

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

April 17, 2024

Minutes of the Regular Meeting of the **Pequannock River Basin Regional Sewerage Authority** held on April 17, 2024 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 Desai, Howard, Lampmann, Mabey, Pellegrini, Voorman and Wilkes

ABSENT : None

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

OPEN PUBLIC MEETING STATEMENT

Administrator Avagnano read 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: March 20, 2024**

Vice Chairman Voorman moved acceptance of the minutes of the March 20, 2024 regular meeting. That motion was seconded by Commissioner Mabey and approved on the following roll call vote:

AYES : Chairman Verdonik, Commissioners Desai, Mabey, Pellegrini, Voorman and Wilkes

NAYS : None

ABSENT : None

ABSTAIN : Commissioners Howard and Lampmann

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Flow Report

Steve Donati commented on the Flow Report and the Daily Flow Summary for March noting that the month experienced high flows with 8.2” of rain. He added that he visited Meter P-2A during a significant rain event and did not observe anything that would cause inaccurate flow meter readings during high flows. He confirmed that the pipe was considerably full and the velocity was high, but the flow was not turbulent. He also mentioned that CSL installed a redundant meter within the P-2A chamber and, based on the recent data, both meters are within 5% of each other indicating that the permanent meter readings are accurate.

Regarding his analysis of the P-2A data, Steve advised that he did notice that the P-2A flows surged every day around 7am for a very specific period of time. The instantaneous flow at P-2 actually exceed the instantaneous flow at P-4 for about 45 min. He stated that this is consistent with a daily batch discharge such as process washdown water. A discussion ensued.

Steve also mentioned that in order to gain more understanding of the flows in the vicinity of Meter P-2A, we obtained a quote from CSL to provide one additional meter for up to one year. The Board discussed the purpose of the meter and appropriate location.

Following discussions, Chairman Verdonik requested a Motion on Resolution R-24-4-1 for an additional meter.

Commissioner Pellegrini Moved R-24-4-1 as follows:

RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES CONTRACT REGARDING INSTALLATION OF METER AND FOR TEMPORARY FLOW MONITORING SERVICES

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (the “Authority”) has identified a need for the installation and maintenance of one (1) flow meter in a manhole next to the P2-A location, or such other location as may be deemed reasonable or desirable; 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 one (1) temporary flow monitor, including site investigation; flow meter rental; flow meter installation and calibration; recalibration of meter, as needed; removal of flow meter; and final data report, per the April 12, 2024 proposal from CSL Services of Pennsauken, New Jersey; and

WHEREAS, the proposal in the total amount of \$7,900.00 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; 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 17th day of April, 2024 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 one (1) meter to be installed at the locations identified by the Authority and at the discretion of the Authority, for a cost not-to-exceed \$7,900.00 without further authorization by the Authority.
3. This agreement 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:

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

NAYS : None

ABSENT : None

ABSTAIN : None

1.2 TBSA Flow Report (Budget vs. Actual)

Chairman Verdonik advised the P-4/M-15 flow readings went from a 3% difference to a 1% difference overall with M-15 in line with P-4. Commissioner Howard questioned the cause of such a swing from month to month. Chairman Verdonik responded, noting that meter calibrations, recent high rain periods and other factors may contribute to the varying flows between the two meters.

1.3 Boonton Avenue Interceptor CCTV/Cleaning

Steve Donati, PE reported that the specifications are in the final stage of preparation and would be ready for counsel and insurance review by next week.

2. TBSA ACTIVITIES

2.1 Status Update

Nothing to Report.

3. TWA APPLICATIONS AND CONNECTION PERMITS

3.1 TWA Application Riverdale Phase 5 Sewer Extension Borough of Riverdale

Chairman Verdonik advised that, with the Settlement Agreement concluded, the TWA Application for Riverdale Phase 5 was endorsed and would be provided to the Borough that week.

4. CONSTRUCTION CONTRACTS

4.1 Riverdale Lining Project

Steve Donati, PE advised that due diligence on project lining costs are continuing with numbers of recent projects showing a wide range of costs per linear foot for pipe sizes 24-inch and above. Jamie Avagnano added that Steve will be meeting with a contractor at NJWEA regarding spiral wound liners. Treasurer Lampmann added that while the spiral-wound liner may be more expensive, the overall project cost may be reduced if bypass pumping is not required. Steve agreed.

5. FINANCIAL MATTERS

5.1 Treasurer's Report: March 31, 2024

Treasurer Lampmann presented the Treasurer's Report for the period ending March 31, 2024 and moved approval as presented.

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

5.2 FY 2024 Budget Amendment

Jamie Avagnano recommended approval of Resolution R-24-4-2 amending the FY 2024 Budget by reducing FY 2024 revenues from intergovernmental contracts by \$197,000 and increasing other revenues by the same amount

Vice Chairman Voorman moved Resolution R-24-4-2 as follows:

RESOLUTION APPROVING AMENDMENT NO. 1 TO FY 2024 ANNUAL BUDGET

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (the "Authority") adopted its Annual Budget for Fiscal Year 2024 on October 18, 2023; and

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

WHEREAS, the Authority desires to amend its Fiscal Year 2024 Annual Budget as adopted on October 18, 2023 and approved by DLGS on November 9, 2023; and

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

NOW, THEREFORE, BE IT RESOLVED, in accordance with said provisions of N.J.A.C.5:31-28 the Pequannock River Basin Regional Sewerage Authority requests the Director of the Division of Local Government Services to make the following amendments to the Annual Budget for PRBRSA Fiscal Year 2024:

1. Page F-1: Summary

Total Non-Operating Revenues:	From	\$150,000
	To:	\$347,116

2. Page F-2: Revenue Schedule

Operating Revenues

Service Charges (Intergovernmental)	From:	\$5,585,800
	To:	\$5,388,684

Total Operating Revenues	From:	\$5,585,800
	To:	\$5,388,684

Total Other Non-Operating Revenues	From:	\$ 0
	To:	\$ 197,116

Total Non-Operating Revenues	From:	\$ 150,000
	To:	\$ 347,116

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

1. The \$197,116 Increase in Other Non-Operating Revenue, is being applied as a corresponding reduction in Operating Revenues – Service Charges Intergovernmental by reducing the rates or Annual Charges payable by the Member municipalities in like amount.
2. This resolution shall take effect upon approval of the FY 2024 Annual Budget Amendment by the Director of the Division of Local Government Services.
3. This Resolution shall take effect as provided by law.

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

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

Jamie Avagnano recommended approval of Resolution R-24-4-3 reducing the annual charges as outlined. She further advised that the revised annual charge certifications would be issued on approval of the budget amendment by the Division and anticipated the reduction would be applied to the July 15th payment.

Vice Chairman Voorman moved Resolution R-24-4-3 as follows:

**RESOLUTION TO AMEND FY 2024 ANNUAL CHARGES PAYABLE BY THE
BOROUGHES OF BLOOMINGDALE, BUTLER, KINNELON AND RIVERDALE**

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (the “Authority”) issued Annual Charge Certifications to the Boroughs of Bloomingdale, Butler, Kinnelon and Riverdale (the “Municipalities”) on December 12, 2023; and

WHEREAS, the Authority desires to distribute the FY 2023 Annual Charge Credit provided to the Authority by the Two Bridges Sewerage Authority (the “TBSA Credit”) in the amount of \$17,116.00 by reduction of the Annual Charges due from the Municipalities based upon the EDU distributions for FY 2023 as follows:

	<u>EDU %</u>	<u>FY 2023 TBSA User Charge Adjustment Distribution</u>
Bloomingtondale	37.71%	\$6,454.00
Butler	41.87%	\$7,167.00
Kinnelon	4.37%	\$ 748.00
Riverdale	16.05%	\$2,747.00

; and

WHEREAS, the Authority desires to distribute the funds received pursuant to the Settlement Agreement dated March 7, 2024, between claimant Pequannock River Basin Regional Sewerage Authority and the Borough of Riverdale, and the New Jersey Intergovernmental Insurance Fund (“NJIF”), (hereinafter referred to as “Settlement Agreement”) that were received as reimbursement from 2020 Operating Expense Appropriations, as follows:

	<u>2020 Flows (%)</u>	<u>Settlement Agreement</u>
Bloomingtondale	32.30%	\$70,340.00
Butler	45.31%	\$98,663.00
Kinnelon	5.05%	\$10,997.00
Riverdale	17.34%	\$ 0.00

NOW, THEREFORE BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic, New Jersey on this 17th Day of April 2024 as follows:

1. The Authority Administrator is authorized and directed to prepare Revised Annual Charge Certifications to be issued to the Boroughs of Bloomingtondale, Butler, Kinnelon and Riverdale as follows:

- a. Credit the municipalities a total of \$197,116 as outlined above, said amount being a combination of the Annual Charge Adjustment credit received from the Two Bridges Sewerage Authority and the Settlement Agreement reimbursing the Authority \$180,000 for FY 2020 Operations Appropriations by reducing the Annual Charges payable as follows:

Borough of Bloomingtondale	(\$ 76,794.00)
Borough of Butler	(\$105,830.00)
Borough of Kinnelon	(\$ 11,745.00)
Borough of Riverdale	(\$ 2,747.00)

2. The Authority Administrator shall issue Revised Annual Charge Certifications reflecting the following net Annual Charge reductions to the December 12, 2023 billings to the Municipalities in accordance with 1 (a) above.

3. This Resolution shall take effect immediately upon certification of Budget Amendment No. 1 by the Director of the Division of Local Government Services.

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

6. UNFINISHED BUSINESS

6.1 Unauthorized Connection – Riverdale Claim

Chairman Verdonik advised that the settlement funds were received and that the matter was now resolved.

6.2 WEFTEC New Orleans & NJWEA Conferences

Chairman Verdonik informed the Board that registration for NJWEA in Atlantic City is currently underway for May 5-9th.

Regarding WEFTEC in New Orleans, he advised that registration opens on April 30th and recommended registering early as the program fills up quickly. Treasurer Lampmann also suggested registering for various informative tours offered by the conference. Secretary Desai informed the Board that WEFTEC is taking place October 5th through October 9th adding that hotel reservation blocks will also open on April 30th.

7. NEW BUSINESS

7.1 Engineer’s Report

Steve Donati, PE referenced the Engineer’s Report, specifically, page 14 “Projected Infrastructure O&M Plan”.

Steve Donati, PE and the Board discussed the Riverdale relining project design and financing. A discussion ensued on additional line items within the Engineer's Report.

7.2 Up & Running Computer Contract

Jamie Avagnano recommended renewal of the computer consultant contract for another 2 years at the same rate.

Treasurer Lampmann moved Resolution R-24-4-4 for computer consulting services as follows:

RESOLUTION AWARDING CONTRACT FOR PROVISION OF COMPUTER CONSULTATION SERVICES

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") requires computer consultation services to support its previously established electronic communications system (email) and website; and

WHEREAS, the computer consultant Up & Running ("the Consultant"), of Randolph, New Jersey, has agreed to provide such general computer consultation services on an as needed basis; and

WHEREAS, by proposal dated March 26, 2024 the Consultant proposes to provide services at a not-to-exceed fee of \$1,400.00 per year over the two-year term; and

WHEREAS, the Consultant will submit periodic invoices not more frequently than monthly for work completed; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. does not require public bidding in this situation, or the solicitation of quotations, because the contract amount does not exceed the bid threshold, or 15% of the bid threshold.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic in the State of New Jersey on this 17th day of April, 2024 as follows:

1. The Chairman is authorized and directed to sign an agreement in a form approved by the Authority Attorney providing for general computer consultation services on an as needed basis to support the previously established electronic communications system (email) and website in accordance with the March 26, 2024 proposal of Up & Running at a not-to-exceed fee of \$1,400.00/year.
2. The Secretary is authorized and directed to cause a notice of this Resolution to be published in the official newspaper of the Authority concerning the appointments 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, and other implementing actions of the Authority. The agreements for services shall be on file and available for inspection by members of the public in accordance with law.

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

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

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

7.3 Financial Disclosure Form Filing

Chairman Verdonik advised the Commissioners to file their Financial Disclosure Forms by the April 30th as the Local Finance Board will begin imposing fees shortly after the deadline has closed.

8. CONSENT AGENDA

None

9. PAYMENT OF BILLS

9.1 Operating Request for Payment No. 440

Treasurer Lampmann presented Operating Request for Payment No. 440 and moved approval as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY					
SUMMARY OF VOUCHERS FOR					
OPERATING EXPENSES					
Operating Request for Payment No. 440					
The following bills have been reviewed and are recommended for approval for payment at the April 17, 2024 meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):					
PRBRS	VOUCHER	VOUCHER	PAYMENT		
ACCT. NO	NO.	DATE	AMOUNT	CHECK PAYABLE TO	
1)	24.05	OP-24-4-1	4/12/2024	\$ 250.00	Borough of Butler
2)	33.01	OP-24-4-2	10/1/2022	\$ 2,884.00	Borough of Butler
3)	24.07	OP-24-4-3	4/5/2024	\$ 208.04	J. Avagnano
4)	33.01	OP-24-4-4	4/12/2024	\$ 2,680.00	CSL
5)	22.01	OP-24-4-5	4/9/2024	\$ 2,769.00	Maraziti Falcon LLP
6)	22.01	OP-24-4-6	4/9/2024	\$ 136.50	Maraziti Falcon LLP
7)	22.03	OP-24-4-7	4/5/2024	\$ 4,547.62	CP Engineers LLC
8)	32.02	OP-24-4-8	4/5/2024	\$ 5,634.50	CP Engineers LLC
9)	32.02	OP-24-4-9	4/5/2024	\$ 1,152.50	CP Engineers LLC
10)	24.02	OP-24-4-10	3/29/2024	\$ 150.00	Up & Running
11)	24.02	OP-24-4-11	4/1/2024	\$ 650.00	Up & Running
12)	*	OP-24-4-12	1/8/2024	\$ 1,003,355.00	Pequannock Lincoln Park & Fairfield Sew. Aty.
13)	24.07	OP-24-4-13	2/28/2024	\$ 0.20	North Jersey Media Group
14)	24.07	OP-24-4-14	2/28/2024	\$ 54.18	North Jersey Media Group
15)	33.03	OP-24-4-15	3/25/2024	\$ 13.60	Borough of Butler Electric
16)	33.03	OP-24-4-16	4/10/2024	\$ 4.09	JCP&L
17)	25.02	OP-24-4-17	3/27/2024	\$ 50.00	Institute for Professional Development
18)	22.05	OP-24-4-18	4/12/2024	\$ 27,318.49	Borough of Butler
19)	22.05	OP-24-4-19	4/12/2024	\$ 7,975.79	Borough of Butler
			TOTAL:	<u>\$ 1,059,833.51</u>	
27.0	Admin	\$58,975.00			
13.0	Debt Svs	\$225,487.00			Respectfully Submitted,
35.0	O&M	\$718,893.00			
		\$1,003,355.00			Jamie Avagnano
					Authority Administrator

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

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

NAYS : None

ABSENT : None

ABSTAIN : None

OPEN MEETING FOR PUBLIC COMMENT

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

ADJOURNMENT

At approximately 6:52 pm, Treasurer Lampmann moved to adjourn the regular meeting. That motion was seconded by Commissioner Mabey and approved unanimously on voice vote.

At approximately 6:52 pm, the meeting was adjourned.

Respectfully submitted,
Jamie Avagnano
Jamie Avagnano,
Recording Secretary

Enclosure: Treasurer's Report for the period ending March 2024