MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

April 20, 2022

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on April 20, 2022 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, Lampmann, Metcalfe, Pellegrini and Voorman
ABSENT	:	Commissioners Howard and Mabey (Excused)
ALSO PRESENT	:	Jamie Avagnano, Authority Administrator; Diane Alexander, Esq., Maraziti Falcon, LLP, Stephen 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.

ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – March 16, 2022

   Commissioner Metcalfe moved acceptance of the minutes of the March 16, 2022 regular meeting. That motion was seconded by Treasurer Lampmann and approved on the following roll call vote:

AYES	:	Chairman Verdonik, Commissioners Desai, Lampmann, Metcalfe, Pellegrini and Voorman
NAYS	:	None

ABSENT : Commissioners Howard and Mabey

ABSTAIN : None

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Contract OM-7

Chairman Verdonik reported that Contract OM-7 is currently showing all meters in operation. Ms. Avagnano reported on her meeting with CSL and S. Donati, advising that in response to discussion on Meter P-3's readings CSL has offered to provide a temporary meter within an adjacent manhole for a 2 week period at no cost to PRBRSA to verify the meter readings. The Board accepted the offer to confirm the P-3 readings.

Ms. Avagnano added that all Board members now have limited access to the real-time flow metering program for their information. She advised that CSL is tentatively scheduled to attend the May 18th meeting to review the program and go over any questions. The Board confirmed the May 18th attendance.

Mr. Donati mentioned that CSL was receptive to providing a proposal for I/I evaluations as more data is reviewed.

1.2 Flow Report

Chairman Verdonik referenced the Flow Report and daily flow summary showing that M-15 and P-4 are within 5% for March. Commissioner Desai calculated that Butler's flows were up slightly from previously months adding that Riverdale's percentage appears to be consistent with the reported EDUs. Commissioner Desai commented, since CSL confirmed that the meter locations were ideal, that the next steps could be to identify any infiltration points in the system. Chairman Verdonik commented that the EDUs provide a comparison for the flow expectations and that as more data is received the Board may evaluate an I/I program. Commissioner Desai agreed, noting that analyzing the meter response during rain events may assist in locating potential I/I.

Mr. Donati advised that a potential system-wide I/I program identifying additional meter points in each town was discussed with CSL.

1.3 TBSA Flow Report (Budget vs. Actual)

Chairman Verdonik reported that at the April 20th TBSA meeting, TBSA advised that PRBRSA's percentage of overall flow contribution to TBSA's system remains low.

1.3 Contract PRB 21-1

Mr. Donati advised that the summary report and recommendations following review of the CCTV-inspections was being finalized and would be issued with recommendations prior to the May meeting. Mr. Donati, reported that on initial review of the inspections, no major issues have been found.

1.4 PRBRSA Interceptor Project – Riverdale

Mr. Donati advised that the RFQ for the Riverdale portion of the PRBRSA Interceptor was finalized and would be released on April 21st following discussion. He further advised that the scope of the project was expanded to include recommendations from the 2017 MM report as well as re-inspection of lining work performed under Contract PRB 20-1. He further advised that CP estimated the job to come within $17,500 and $40,000. Chairman Verdonik and the Board agreed with the expanded scope.

2. TBSA ACTIVITIES

2.1 Status Update

Vice Chairman Voorman reported on the activities at Two Bridges advising that recent TBSA projects are now complete. Commissioner Metcalfe questioned if the TBSA plant experienced a flood condition during the extreme rainfall in March. Vice Chairman Voorman responded that no bypass or overflow conditions have occurred since the new headworks project was completed.

2.2. TBSA Build-Out Request

Administrator Avagnano advised that the build-out information was issued to TBSA.

3. TWA APPLICATIONS AND CONNECTION PERMITS

3.1 No. 69 Hamburg Turnpike

Administrator Avagnano advised that the infrared patch was completed on April 18th and confirmed Passaic County compliance.

4. CONSTRUCTION CONTRACTS

None

5. FINANCIAL MATTERS

5.1 Treasurer's Report: March 31, 2022

Treasurer Lampmann presented Treasurer's Report for the period ending March 31, 2022. Following clarification of OP-22-4-8 to the Borough of Butler, Commissioner Metcalfe moved the Treasurer's Report as presented.

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

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

5.2 EMMA Filing

Administrator Avagnano advised that the EMMA Report was filed by the auditor for FY 2021.

5.3 Financial Accounts

Administrator Avagnano advised that the Wells Fargo fraud protection was now activated. She confirmed that Treasurer Lampmann was added to the system for security measures. The system includes pre-approved payees with enabled fraud alerts.

Regarding recommendations following conclusion of the General Bond Resolution, Ms. Avagnano advised that the matter will require further coordination yet a determination was made that PRBRSA should pursue consolidating the accounts to an operating account and a revenue fund account with designated reserves as directed by the Board.

6. UNFINISHED BUSINESS

6.1 Unauthorized Connection

Ms. Alexander advised that Mr. Nemeth, JIF Counsel, advised that settlement is pending response from the insurance-appointed engineer.

7. NEW BUSINESS

7.1 Financial Disclosure Forms – 2022

Chairman Verdonik reminded the Board of their responsibility to file the Financial Disclosure Form by April 30, 2022 to avoid penalty.

8. CONSENT AGENDA

None

9. PAYMENT OF BILLS

9.1 Operating Request for Payment No. 417

Treasurer Lampmann presented Operating Request for Payment No. 417 and moved approval as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

SUMMARY OF VOUCHERS FOR OPERATING EXPENSES

Operating Request for Payment No. 417

The following bills have been reviewed and are recommended for approval for payment at the **April 20, 2022** 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-22-4-1	3/31/2022	$ 250.00	Borough of Butler
2)	33.01	OP-22-4-2	10/1/2020	$ 2,759.00	Borough of Butler
3)	*	OP-22-4-3	12/22/2021	$ 950,544.00	Pequannock Lincon Park & Fairfield Sewerage Aut.
4)	22.03	OP-22-4-4	4/7/2022	$ 7,977.00	CP Engineers LLC
5)	22.01	OP-22-4-5	4/7/2022	$ 3,081.00	Maraziti Falcon LLP
6)	33.01	OP-22-4-6	4/1/2022	$ 2,680.00	CSL
7)	24.07	OP-22-4-7	4/1/2022	$ 650.00	Up & Running
8)	22.05	OP-22-4-8	4/14/2022	$ 24,953.33	Borough of Butler
9)	22.05	OP-22-4-9	4/14/2022	$ 7,098.85	Borough of Butler
10)	33.03	OP-22-4-10	3/24/2022	$ 9.26	Borough of Butler Electric
11)	24.07	OP-22-4-11	3/27/2022	$ 54.42	North Jersey Media
12)	24.07	OP-22-4-12	3/27/2022	$ 58.18	North Jersey Media
13)	24.07	OP-22-4-13	3/27/2022	$ 57.55	North Jersey Media
14)	25.03	OP-22-4-14	4/18/2022	$ 150.00	State Treasurer
15)	33.30	OP-22-4-15	4/8/2022	$ 4.09	JCP&L
16)	24.07	OP-22-4-16	4/14/2022	$ 191.84	J. Avagnano
			TOTAL:	**$ 1,000,518.52**	

* Breakdown	
27.00	$52,723.00
13.00	$262,755.00
35.00	$635,066.00
	$950,544.00

Respectfully Submitted,

Jamie Avagnano
Authority Administrator

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

AYES : Chairman Verdonik, Commissioners Desai, Lampmann, Metcalfe, Pellegrini and Voorman

NAYS : None

ABSENT : Commissioners Howard and Mabey

ABSTAIN : None

9.2 Construction Disbursement Requisition No. C-17-55

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-55 and moved approval as follows:

	AUTHORITY ACCOUNT #	VOUCHER NUMBER	VOUCHER DATE	PAYMENT AMOUNT	PAYEE
1)	120328C2	C-17-55-4-1	4/20/22	$ 2,500.00	Brute Contracting (InfraRed)
	TOTAL DISBURSEMENTS			**$2,500.00**	

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

AYES : Chairman Verdonik, Commissioners Desai, Lampmann, Metcalfe, Pellegrini and Voorman

NAYS : None

ABSENT : Commissioners Howard and Mabey

ABSTAIN : None

OPEN MEETING FOR PUBLIC COMMENT

Chairman Verdonik opened the meeting to the public. Before closing, Administrator Avagnano reported that settlement on the vehicle claim was still pending.

ADJOURNMENT

At approximately 6:35 pm, Commissioner Lampmann moved to adjourn the regular meeting. That motion was seconded by Commissioner Metcalfe and approved unanimously on voice vote.

At approximately 6:35 pm, the meeting was adjourned.

Respectfully submitted,

Jamie Avagnano,
Recording Secretary

Enclosures: Treasurer's Report for the period ending March 31, 2022