

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

September 20, 2023

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on September 20, 2023 at the Borough of Butler. Administrator Avagnano called the meeting to order at approximately 6:10 p.m.

#### ROLL CALL

On roll call:

**PRESENT** : Commissioners Desai, Howard, Mabey, Pellegrini, and Wilkes

**ABSENT** : Chairman Verdonik, Commissioners Lampmann and Voorman

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

#### 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: August 18, 2023

Commissioner Pellegrini moved acceptance of the minutes of the August 18, 2023 regular meeting. That motion was seconded by Commissioner Mabey and approved on the following roll call vote:

**AYES** : Commissioners Desai, Howard, Mabey, Pellegrini and Wilkes

**NAYS** : None

**ABSENT** : Chairman Verdonik, Commissioners Lampmann  
and Voorman

**ABSTAIN** : None

## **OPERATIONAL REPORT**

### **1. SYSTEM OPERATIONS**

#### **1.1 Flow Report**

Referring to the Flow Report and Daily Flow Summary for the August period, Steve Donati observed that the flows overall appeared reasonable after a rough start in mid-July due to approximately 5” of rain over a five-day period and noticeable variations between TBSA Meter M-15 and PRBRSA P-4 which began to normalize by the end of July. However, he noted, that the variations in the two meters this month, sometime up to 20% for the day, did not appear to have a direct correlation to heavy rains. Commissioner Desai added that heavy rains should not cause such variations to linger after the rain period. Steve agreed noting that higher rains should result in more accurate flows since, in general, higher flows are more easily measured by the in-pipe flow measurement equipment used by the PRBRSA.

Commissioner Desai questioned whether TBSA and PRBRSA use the same formulas to calculate the flows. Commissioner Howard added that if we compare the method of calculation with the algorithms we may be able to discover which variable is off and that is something that could be looked at more closely. Steve noted that TBSA’s M-15 is a partial flume meter which uses a different formula to calculate flow than PRBRSA’s in-pipe flow measurement equipment, which would make comparing the two methods difficult.

Steve Donati advised that the difference in measurements could be due to debris accumulations in the interceptor at the meter location. He stated that the Riverdale Interceptor cleaning project begins tonight (Wednesday 9/20) and that, although we are not cleaning up to the flow meter as part of this project, it will provide an indication of whether there is significant debris in the system. He noted that there was significant debris found during the prior project. He also advised that he would try to confirm whether the variations in meter readings were in any way related to meter calibration by reviewing calibration dates and flows. He confirmed that PRBRSA calibrates the meters every 2 weeks and TBSA performs calibrations quarterly.

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

Commenting on CSL’s summary report of the I/I temporary metering program, Commissioner Desai noted that the report was informative, providing a summary

of the line characteristics and graphing the entire monitoring period for each meter. Steve Donati, mentioned that CP is analyzing the data and will be providing a report. He also noted that the sewer maps had been received from the member municipalities.

Commissioner Desai handed out one page of his spreadsheet that he created by downloading all of the data per town per meter for the entire study period as well as capturing the average levels and velocity. He noted that, as suggested, he added a mean flow by averaging all of the daily data from April 6<sup>th</sup> to August 9<sup>th</sup>. Commissioner Desai mentioned that he observed that in the later months the levels were higher but not necessarily effected by rain since the flows remained high during dry periods. He said from the spreadsheet he would create a pivot table to show variances in the flows and pull any spikes to compare to rain levels in order to isolate I/I areas. He did note that in some instances the mean was below the low flow levels.

Steve Donati added that the important number to determine when evaluating I/I is the base flow, which is flow without extraneous flow contributions. He stated that base flow is not necessarily the lowest measured flow, because flow can actually leak out of the system. He noted that seasonal uses can also effect flows, which makes determining base flow even more difficult. Commissioner Desai also mentioned that sump pumps can greatly contribute to I/I flows.

Commissioner Howard mentioned that Bloomingdale spent approximately \$1 million to remove groundwater from low lying areas that were frequently flooded. He advised that the project was completed around 2-3 months ago.

Commissioner Desai advised that he would provide Steve with his excel workbook to work together on analyzing the temporary data to be used in identifying areas of concern.

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

Jamie Avagnano referred to the TBSA/PRBSRA actual vs. budgeted flow memo indicating that PRBSRA and Fairfield are still over the percentage flows for the period. She advised that currently PRBSRA would owe approximately \$70,000 if the high flows continue through October.

### **1.3 PRB Contract 23-1 Riverdale CCTV**

Steve Donati advised that Contract PRB 23-1 was scheduled to begin that evening with night work continuing through the end of the month.

## **2. TBSA ACTIVITIES**

**2.1 Status Update**

Ms. Avagnano reported on behalf of Vice Chairman Voorman that activities remain steady at TBSA with labor union negotiations now underway. She advised that Vice Chairman Voorman mentioned that TBSA Executive Director, Tom Bongiovanni, is receptive to attending the PRBRSA October meeting with legal counsel once the formal invitation has been received. Ms. Avagnano advised that the invitation from Chairman Verdonik was being issued on Thursday.

**3. TWA APPLICATIONS AND CONNECTION PERMITS**

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

As no resolution was received on the pending claim negotiations, R-23-9-1 was tabled to the October 18<sup>th</sup> meeting as follows:

Commissioner Mabey motioned to Table Resolution No. R-23-9-1. That motion was seconded by Commissioner Howard and passed on the following roll call vote:

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

**4. CONSTRUCTION CONTRACTS**

None

**5. FINANCIAL MATTERS**

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

Administrator Avagnano presented the Treasurer's Report for the period ending August 31, 2023. Commissioner Pellegrini moved the Treasurer's Report as presented.

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

**AYES** : Commissioners Desai, Howard, Mabey, Pellegrini,  
and Wilkes

**NAYS** : None

**ABSENT** : Chairman Verdonik, Commissioners Lampmann  
and Voorman

**ABSTAIN** : None

**5.2 DCA Annual Budget: FY 2024 & EDU Report**

Jamie Avagnano advised that the FY 2024 Annual Budget was certified by the State and that the budget in both PRBRSA and DCA formats were forwarded to the municipalities for their review prior to the Budget Hearing on October 18<sup>th</sup>.

Ms. Avagnano also advised that the EDU reporting for 2023 was due by October 1, 2023 noting that the reports from Kinnelon and Bloomingdale were received.

**6. UNFINISHED BUSINESS**

**6.1 Unauthorized Connection – Riverdale Claim**

Andrew Brewer, Esq. advised that NJIF legal counsel informed his firm that E. Nemeth anticipates having the settlement agreement approved at a meeting scheduled for the later part of next week.

**7. NEW BUSINESS**

None

**8. CONSENT AGENDA**

None

**9. PAYMENT OF BILLS**

**9.1 Operating Request for Payment No. 434**

Administrator Avagnano presented Operating Request for Payment No. 434. Commissioner Howard moved approval of the Operating Request as follows:

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

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**Operating Request for Payment No. 434**

The following bills have been reviewed and are recommended for approval for payment at the **September 20, 2023** meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):

	<u>PRBRSA</u>	<u>VOUCHER</u>	<u>VOUCHER</u>	<u>PAYMENT</u>	
	<u>ACCT. NO</u>	<u>NO.</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>CHECK PAYABLE TO</u>
1) ✓	24.05	OP-23-9-1	3/31/2023	\$ 250.00	Borough of Butler
2) ✓	33.01	OP-23-9-2	10/1/2022	\$ 2,814.25	Borough of Butler
3) ✓	24.07	OP-23-9-3	9/18/2023	\$ 192.46	J. Avagnano
4) ✓	22.01	OP-23-9-4	9/11/2023	\$ 1,638.00	Maraziti Falcon LLP
5) ✓	33.01	OP-23-9-5	8/31/2023	\$ 2,680.00	CSL
6) ✓	33.01	OP-23-9-6	8/31/2023	\$ 56,300.00	CSL
7) ✓	22.03	OP-23-9-7	9/6/2023	\$ 1,817.00	CP Engineers LLC
8) ✓	32.02	OP-23-9-8	9/6/2023	\$ 2,794.00	CP Engineers LLC
9) ✓	33.05	OP-23-9-9	8/23/2023	\$ 700.00	Borough of Bloomingdale Police
10) ✓	33.05	OP-23-9-10	8/29/2023	\$ 1,000.00	Borough of Butler Police
11) ✓	22.01	OP-23-9-11	9/11/2023	\$ 58.50	Maraziti Falcon LLP
12) ✓	33.03	OP-23-9-12	8/28/2023	\$ 22.86	Borough of Butler Electric
13) ✓	33.03	OP-23-9-13	9/1/2023	\$ 4.09	JCP&L
14) ✓	24.07	OP-23-9-14	9/18/2023	\$ 56.00	North Jersey Media
<b>TOTAL:</b>				<b><u>\$ 70,327.16</u></b>	

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

**AYES** : Commissioners Desai, Howard, Mabey, Pellegrini and Wilkes

**NAYS** : None

**ABSENT** : Chairman Verdonik, Commissioners Lampmann  
and Voorman

**ABSTAIN** : None

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

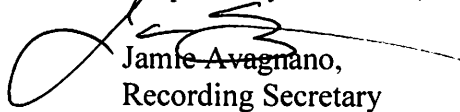
The meeting was opened to the public. There being no public present, Secretary Desai closed the public portion of the meeting.

### **ADJOURNMENT**

At approximately 6:45 pm, Commissioner Mabey moved to adjourn the regular meeting. That motion was seconded by Commissioner Howard and approved unanimously on voice vote.

At approximately 6:45 pm, the meeting was adjourned.

Respectfully submitted,

  
Jamie Avagnano,  
Recording Secretary

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