

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

March 15, 2023

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on March 15, 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** : Commissioners Verdonik, Daniel, Desai, Lampmann, Pellegrini and Voorman

**ABSENT** : Commissioners Howard and Mabey (excused)

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

#### OPEN PUBLIC MEETING STATEMENT

Commissioner 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.

#### ADOPTION OF MINUTES

1. Meeting Minutes: Reorganization Meeting – February 15, 2023

Treasurer Lampmann moved acceptance of the minutes of the February 15, 2023 reorganization meeting. That motion was seconded by Commissioner Daniel and approved on the following roll call vote:

**AYES** : Commissioners Daniel, Desai, Lampmann,  
Pellegrini, Verdonik and Voorman

**NAYS** : None

**ABSENT** : Commissioners Howard and Mabey

**ABSTAIN** : None

## **OPERATIONAL REPORT**

### **1. SYSTEM OPERATIONS**

#### **1.1 Flow Report**

Chairman Verdonik noted the Flow Report for February 2023 was in the file folders. Ms. Avagnano reported that the flows were tracking well with the EDUs for February.

Steve Donati, PE, commented that Meters P-4 and M-15 are almost equal, adding that the calibration efforts and cleaning projects appear to have made an impact in the flow readings.

##### **1.1.1 I/I Investigations**

Ms. Avagnano advised the Board that CSL reduced their proposed price from \$44,900 to \$44,300 which Steve Donati confirmed was reasonable adding that the price was based on use of the existing cloud-based program and extension of the current permanent meters..

Mr. Donati conducted his presentation outlining the temporary meter selections within the PRBRSA Interceptor by municipality providing details of how the local collection systems flows entered the PRBRSA system and specific sites that would be isolated based on the meter chamber selection. He explained that for the Kinnelon portion of PRBRSA, since the Authority had recently conducted temporary metering for accuracy of Meter P-3, meter placement in that area would not be beneficial therefore a site within the Kinnelon local sewer was selected to segment a residential portion of the system flow.

Commissioner Desai questioned the Riverdale sites noting that the area along Riverdale Road would not be metered. Mr. Donati responded that during our meeting with Riverdale, the Riverdale DPW Superintendent and consulting Engineer did not believe that area was of concern since the collection system was fairly new in that area.

Chairman Verdonik advised that the I/I investigations within the PRBRSA system would be the first step in a productive effort to provide information to the towns on potential I/I sources. Ms. Avagnano added that she recently confirmed with CSL that a cloud-based database would be provided broken down by municipality so each town can access the daily data.

Chairman Verdonik recommended approval of two resolutions, R-23-3-1 authorizing the contract with CSL for professional metering and data analysis and R-23-3-2 authorizing CSL to place a meter in Kinnelon's local system.

Following further discussion, Treasurer Lampmann moved Resolution No. R-23-3-1 as follows:

Resolution No. R-23-3-1

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

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (the "Authority") has identified a need for temporary flow monitoring over a three (3) month period within existing lines; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) authorizes contracts for the provision of "Professional Services," which may be awarded without public advertising and competitive bidding therefore, 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 received a proposal from our current flow monitoring vendor, CSL Services, Inc. to provide 12 temporary flow monitors for 3 months for operations, maintenance and data analysis of the temporary system to provide I/I source information for potential rehabilitation per the March 6, 2023 (updated March 13, 2023) proposal from CSL Services of Pennsauken, New Jersey; and

**WHEREAS**, the proposal in the total amount of \$44,300.00 is provided as a professional service; and

**WHEREAS**, the Authority desires to award the Contract for Services in accordance with the recommendation of the Authority Administrator and Consulting Engineer to be authorized for flow monitoring services and analysis for twelve meters; and

**WHEREAS**, funds are available for this purpose under Item 33.01.

**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 March, 2023 as follows:

1. The Authority recognizes that CSL Services, Inc. has an established reputation in the field of flow meter installation, monitoring and analysis and that they possess the specialized abilities and resources to provide expert services necessary to meet the Authority's needs.

2. The Chairman is authorized and directed to sign a Contract between CSL Services, Inc. and the Authority for flow monitoring services for twelve meters to be installed at the locations identified by the Authority and at the discretion of the Authority, for a cost not-to-exceed \$44,300.00 without further authorization by the Authority.
3. This agreement is awarded based on a non-fair and open process and is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law, N.J.S.A. 40:11-5.
4. Notice of the within action shall be provided in accordance with N.J.S.A. 40A:11-5(1)(a)(i) and the Authority Administrator is directed to publish a brief notice of the nature, duration, service and amount of contract and a copy of this resolution shall be made available for public inspection at the offices of the Authority.
5. This Resolution shall take effect as provided by law.

That motion was seconded by Secretary Desai and approved on the following roll call vote:

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

Treasurer Lampmann moved Resolution No. R-23-3-2.

Resolution No. R-23-3-2

**RESOLUTION AUTHORIZING CSL SERVICES TO ENTER THE LOCAL COLLECTION SYSTEM OF KINNELON, SUBJECT TO AUTHORIZATION FROM KINNELON, TO PROVIDE TEMPORARY FLOW MONITORING SERVICES**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (the “Authority”) has identified a need for temporary flow monitoring over a 3 month period within existing lines; and

**WHEREAS**, the Authority received a proposal dated March 6, 2023 (updated March 13, 2023), for flow monitoring services from CSL Services, Inc., Pennsauken, New Jersey (CSL), to

provide twelve (12) temporary flow monitors for three (3) months to provide infiltration and inflow (I/I) source information for potential rehabilitation; and

**WHEREAS**, the proposal anticipates the location of temporary meters within those sanitary sewer lines owned and operated by the Authority, with the exception of one meter proposed to be located within the local collection system of the Borough of Kinnelon, owing to the fact that the Authority has already gathered data from within the Authority System in that area; and

**WHEREAS**, the Authority desires to authorize CSL to place one (1) meter at a location agreed upon by the Borough of Kinnelon and subject to the adoption, by Kinnelon, of a Resolution authorizing such access and subject to the execution of an agreement providing access therefor; and

**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 March, 2023 as follows:

1. The Authority hereby authorizes and directs CSL Services Inc. to place one (1) temporary meter, for a period of three (3) months, at a location within the Kinnelon local collection system agreed upon by the Borough of Kinnelon, subject to the adoption, by Kinnelon, of a Resolution authorizing such action and subject to the execution of an access agreement providing therefor.
2. The Authority Administrator and Chairman are hereby authorized and directed to execute any other necessary documents, including the execution of an access agreement in a form acceptable to the Chairman and Authority Counsel, and to take all other actions necessary or desirable to effectuate the terms and conditions of this Resolution.
3. This Resolution shall take effect as provided by law.

That motion was seconded by Secretary Desai and approved on the following roll call vote:

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

**1.2 TBSA Flow Report (Budget vs. Actual)**

Chairman Verdonik noted that P-4 and M-15 were tracking well, commenting that PRBRSA's flow percentage was currently higher than other TBSA members noting, however, that it is too early in the year to be of any concern.

**1.3 Easements**

Diane Alexander, Esq. advised that the temporary access agreement for the Simon property was updated to include Steve Donati's updated scope of services to provide more details of the work to be completed. A meeting with the property owner will be scheduled to approve the access and begin the project.

**1.4 Contract Maint. Bond 19-1**

Mr. Donati advised the Board that the CCTV/cleaning project was completed on March 8, 2023 by National Water Main. He referenced his March 14<sup>th</sup> memo describing the condition of the pipes stating no repairs were required based on the findings.

**1.5 Riverdale Interceptor Project**

Mr. Donati advised that the bid documents for the Riverdale CCTV project should be ready for authorization to advertise at the April 19<sup>th</sup> meeting.

**2. TBSA ACTIVITIES**

**2.1 Status Update**

Vice Chairman Voorman had nothing new to report as to TBSA activities.

**3. TWA APPLICATIONS AND CONNECTION PERMITS**

**3.1 TWA Application  
Riverdale Phase 5 Sewer Extension  
Borough of Riverdale**

Tabled from the February 15, 2023 meeting the Board considered options related to the outstanding claim. As no agreement had been finalized on the pending Riverdale claim matter the Board elected to Table the resolution for consideration at the April meeting

Chairman Verdonik requested a motion to Table Resolution R-23-3-3 until April 19, 2023.

A motion to Table R-23-3-3 was moved by Treasurer Lampmann. Commissioner Daniel seconded the motion which passed on the following roll call vote:

**AYES** : Commissioners Daniel, Desai, Lampmann,  
Pellegrini, Verdonik and Voorman

**NAYS** : None

**ABSENT** : Commissioners Howard and Mabey

**ABSTAIN** : None

**4. CONSTRUCTION CONTRACTS**

None

**5. FINANCIAL MATTERS**

**5.1 Treasurer's Reports: January 31, 2023**

Treasurer Lampmann presented the Treasurer's Report for the period ending February 28, 2023 and moved approval as presented.

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

**AYES** : Commissioners Daniel, Desai, Lampmann,  
Pellegrini, Verdonik and Voorman

**NAYS** : None

**ABSENT** : Commissioners Howard and Mabey

**ABSTAIN** : None

**6. UNFINISHED BUSINESS**

**6.1 Unauthorized Connection – Riverdale Claim**

Diane Alexander, Esq. recommended this matter be discussed under closed session.

7. **NEW BUSINESS**

7.1 **Risk Manager**

Ms. Avagnano advised that Stanford Risk Management would not be renewing the contract for insurance review beginning April 1, 2023. She commented that Diane Alexander, Esq. suggested the possibility of receiving this service under a Shared Services Agreement. Commissioner Desai advised he would check with Riverdale on their risk manager advisor and clarified that the Authority would be charged on an hourly basis for per request. Ms. Avagnano agreed that was the standard term for payment explaining that the services were mostly required to assure insurance coverages were compliant with the bid specifications and perform an annual review of the Authority's coverages. She further advised that the Authority was prepared to advertise a RFP and that Mr. Donati would supply information on a small firm in Warren County. Ms. Alexander commented that Brown and Brown was contracted by other Authorities yet that was a larger firm.

7.2 **NJ WEA Conference**

Chairman Verdonik advised that the NJ WEA Conference was scheduled for May 8<sup>th</sup> through May 12<sup>th</sup> at Harrah's, Atlantic City and that any Member wishing to attend should contact Jamie Avagnano.

8. **CONSENT AGENDA**

None

9. **PAYMENT OF BILLS**

9.1 **Operating Request for Payment No. 428**

Treasurer Lampmann presented Operating Request for Payment No. 428 and moved approval as follows:



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

**Operating Request for Payment No. 428**

The following bills have been reviewed and are recommended for approval for payment at the **March 15, 2023** meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):

	<u>PRBRSA</u> <u>ACCT. NO</u>	<u>VOUCHER</u> <u>NO.</u>	<u>VOUCHER</u> <u>DATE</u>	<u>PAYMENT</u> <u>AMOUNT</u>	<u>CHECK PAYABLE TO</u>
1)	24.05	OP-23-3-1	3/31/2022	\$ 250.00	Borough of Butler
2)	33.01	OP-23-3-2	10/1/2022	\$ 2,814.25	Borough of Butler
3)	24.07	OP-23-3-3	3/6/2023	\$ 198.80	J. Avagnano
4)	25.03	OP-23-3-4	3/15/2023	\$ 352.00	WEF
5)	33.01	OP-23-3-5	3/10/2023	\$ 2,680.00	CSL
6)	22.02	OP-23-3-6	2/25/2023	\$ 15,000.00	Wielkotz & Co.
7)	22.01	OP-23-3-7	12/7/2022	\$ 195.00	Maraziti Falcon LLP
8)	22.01	OP-23-3-8	3/8/2023	\$ 3,091.50	Maraziti Falcon LLP
9)	22.01	OP-23-3-9	3/8/2023	\$ 3,952.50	Maraziti Falcon LLP
10)	32.02	OP-23-3-10	3/7/2023	\$ 3,221.75	CP Engineers LLC
11)	22.03	OP-23-3-11	3/7/2023	\$ 5,583.95	CP Engineers LLC
12)	34.01	OP-23-3-12	2/22/2023	\$ 3,554.16	NYS&W (License Fee)
13)	24.02	OP-23-3-13	3/1/2023	\$ 25.00	Navitend (Domain)
14)	24.07	OP-23-3-14	2/22/2023	\$ 58.54	North Jersey Media Group
15)	24.07	OP-23-3-15	2/22/2023	\$ 51.66	North Jersey Media Group
16)	24.07	OP-23-3-16	2/22/2023	\$ 63.44	North Jersey Media Group
17)	24.07	OP-23-3-17	2/22/2023	\$ 73.36	North Jersey Media Group
18)	24.07	OP-23-3-18	2/23/2023	\$ 59.72	North Jersey Media Group
19)	24.07	OP-23-3-19	2/24/2023	\$ 141.25	North Jersey Media Group
20)	24.07	OP-23-3-20	2/27/2023	\$ 171.25	North Jersey Media Group
21)	24.07	OP-23-3-21	2/27/2023	\$ 67.78	North Jersey Media Group
22)	33.03	OP-23-3-22	2/28/2023	\$ 13.60	Borough of Butler Electric
23)	32.02	OP-23-3-23	3/7/2023	\$ 1,283.75	CP Engineers LLC (Engineer O&M -Maint. 19-1 Feb.)
24)	24.07	OP-23-3-24	3/10/2023	\$ 241.50	Chatham Print & Design
25)	33.03	OP-23-3-25	3/10/2023	\$ 4.09	JCP&L
			<b>TOTAL:</b>	<b>\$ <u>43,148.85</u></b>	

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

**AYES** : Commissioners Daniel, Desai, Lampmann,  
Pellegrini, Verdonik and Voorman

**NAYS** : None

**ABSENT** : Commissioners Howard and Mabey

**ABSTAIN** : None

**CLOSED SESSION:**

At approximately 6:35 pm the Board entered Closed Session to discuss potential litigation.

Treasurer Lampmann moved Resolution Number R-23-3-4 as follows:

**Resolution No. R-23-3-4**

**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 15<sup>th</sup> day of March 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.

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

**AYES** : Commissioners Daniel, Desai, Lampmann,  
Pellegrini, Verdonik and Voorman

**NAYS** : None

**ABSENT** : Commissioners Howard and Mabey  
**ABSTAIN** : None

At approximately 6:50 pm Treasurer Lampmann motioned to return to the regular agenda.

That motion was seconded by Commissioner Daniel and passed on the following vote:

**AYES** : Commissioners Daniel, Lampmann, Verdonik  
and Voorman  
**NAYS** : None  
**ABSENT** : Commissioner Howard and Mabey  
**ABSTAIN** : None

The Board discussed the pending Riverdale Claim advising that the Authority would continue negotiations in order to reach a settlement. Pending resolve of the claim matter, the Board elected to Table R-23-3-3 as discussed above.

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

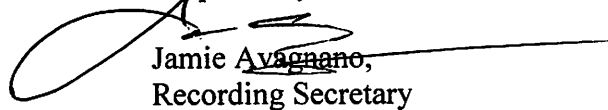
Chairman Verdonik opened the meeting to the public. There being no public present, Chairman Verdonik closed the public portion of the meeting.

#### **ADJOURNMENT**

At approximately 6:50 pm, Treasurer Lampmann moved to adjourn the regular meeting. That motion was seconded by Secretary Desai and approved unanimously on voice vote.

At approximately 6:50 pm, the meeting was adjourned.

Respectfully submitted,

  
Jamie Avagnano,  
Recording Secretary

Enclosures: Treasurer's Report for the period ending February 2023