

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

January 18, 2023

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on January 18, 2023 at the Borough of Butler. Chairman Verdonik called the meeting to order at approximately 6:00 p.m.

ROLL CALL

On roll call:

PRESENT : Chairman Verdonik, Commissioners Daniel, Desai, Howard, Lampmann, Mabey, Pellegrini and Voorman

ABSENT : None

ALSO PRESENT : Jamie Avagnano, Authority Administrator;
Diane Alexander, Esq., Maraziti Falcon, LLP,
Steve Donati, P.E., CP Engineers

OPEN PUBLIC MEETING STATEMENT

Chairman Verdonik 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. The statement also noted that the meeting information was available on the PRBRSA webpage for public access, provided to the municipal clerks and noticed in the Authority’s official newspapers.

APPOINTMENTS

Ms. Alexander performed the Oath of Office for the following Commissioners:

Charles Daniel, Kinnelon (1/31/28)
Edwin Howard, Bloomingdale (1/31/28)
Raymond Verdonik, Butler (1/31/28)

ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – December 7, 2022

Vice Chairman Voorman moved acceptance of the minutes of the December 7, 2022 regular meeting. That motion was seconded by Commissioner Mabey and approved on the following roll call vote:

AYES : Commissioners Desai, Howard, Lampmann
Mabey, Pellegrini, Verdonik and Voorman

NAYS : None

ABSENT : None

ABSTAIN : Commissioner Daniel

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Flow Report

Chairman Verdonik presented the November and December Flow Reports noting that TBSA Meter M-15 was recording higher flows than PRBRSA Meter P-4 for the past 3 months. Vice Chairman Voorman noted that prior to October P-4 was reading higher than M-15. He added that he would discuss the matter with Brian Carey, TBSA Engineer, at the next TBSA Board meeting. Steve Donati commented that he has worked closely with CSL regarding meter location and calibration and is confident in the PRBRSA meter recordings are as accurate as can be expected.

1.1.1 I/I Investigations

Mr. Donati advised that the flow metering chart shows an immediate increase and reduction in flows corresponding to rainfall. Commissioner Desai stated that he supported investment of funds to locate I/I sources within the PRBRSA system. He mentioned his previous analysis showing that Riverdale should have around 15% flow contribution whereas for December 2022 Riverdale was up to 20% flow contribution with increased rainfall. Discussions continued regarding moving forward with the I/I investigation proposal provided by CSL in 2022. Ms. Avagnano advised that CSL extended the 2022 pricing into 2023 for 10 meters for 3 months to investigate I/I sources entering the PRBRSA system from the towns. Discussions ensued regarding metering locations. Commissioner Desai recommended appointing a Committee to assist in the meter placement locations to identify potential I/I contributions in each municipality. The Committee would also be involved in analyzing the data results and possibly suggesting relocating the meters to alternative locations based on the data. The Board agreed. The first step would be to work with a representative from each municipality to evaluate available manholes that would prove acceptable for metering equipment. Chairman Verdonik recommended that the I/I investigations would be worthwhile to the municipalities and recommended moving forward with the program.

Ms. Alexander advised that temporary access agreements would be required if the Authority proposed to place meters in the towns local system. In response, Commissioner Lampmann questioned whether the program pricing could be extended to the municipalities if the towns wished to pursue I/I sources in the local system. Ms. Avagnano advised she would follow up with CSL.

The Board agreed that further details will be discussed at the February meeting with implementation anticipated for March/April through July 2023.

1.2 TBSA Flow Report (Budget vs. Actual)

See comments above.

1.3 Easements

Mr. Donati reported that L. Becker & Son confirmed that access to the Kakeout Brook easement through Vibrations Mounting Right of Access was no longer feasible and recommended proceeding with maintaining access through the Simon property. He reported that in a meeting with Jamie Avagnano and Sandra Simon, Ms. Simon was receptive to granting the Authority access through her property. Ms. Alexander explained that the next steps would involve a meeting outlining an agreed upon permanent Right of Access Agreement, restrictions, maintenance and route. With regards to the \$9800 proposal for clearing/maintenance received from L. Becker, she explained that a temporary access agreement would need to be acquired prior to authorization to enter through the Simon property. The Board agreed to pursue the temporary and permanent access through the Simon property.

For the Brandt Lane easement in Bloomingdale, Ms. Avagnano presented L. Becker & Son quote for \$2800 for clearing and maintenance and requested approval of Resolution No. R-23-1-1.

Commissioner Mabey moved Resolution No. R-23-1-1 as follows:

Resolution No. R-23-1-1

RESOLUTION FOR PROCUREMENT OF EASEMENT MAINTENCE SERVICES

WHEREAS, a need exists for the performance of landscaping services to perform easement maintenance and to clear property located on Brandt Lane located near Meter P-2A by the Bloomingdale Animal shelter; and

WHEREAS, the Authority solicited for proposals regarding easement maintenance landscaping work from L. Becker & Son Inc., located at 18 Vreeland Avenue, Bloomingdale, NJ 07403; and

WHEREAS, the Authority received the attached proposal from L. Becker & Son Inc., that advised PRBRSA of its availability to perform the easement maintenance/landscaping work at a cost of approximately \$2,800.00; and

WHEREAS, the PRBRSA staff reviewed the proposal received, and recommend that L. Becker & Son Inc. be authorized to proceed with the easement maintenance/landscaping work, in an amount not to exceed \$2,800.00 without further authorization.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority that the Authority Administrator is authorized to issue a purchase order/voucher to L. Becker & Son Inc., in an amount not to exceed \$2,800.00, for the provision of easement maintenance/landscaping services to clear the easement area so as to provide access to the sanitary sewer manholes located near Meter P-2A by the Bloomingdale Animal Shelter, alongside of Brandt Lane, and as described in the proposal dated January 16, 2023, attached hereto. Funds are available in the general budget for this purpose.

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

AYES	:	Commissioners Desai, Daniel, Howard, Lampmann, Mabey, Pellegrini, Verdonik and Voorman
NAYS	:	None
ABSENT	:	None
ABSTAIN	:	None

1.4 Consulting Engineer's Report

Steve Donati, P.E., referenced the Consulting Engineer's Report previously transmitted for review. He advised that the report was reformatted to focus on the history of the PRBRSA system as well as system components and operating requirements rather than a financial document. Mr. Donati outlined the O&M projects projected over a 5 year period. He emphasized the recommendation to update the PRBRSA GIS system to an ARC GIS licensed system to allow for GIS updates by his office and other users opposed to a stand-alone product. Commissioner Lampmann advised that the Butler DWP has an ARC GIS license that may be extended for the PRBRSA system platform.

1.4.1. Riverdale Interceptor Project

As a component of the Authority's maintenance program, Mr. Donati recommended proceeding with CCTV/cleaning of the Riverdale Interceptor previously recommended for cleaning in 2018. The Board agreed to proceed with preparation of proposal documents to request bids for approximately 9,000 lf of sewer lines in the Borough of Riverdale.

2. TBSA ACTIVITIES

2.1 Status Update

Vice Chairman Voorman reported on the activities at the Two Bridges Sewerage Authority. He advised that due to the 1.85 mgd minimum flow requirement in the current contract, PRBRSA was owing TBSA \$94,000 at year end even though the PRBRSA flows were well under 1.85 mgd. However, TBSA approved the use of surplus to offset year-end user charges which resulted in a \$0 balance. He further reported that the Service Contracts were in final draft which included elimination of the 1.85 mgd minimum flow requirement for PRBRSA.

Chairman Verdonik added the during his participation on the TBSA Board, PRBRSA has had to pay at least three times in the past as a result of the minimum flow requirement which is why PRBRSA would not approve the new contract without that provision deleted.

3. TWA APPLICATIONS AND CONNECTION PERMITS

3.1 TWA Application Riverdale Phase 5 Sewer Extension Borough of Riverdale

Tabled from the December 7th Meeting, Chairman Verdonik requested a motion to Table Resolution R-23-1-2 as no agreement has been reach on the outstanding claim matter.

A motion to Table R-23-1-2 was moved by Commissioner Mabey. Vice Chairman Voorman seconded the motion which passed on the following roll call vote:

AYES : Commissioners Howard, Lampmann, Mabey, Voorman and Verdonik

NAYS : None

ABSENT : None

ABSTAIN : Commissioners Daniel, Desai and Pellegrini

4. CONSTRUCTION CONTRACTS

Ms. Avagnano explained that the Maintenance Bond for Contract PRB 19-1 was expiring May 2023 and recommended that the proceed with a Request for Quotations to perform CCTV and cleaning, as necessary, on the new line installed within Park Place/Main Street, Butler as well as the 18” Butler line that was currently maintained by PRBRSA. The Board agreed to move forward with the request.

5. FINANCIAL MATTERS

5.1 Treasurer’s Reports: November 30, 2022 & December 31, 2022

Treasurer Lampmann presented the Treasurer’s Report for the periods ending November 30, 2022 and December 31, 2022 and moved approval as presented.

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

AYES : Commissioners Daniel, Desai, Howard, Lampmann, Mabey, Pellegrini, Verdonik and Voorman

NAYS : None

ABSENT : None

ABSTAIN : None

5.2 Audit FY 2022

Chairman Verdonik reported that the FY 2022 Audit is currently underway.

5.3 Annual Budget FY 2023

Chairman Verdonik reported for the record that the Treasurer's Reports correctly show the FY 2023 contributions to the Renewal & Replacement Fund of \$309,000 and the Capital Reserve Fund of \$103,000 per the FY 2023 annual budget, noting, that the December 7th investment resolutions referenced \$100,000 to the Capital Reserve and \$300,000 to the R&R Fund, respectively.

5.4 Cash Flow Analysis

Ms. Avagnano referenced the FY 2023 Cash Flow Analysis and recommended increasing the Authority's short term investments with Wells Fargo Advisors. Vice Chairman Voorman and Commissioner Desai advised that the Authority should take advantage of the current interest rates, increasing the investment to all available funds excluding \$550,000 for operating reserves. The Board agreed.

6. UNFINISHED BUSINESS

6.1 Unauthorized Connection – Riverdale Claim

Chairman Verdonik recommended that this matter be discussed under closed session.

6.2 Emergency Response Plan

Ms. Avagnano advised that the Emergency Response Plan was in final form. Diane Alexander, Esq. confirmed that the Emergency Response Plan was a required regulatory report. With no further comments, Ms. Avagnano commented that the report will be forwarded to the Town Clerks to have on file. Treasurer Lampmann added that he had forwarded the draft version to the Licensed Operator.

6.3 Personnel Matters

Following discussions in closed session, the Board approved a 4% raise for the Administrator.

7. NEW BUSINESS

7.1 Nominating Committee

Chairman Verdonik appointed Secretary Howard (Committee Chair), Treasurer Lampmann, Commissioner Mabey and Commissioner Desai to present the Slate of Officers at the February Reorganization Meeting. Commissioner Desai responded that he would be absent from the February 15th meeting.

7.2 2023/2024 Meeting Dates

Chairman Verdonik read the proposed meeting dates. No conflicts were noted.

8. CONSENT AGENDA

None

9. PAYMENT OF BILLS

9.1 Operating Request for Payment No. 426

Treasurer Lampmann presented Operating Request for Payment No. 426 and moved approval as follows:

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

Operating Request for Payment No. 426

The following bills have been reviewed and are recommended for approval for payment at the **January 18, 2023** 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-23-1-1	3/31/2022 \$ 250.00	Borough of Butler
2)	33.01	OP-23-1-2	10/1/2022 \$ 2,814.25	Borough of Butler
3)	24.07	OP-23-1-3	1/5/2023 \$ 196.79	J. Avagnano
4)	24.02	OP-23-1-4	1/1/2023 \$ 600.00	Navitend (webpage hosting)
5)	22.17	OP-23-1-5	12/1/2022 \$ 28,463.14	NJIB (loan payment)- WIRE Transfer only
6)	22.03	OP-23-1-6	12/8/2022 \$ 487.50	CP Engineers LLC (Eng. General-Admin -Nov.)
7)	22.01	OP-23-1-7	12/7/2022 \$ 975.00	Maraziti Falcon LLP (Legal General-Nov.)
8)	32.02	OP-23-1-8	12/8/2022 \$ 346.00	CP Engineers LLC (Engineer O&M PRB 22-1-Nov.)
9)	32.02	OP-23-1-9	12/8/2022 \$ 637.50	CP Engineers LLC (Engineer O&M casements-Nov.)
10)	34.03	OP-23-1-10	12/8/2022 \$ 2,250.00	CP Engineers LLC (Engineer's Report-Nov.)
11)	33.03	OP-23-1-11	12/8/2022 \$ 4.09	JCP&L
12)	*	OP-23-1-12	12/20/2022 \$ 986,750.00	TBSA (1st Qtr charges)
13)	34.05	OP-23-1-13	1/5/2023 \$ 5.00	State of NJ - Treasury
14)	23.01	OP-23-1-14	12/28/2022 \$ 572.00	Cincinnati Insurance (endorsement)
15)	24.04	OP-23-1-15	1/5/2023 \$ 443.80	Staples
16)	33.01	OP-23-1-16	12/31/2022 \$ 2,680.00	CSL
17)	22.03	OP-23-1-17	1/7/2023 \$ 1,423.00	CP Engineers LLC (Engineer General-Dec.)
18)	32.02	OP-23-1-18	1/7/2023 \$ 658.00	CP Engineers LLC (Engineer O&M-Dec.)
19)	34.03	OP-23-1-19	1/7/2023 \$ 2,246.00	CP Engineers LLC (Engineer's Report-Dec.)
20)	33.01	OP-23-1-20	1/9/2023 \$ 5,050.00	Campbell Foundry
21)	33.03	OP-23-1-21	1/10/2023 \$ 4.09	JCP&L
22)	33.03	OP-23-1-22	12/28/2022 \$ 4.63	Borough of Butler Electric

TOTAL: \$ 1,036,860.79

* Breakdown	
27.00	\$56,370.00
13.00	\$184,876.00
35.00	\$745,504.00
	\$986,750.00

Respectfully Submitted,
 Jamie Avagnano
 Authority Administrator

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

AYES : Commissioners Desai, Daniel, Howard,
Lampmann, Mabey, Pellegrini, Verdonik and
Voorman

NAYS : None

ABSENT : None

ABSTAIN : None

CLOSED SESSION:

At approximately 6:47 pm the Board entered Closed Session to discuss Personnel matters and potential litigation.

Commissioner Mabey moved Resolution Numbers R-23-1-3 and R-23-1-4 entering closed session as follows:

Resolution No. R-23-1-3

**RESOLUTION AUTHORIZING CLOSED SESSION
PURSUANT TO THE OPEN PUBLIC MEETINGS ACT**

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 18th day of January 2023 as follows:

1. The Authority shall adjourn to executive session in accordance with N.J.S.A. 10:4-12(b)(7), being the Open Public Meetings Act, in order to engage in attorney client privileged discussion: Riverdale Borough - unauthorized connection to the Authority System litigation.
2. The minutes of the executive session relating to Riverdale Borough attorney client privileged discussion will be released to the public in the event of successful negotiations or, in the event of litigation, the minutes shall be available to the public upon: the issuance of an unappealable Order of a Court of competent jurisdiction; upon settlement of all issues in the matter; or the failure to institute litigation after the passage of reasonable time.
3. The Authority shall convene following the executive session to consider other matters on its regular meeting agenda.
4. This Resolution shall take effect as provided by law.

Resolution No. 23-1-4

**RESOLUTION AUTHORIZING CLOSED SESSION
PURSUANT TO THE OPEN PUBLIC MEETINGS ACT**

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 18th day of January, 2023 as follows:

1. The Authority shall adjourn to executive session in accordance with N.J.S.A. 10:4-12(b)(7), being the Open Public Meetings Act, in order to discuss contract negotiations/personnel relevant to the Authority Administrator Contract.
2. The Minutes of the Closed Session relating to contract negotiations/personnel shall be available to the public as required by law and as soon as the matters under discussion are fully resolved as between the parties and are no longer of a confidential or sensitive nature.
3. This Resolution shall take effect as provided by law.

That motion was seconded by Vice Chairman Voorman and passed on the following roll call vote:

AYES	:	Commissioners Desai, Daniel Howard, Lampmann, Mabey, Pellegrini, Verdonik and Voorman
NAYS	:	None
ABSENT	:	None
ABSTAIN	:	None

Note: Commissioners Desai and Pellegrini left the closed session in progress prior to discussions on the Riverdale Claim Matter.

At approximately 7:05 pm Vice Chairman Voorman motioned to return to the regular agenda.

That motion was seconded by Commissioner Mabey and passed on the following roll call vote:

AYES : Commissioners Daniel, Howard, Mabey,
Lampmann, Verdonik and Voorman

NAYS : None

ABSENT : None

ABSTAIN : None

OPEN MEETING FOR PUBLIC COMMENT

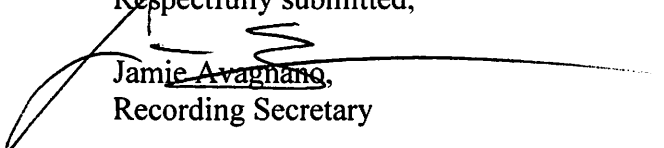
Chairman Verdonik opened the meeting to the public. There being no public present, Chairman Verdonik closed the public portion of the meeting.

ADJOURNMENT

At approximately 7:10 pm, Vice Chairman Voorman moved to adjourn the regular meeting. That motion was seconded by Commissioner Mabey and approved unanimously on voice vote.

At approximately 7:10 pm, the meeting was adjourned.

Respectfully submitted,


Jamie Avagnano,
Recording Secretary

Enclosures: Treasurer's Report for the period ending November 2022
Treasurer's Report for the period ending December 2022