. He said the Authority's daily activity has been largely vested with the Chairman, attorney and consulting engineer so, by rotating the officer positions, others would have the opportunity to be a more direct part of that process.

On discussing the pros and cons of rotating the officer's positions, the Board agreed that there could be certain advantages and asked Mr. Falcon to review that further and advise accordingly.

b) Contingency Operating Plan

Returning to a topic discussed earlier in the meeting, Commissioner Lampmann inquired of Chairman Voorman and Vice Chairman Verdonik if there has been any movement on the part of Two Bridges on the Authority's request to assist in the operation of PRBRSA should the event arise or even on the possibility of total dissolution of Pequannock River Basin and absorption into Two Bridges. Chairman Voorman and Vice Chairman Verdonik indicated that the matter has not really been considered by Two Bridges, at least not to any great extent. They committed to bring the matter to the TBSA Board's attention and report back to the Board.

Discussion continued on various ways and means of dealing with the prospect that the current arrangement, primarily with Kelly Engineering serving effectively in multiple capacities, should it become no longer viable going forward. Various approaches were considered to continue uninterrupted operations including, as had been previously discussed, the possibility that TBSA would assist in

PRBRSA's operations. On that point Vice Chairman Verdonik noted that Two Bridges has the resources, the background and the capability to most efficiently fill that role.

As to the consolidation of PRBRSA into TBSA, the Board considered the effect that would have for the towns as well as for Two Bridges. As to TBSA, the Sewerage Authorities Law provides that, on bringing on new member municipalities, each town would have two voting members on the Two Bridges Board. Vice Chairman Verdonik stated that TBSA would not accept such an arrangement which would dilute the present TBSA voting majority of 6:2 to 6:6, or with Riverdale also, to 6:8. Chairman Voorman agreed. Other possibilities were also considered yet none appeared to offer a fully workable solution.

Commissioner Metcalfe suggested the possibility of bringing on board an administrator, possibly one with a public administration background, while also retaining an engineer and possibly others to handle other aspects of the Authority's business affairs. Vice Chairman Verdonik suggested retaining Jamie Avagnano of Kelly Engineering to perform those details given that that has been her role over the years.

Chairman Voorman indicated that he and Vice Chairman Verdonik would be meeting with Two Bridges to move the matter forward if possible.

PAYMENT OF BILLS

1. Operating Budget

1.1 Operating Request for Payment No. 359

Treasurer Lampmann presented Operating Request for Payment No. 359. Treasurer Lampmann moved approval of Operating Request for Payment No. 359 as follows:

SUMMARY OF VOUCHERS FOR OPERATING EXPENSES					
Operating Request for Payment No. 360					
The following bills have been reviewed and are recommended for approval for payment at the February 15, 2017 meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):					
	PRBRSA ACCT. NO.	VOUCHER NO.	VOUCHER DATE	PAYMENT AMOUNT	CHECK PAYABLE TO
1)	24.05	OP-17-2-1	3/31/2016	\$ 250.00	Borough of Butler
2)	33.01	OP-17-2-2	10/1/2016	\$ 2,570.00	Borough of Butler
3)	25.03	OP-17-2-3	1/13/2017	\$ 4,500.00	AEA
4)	24.07	OP-17-2-4	2/7/2017	\$ 131.89	Kelly Engineering
5)	22.03	OP-17-2-5	2/6/2017	\$ 10,400.00	Kelly Engineering
6)	32.02	OP-17-2-6	2/7/2017	\$ 8,876.71	Kelly Engineering
7)	22.01	OP-17-2-7	2/8/2017	\$ 4,590.00	Maraziti Falcon LLP
8)	33.01	OP-17-2-8	1/16/2017	\$ 3,333.00	ADS LLC
9)	33.03	OP-17-2-9	1/23/2017	\$ 32.77	Verizon
10)	33.03	OP-17-2-10	1/28/2017	\$ 37.01	Verizon
11)	33.03	OP-17-2-11	1/4/2017	\$ 37.07	Verizon
12)	33.03	OP-17-2-12	1/28/2017	\$ 37.01	Verizon
13)	33.03	OP-17-2-13	2/4/2017	\$ 37.08	Verizon
14)	33.03	OP-17-2-14	2/7/2017	\$ 3.32	JCP&L
15)	33.03	OP-17-2-15	2/2/2017	\$ 17.96	Butler Electric
TOTAL:				\$ 34,853.82	

Note: The ADS bill for \$3,333.00 being held pending an answer from ADS and advice from counsel.

Commissioner Gall 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

2. Construction Fund Disbursements

2.1 Construction Disbursement Requisition No. C-13-46

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-13-46. Treasurer Lampmann moved approval of the bills as follows:

CONSTRUCTION DISBURSEMENT REQUISITION No. C-13-46

Gentlemen:

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 **February 15, 2017:**

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120322C2	C-13-46-2-1	2/7/17	\$ 2,287.33	Kelly Engineering
			TOTAL DISBURSEMENTS	<u>\$ 2,287.33</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 the Consulting Engineer certifying that such disbursement is necessary to pay part of such cost of the Project.

As required by Section 513(B) of the Resolution, any disbursements for “. . . the purpose of paying the purchase price or cost of any lands, easements, rights or interest in or relating to lands or paying the cost or expense of work, materials, supplies or equipment . . .”, will be accompanied by a Consulting Engineer’s Certificate as required by Section 513(B) of the Resolution. The supporting Consulting Engineer’s Certificate is attached.

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

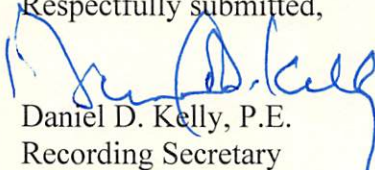
OPEN MEETING FOR PUBLIC COMMENT

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

ADJOURNMENT

At approximately 9:15 pm, Commissioner Gall moved adjournment. Commissioner Howard seconded the motion which was approved unanimously on voice vote.

At approximately 9:15 pm, the meeting was adjourned.

Respectfully submitted,

Daniel D. Kelly, P.E.
Recording Secretary

Enclosures: Treasurer's Report for the period ending January 31, 2017