

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

May 20, 2020

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on May 20, 2020 via Teleconference Chairman Verdonik called the meeting to order at approximately 5:00 p.m.

ROLL CALL

On roll call:

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

ABSENT : None

ALSO PRESENT : Jamie Avagnano, Authority Administrator; Christopher H. Falcon, Esq., Diane Alexander, Esq., Maraziti Falcon, LLP; Daniel D. Kelly, P.E., Kelly Engineering

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.

ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – April 15, 2020

Commissioner Voorman moved acceptance of the minutes of the April 15, 2020 regular meeting. That motion was seconded by Commissioner Howard and approved on the following roll call vote:

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

NAYS : None

ABSENT : None

ABSTAIN : None

2. Meeting Minutes: Special Meeting – May 6, 2020

Commissioner Lampmann moved acceptance of the minutes of the May 6, 2020 special meeting. That motion was seconded by Commissioner Metcalfe and approved on the following roll call vote:

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

NAYS : None

ABSENT : None

ABSTAIN : None

OPERATIONAL REPORT

1. **SYSTEM OPERATIONS**

1.1 **Alternative Cost Recovery Methodologies**

Chairman Verdonik requested that Mr. Falcon update the Board on the status of the Amended and Restated Service Contract which was forwarded to the municipalities on April 30th. Mr. Falcon reported that he had just been informed that the Borough of Bloomingdale has approved and executed the 2020 Agreement. He further advised that the Borough of Riverdale reported that the agreement was under review by counsel yet no revisions had been requested. Chairman Verdonik added that the Borough of Butler introduced the Agreement on May 19th with the second reading scheduled for June. Commissioner Metcalfe informed the Board that he was in contact with Charlie Daniel, Kinnelon CFO, who will be advising the Kinnelon Mayor to write a confirmation letter to Butler regarding a Kinnelon/Butler arrangement currently in place outside of the 2020 Agreement. He mentioned that Kinnelon would be introducing the Agreement in June after further review by the Kinnelon Mayor and Council. Commissioner Lampmann asked if Kinnelon would be able to introduce the Agreement at a May meeting. Commissioner Metcalfe said that he believed that would not be possible on such short notice since the meeting was scheduled for May 21st. However he would contact the clerk to see if the item could be added to the agenda.

1.2 **Flow Report**

Chairman Verdonik noted that the Flow Report for the period ending April 2020 was included in the meeting materials along with the following items:

April 2020

- Daily Flow Summary for April 2020
- Daily Flow Hydrograph for April 2020
- Hydrograph: Comparison P-4 vs. M-15

Chairman Verdonik referred to Mr. Kelly for updates on the Authority's flows. Mr. Kelly commented that the flows remain at relatively normal levels for April. He noted that TBSA's Meter M-15 is reading 7.2% higher than the PRBRSA Meter P-4.

1.3 TBSA Flow Report (Budget vs. Actual)

Referring to his May 14, 2020 TBSA Meter M-15 analysis, Mr. Kelly noted that the differential in the PRBRSA Meter P-4 and TBSA Meter M-15 is approximately 9.6% and that if the trend continued he recommended approaching TBSA on the matter. Ms. Avagnano commented that Tom Bongiovanni had requested, and she recently supplied, 4 years of data for Meter P-4 which was under review by TBSA. She further advised that TBSA would share their findings with PRBRSA when the analysis was complete.

2. TBSA ACTIVITIES

2.1 Status Update

Vice Chairman Voorman reported on the activities currently underway at Two Bridges. He advised that TBSA business was running smoothly with safety procedures in place for Covid-19 guidelines.

3. TWA APPLICATIONS AND CONNECTION PERMITS

**3.1 Unauthorized Connection
BP Gas Station/Car Wash/Convenience Store
Borough of Riverdale**

Ms. Avagnano provided a quick update advising that the Temporary Access Agreements were issued to the property owners. She mentioned that she and Mr. Kelly met with Family Carpets owner, Lou Slater, after Mr. Slater expressed concern that the pumps would block access to his warehouse and dumpster area. She further commented that although NJDOT and the Borough of Riverdale had verbally advised that they would allow access to their properties, she had not heard back from either party on execution of the agreement. As far as the revised plans and specifications, she advised that RVE was currently revising the plans and specification per Mr. Kelly's comments and our May 19th discussions.

Mr. Kelly reported that he informed Mr. Slater that based on the warehouse location, he believed that the pumps could be stationed near the corner of the

property within a 20 x 50 foot area. He further advised that he also checked the access through the Riverdale Environmental composting operation and that it does not appear that access is available through that area yet access should be available through the empty lot owned by Riverdale.

Mr. Kelly also reported on the conference with RVE on Tuesday, May 19th advising that revisions discussed during the conference would be incorporated into the plans and specifications with the final documents available in approximately two weeks.

Mr. Falcon reported that since we had not received any communication from the Weber Trust, owner on record for Lot 5.02 and Lot 5.04 which was critical for the project, he requested that acquisition be added to the agenda for discussion under closed session.

**3.2 Manhole Emergency Repair
Elizabeth Street
Borough of Bloomingdale**

Chairman Verdonik advised that the manhole repair on Elizabeth Street, Borough of Bloomingdale had been completed by the Borough of Butler on May 6, 2020 under the provisions of Contract OM-2. Mr. Kelly stated that Mr. Pumo, Butler Superintendent, did an excellent job on the repair. The Board agreed thanking Butler for the fine work.

4. BOONTON AVENUE INTERCEPTOR

4.1 Park Place/NYS&W Railroad Crossing (2017 Project)

Chairman Verdonik advised that according to Montana Construction's updated schedule work should commence on June 1st following submittal approvals.

Mr. Kelly confirmed that is the latest update and that many submittals and approvals were pending.

5. FINANCIALS

5.1 Treasurer's Report: April 30, 2020

Treasurer Lampmann presented the Treasurer's Report for the period ending April 30, 2020. Commissioner Gall moved its approval as presented.

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS

7.1 Insurance

Chairman Verdonik advised that the workers compensation insurance policy was up for renewal with no change in premium.

7.2 Claim Negotiations/Anticipated Litigation/Acquisition

Chairman Verdonik advised the Board that claim negotiations/anticipated litigation and acquisition matters would be discussed after the meeting under closed session.

8. CONSENT AGENDA

Chairman Verdonik read the following resolutions for consideration under the consent agenda as follows:

Resolution No. R-20-5-2: Workers Compensation Policy Renewal

Resolution No. R-20-5-3: Closed Session

Treasurer Lampmann moved approval of the consent agenda for Resolution No. R-20-5-2 and Resolution No. 20-5-3 as follows:

Resolution No. R-20-5-2

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (hereinafter “the Authority”) maintains policies of insurance in accordance with Section 611 of the Bond Resolution of July 15, 1986; and

WHEREAS, the Authority desires to maintain appropriate coverage and has received a quotation for Worker's Compensation Insurance from Liberty Mutual Insurance Group for the policy period ending June 17, 2020 for \$1,117.00;

WHEREAS, N.J.S.A. 40:11-5(1)(m) authorizes the Authority to award contracts for insurance without public advertising for bids and bidding thereof; and

WHEREAS, the Authority has reviewed the Certification of the Authority Administrator of even date herewith;

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 20th day of May, 2020, as follows:

1. The Authority hereby approves and authorizes the Authority Administrator to acquire the aforesaid insurance policy.
2. The Authority hereby authorizes payment to the above company of the premium due in the amount of \$1,117.00.
3. The Authority Administrator shall cause a copy of the within Resolution to be published once in an official newspaper of the Authority.
4. This Resolution shall take effect immediately.

Resolution No. R-20-5-3

**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 20th day of May, 2020 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 of potential litigation: Riverdale Borough - unauthorized connection to the Authority System; and Property Acquisition: status of negotiations for temporary easement acquisitions.
2. The minutes of the executive session 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. This Resolution shall take effect as provided by law.

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

9. PAYMENT OF BILLS

Operating Budget

9.1 Operating Request for Payment No. 396

Treasurer Lampmann presented and moved approval of Operating Request for Payment No. 396 as follows:

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

Operating Request for Payment No. 396

The following bills have been reviewed and are recommended for approval for payment at the May 20, 2020 meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):

<u>PRBRSA ACCT. NO.</u>	<u>VOUCHER NO.</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>CHECK PAYABLE TO</u>
1) 24.05	OP-20-5-1	3/31/2020	\$ 250.00	Borough of Butler
2) 33.01	OP-20-5-2	10/1/2018	\$ 2,705.00	Borough of Butler
3) 24.07	OP-20-5-3	5/6/2020	\$ 151.88	J. Avagnano
4) 22.03	OP-20-5-4	5/9/2020	\$ 2,081.18	Kelly Engineering
5) 32.02	OP-20-5-5	5/13/2020	\$ 856.60	Kelly Engineering
6) 22.03	OP-20-5-6	5/13/2020	\$ 3,833.80	Kelly Engineering
7) 22.01	OP-20-5-7	5/7/2020	\$ 5,580.00	Maraziti Falcon LLP
8) 22.01	OP-20-5-8	5/7/2020	\$ 3,432.00	Maraziti Falcon LLP
9) 23.03	OP-20-5-9	4/27/2020	\$ 1,117.00	Liberty Mutual
10) 23.01	OP-20-5-10	4/20/2020	\$ 29.17	Marsh McLennan
11) 24.07	OP-20-5-11	4/10/2020	\$ 34.03	North Jersey Media Group
12) 24.07	OP-20-5-12	4/12/2020	\$ 33.19	North Jersey Media Group
13) 24.07	OP-20-5-13	5/4/2020	\$ 31.88	North Jersey Media Group
14) 24.07	OP-20-5-14	5/6/2020	\$ 31.24	North Jersey Media Group
15) 24.07	OP-20-5-15	5/13/2020	\$ 185.57	J. Avagnano
16) 33.03	OP-20-5-16	4/27/2020	\$ 8.99	Borough of Butler Electric
17) 33.03	OP-20-5-17	5/8/2020	\$ 3.10	JCP&L
18) 22.02	OP-20-5-18	5/6/2020	\$ 7,105.00	Remington & Vernick
19) 33.01	OP-20-5-19	5/14/2020	\$ 3,357.40	ADS LLC
20) 33.01	OP-20-5-20	5/14/2020	\$ 3,357.40	ADS LLC
21) 33.02	OP-20-5-21	5/8/2020	\$ 799.89	Borough of Butler - manhole repair
22) 24.07	OP-20-5-22	4/21/2020	\$ 210.98	Intuit (PRBRSA Checks) - PAID Electronically
TOTAL:			\$ 35,195.30	

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

2. Construction Fund Disbursements

2.1 Construction Disbursement Requisition No. C-17-33

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-33 and moved approval as follows:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120328C2	C-17-33-5-1	5/11/2020	\$ 2,081.70	Kelly Engineering
2)	120328C2	C-17-33-5-2	5/7/2020	\$ 1,774.50	Maraziti Falcon LLP
3)	120328C3	C-17-33-5-3	5/5/2020	\$ 7,277.41	Mott MacDonald
4)	120328C3	C-17-33-5-4	5/8/2020	\$ 1,200.00	DMC Associates, Inc.
TOTAL DISBURSEMENTS				<u>\$12,333.61</u>	

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

OPEN MEETING FOR PUBLIC COMMENT

Chairman Verdonik asked if any members of the public were on the teleconference.

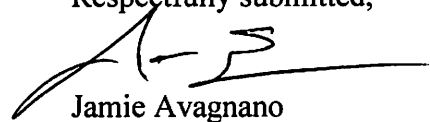
With no members of the public present Chairman Verdonik dispensed with the public participation portion of the meeting.

ADJOURNMENT

At approximately 5:20 pm, Commissioner Metcalfe moved to adjourn the regular meeting. That motion was seconded by Commissioner Voorman and approved unanimously on voice vote.

At approximately 5:20 pm, the meeting was adjourned. Chairman Verdonik advised the Board that the Closed Session would begin immediately per Resolution No. R-20-5-3 approved during the regular meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Avagnano', with a long horizontal flourish extending to the right.

Jamie Avagnano
Recording Secretary

Enclosures: Treasurer's Report for the period ending April 30, 2020