

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

August 16, 2023

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on August 16, 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, Desai, Howard, Lampmann, Mabey, Pellegrini, Voorman and Wilkes

**ABSENT** : None

**ALSO PRESENT** : Jamie Avagnano, Authority Administrator;  
Diane Alexander, Esq., Maraziti Falcon, LLP,  
Steve 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.

#### OATH OF OFFICE

Diane Alexander, Esq. performed the Oath of Office for newly appointed Kinnelon Board Representative, Morgan Wilkes. The Board made introductions and welcomed Commissioner Wilkes to PRBRSA.

#### ADOPTION OF MINUTES

1. Meeting Minutes: July 19, 2023

Treasurer Lampmann moved acceptance of the minutes of the July 19, 2023 regular meeting. That motion was seconded by Commissioner Mabey and approved on the following roll call vote:

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : Commissioner Howard

## **OPERATIONAL REPORT**

### **1. SYSTEM OPERATIONS**

#### **1.1 Flow Report**

Chairman Verdonik referred to the Flow Report for the period ending July 2023. Steve Donati commented that recent significant rainfalls placed the flows on the high side noting, however, that TBSA Meter M-15 was 100,000 gpd less than P-4 for the period yet still within the +/-5% range for the month. Commissioner Desai commented that there was no apparent reason why the two meters would fluctuate on a daily basis given the close proximity. Steve Donati agreed, yet noted that for open channel flow metering 5% accuracy was above standard. He also reminded the Board that we had inspected the TBSA flow meter and audited the calibration process and feel comfortable that the meter is as accurate as can reasonably be expected.

Commissioner Lampmann observed that on the daily flows the fluctuations appeared to begin after a heavy rainfall on July 16<sup>th</sup> and remained high for the remainder of the month. Commissioner Desai and Commissioner Lampmann speculated that the spike may be the result of dirt or other matter that was trapped in the line near the P-4 meter. Steve responded that may be the case and would review the August daily data to see if the fluctuations subsided.

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

Steve Donati, PE advised that the July/August data was received early that day and was also available on the cloud-based database. Commissioner Desai advised that he would upload the remaining data for analysis and share the data with Steve Donati to identify possible I/I sources. Chairman Verdonik added that once the analysis is finalized the data will be shared with the municipalities to be used to identify potential problem areas within the local systems.

Commissioner Desai suggested that upon identifying local I/I sources, the Authority may want to offer to assist the municipalities in locating problematic areas.

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

Chairman Verdonik reported on the TBSA v. PRBRSA flows to date noting that currently PRBRSA and Fairfield have exceeded the percentages for the period which may result in a user charge assessment at the end of the TBSA fiscal year.

Jamie Avagnano, added that there are adequate funds within the FY 2023 budget to cover a TBSA User Charge payment if necessary.

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

Steve Donati advised that subsequent to the August 8<sup>th</sup> pre-con meeting with the Borough of Riverdale, Riverdale Police Department and the contractor, the Riverdale Police advised of a scheduling conflict for the August 28<sup>th</sup> start date and requested the project be extended to begin on September 18<sup>th</sup>. Steve Donati reported that a 30 day extension would need to be issued to begin work on September 20<sup>th</sup>, so a no cost Change Order had been prepared accordingly. He further advised that Riverdale Police required that the work be performed at night beginning at 7 pm.

Treasurer Lampmann moved Resolution R-23-8-1 as follows:

### **R- 23-8-1**

#### **RESOLUTION AUTHORIZING THE EXECUTION OF CHANGE ORDER 1 TO 2023 INTERCEPTOR CCTV INSPECTION AND CLEANING PROJECT CONTRACT**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (hereinafter the “Authority”) entered into Contract PRB-23 dated July 20, 2023, for the 2023 Interceptor CCTV Inspection and Cleaning Project with Montana Construction, Inc., 80 Contant Avenue, Lodi, New Jersey (hereinafter the “Contractor”); and

**WHEREAS**, traffic control officers are required as part of the work to be performed by Contractor and the Riverdale Police Department has requested that the PRBRSA CCTV project be pushed back until September 18<sup>th</sup>; and

**WHEREAS**, the change referred to in the above results in a thirty (30) calendar day time extension for Substantial Completion from September 7 to October 7, and for Ready for Final Payment time extension from September 17 to October 17, 2023, together with no increase of the original contract price; and

**WHEREAS**, the Authority has reviewed the Contract Change Order 1, attached hereto and made a part hereof, and is satisfied that it meets the requirements of N.J.A.C. 5:30-11.3.

**NOW, THEREFORE, BE IT RESOLVED** by the Pequannock River Basin Regional Sewerage Authority as follows:

1. The Authority hereby approves Change Order No. 1 for a thirty (30) day time extension for Substantial Completion from September 7 to October 7, and time extension for Ready for Final Payment from September 17 to October 17, 2023.

2. The Chairman is hereby authorized and directed to execute a Contract Change Order 1, substantially in the form as that attached hereto, for a thirty (30) day time extension.

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

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

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

2. **TBSA ACTIVITIES**

2.1 **Status Update**

Vice Chairman Voorman reported on the TBSA activities noting that there were no new activities in operations. He mentioned that TBSA did increase the Capital Reserve contribution to \$500,000 for FY 2024 after waiving the contribution in FY 2023.

Regarding the ongoing negotiations of the proposed service contract rewrite, Vice Chairman Voorman announced that the committee has agreed to all provisions except the 1.85 minimum flow requirement assessed to PRBRSA. He advised that the Committee is at a standstill on this matter as the other participants are not willing to release PRBRSA of this requirement.

He further advised that he relayed PRBRSA's rejection of the 3 proposals offered last month. He mentioned that he has requested documents from TBSA regarding the 1.85 mgd calculations and will be performing an analysis once the information is received.

The Board continued discussions regarding the service contract provisions. On that matter, Vice Chairman Voorman added that PRBRSA is expected to meet or exceed the 1.85 mgd on a regular basis as local projects start up over the next few years.

The Board continued discussions noting that there is no benefit to PRBRSA agreeing to the rewrite without the removal of the minimum flow requirement. Vice Chairman Voorman suggested that T. Bongiovanni, TBSA Executive Director, attend a PRBRSA meeting to address the Board on this issue. The Board agreed. Chairman Verdonik advised that he would invite Mr. Bongiovanni to the October meeting.

**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-23-8-2 was tabled to September 20th.

**4. CONSTRUCTION CONTRACTS**

None

**5. FINANCIAL MATTERS**

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

Treasurer Lampmann presented the Treasurer's Report for the period ending July 31, 2023. Vice Chairman Voorman moved approval as presented.

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

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

## **5.2 DCA Annual Budget: FY 2024**

Jamie Avagnano presented the Division of Local Government FY 2024 Budget for approval. She noted that the Budget included an overall 3.2% increase from 2023 with a 1% increase in the annual charges and 2.3% being offset by anticipated investment income. She also noted that the Capital Budget was proposed at \$900,000 for unexpected repairs to the infrastructure as may be required. In response to Commissioner Desai's question, she advised that the Capital Reserve and Renew & Replacement fund contributions remained at \$309,000 and \$103,000 respectfully. She also advised that there was expected surplus in the TBSA D/S line item for FY 2023 due to a reduction in TBSA's capital reserve contribution yet noted that for FY 2024 the contribution was reinstated. Vice Chairman Voorman added that TBSA's capital reserve contribution was increased to \$500,000 for the upcoming year. Vice Chairman Voorman also commented on the DCA change to the yearly format which resulted in skipping FY 2023. Jamie Avagnano replied that although the DCA budget year was adjusted all PRBRSA forms referenced the PRBRSA fiscal year so filing was recorded. She added that it was positive to see that the DCA was finally able to adjust the fiscal year entries for Authorities going forward.

Treasurer Lampmann moved approval of Resolution R-23-8-3 as follows:

## **2024 AUTHORITY BUDGET RESOLUTION**

### **Pequannock River Basin Regional Sewerage Authority**

#### **FISCAL YEAR: November 01, 2023 to October 31, 2024**

WHEREAS, the Annual Budget for Pequannock River Basin Regional Sewerage Authority for the fiscal year beginning November 01, 2023 and ending October 31, 2024 has been presented before the governing body of the Pequannock River Basin Regional Sewerage Authority at its open public meeting of August 16, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,735,800.00, Total Appropriations including any Accumulated Deficit, if any, of \$5,735,800.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$900,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather

it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pequannock River Basin Regional Sewerage Authority, at an open public meeting held on August 16, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Pequannock River Basin Regional Sewerage Authority for the fiscal year beginning November 01, 2023 and ending October 31, 2024, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Pequannock River Basin Regional Sewerage Authority will consider the Annual Budget and Capital Budget/Program for Adoption on October 18, 2023.

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

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

**6. UNFINISHED BUSINESS**

**6.1 Unauthorized Connection – Riverdale Claim**

No discussion on this matter.

**6.2 Easements**

Jamie Avagnano advised that the Brandt Lane easement was cleared by L. Becker with the manholes marked for location purposes.

She also advised that, on investigation by PRBRSA licensed operator, Brian Pumo, the manhole identified at the Riverdale food truck was located and uncovered. Brian reported that the manhole had a generic lid that connected to a 12” PVC line, therefore the manhole did not connect to the 30” PRBRSA Interceptor sewer line.

7. **NEW BUSINESS**

None

8. **CONSENT AGENDA**

None

9. **PAYMENT OF BILLS**

9.1 **Operating Request for Payment No. 433**

Treasurer Lampmann presented Operating Request for Payment No. 433 and moved approval as follows:

<b>PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY</b>					
<b>SUMMARY OF VOUCHERS FOR OPERATING EXPENSES</b>					
<b>Operating Request for Payment No. 433</b>					
The following bills have been reviewed and are recommended for approval for payment at the August 16, 2023 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-23-8-1	3/31/2023	\$ 250.00	Borough of Butler	
2) 33.01	OP-23-8-2	10/1/2022	\$ 2,814.25	Borough of Butler	
3) 24.07	OP-23-8-3	8/7/2023	\$ 188.81	J. Avagnano	
4) 22.01	OP-23-8-4	8/10/2023	\$ 877.50	Maraziti Falcon LLP	
5) 33.01	OP-23-8-5	7/31/2023	\$ 2,680.00	CSL	
6) 33.01	OP-23-8-6	7/24/2023	\$ 2,920.00	Campbell Foundry	
7) 32.02	OP-23-8-7	8/8/2023	\$ 1,246.50	CP Engineers LLC	
8) 22.03	OP-23-8-8	8/8/2023	\$ 2,797.75	CP Engineers LLC	
9) 33.05	OP-23-8-9	7/19/2023	\$ 600.00	Borough of Bloomingdale Police	
10) 33.05	OP-23-8-10	8/1/2023	\$ 700.00	Borough of Bloomingdale Police	
11) 33.05	OP-23-8-11	7/28/2023	\$ 900.00	Borough of Riverdale Police	
12) 33.05	OP-23-8-12	7/25/2023	\$ 800.00	Borough of Butler Police	
13) 33.01	OP-23-8-13	8/10/2023	\$ 2,800.00	L. Becker & Son	
14) 33.03	OP-23-8-14	8/10/2023	\$ 4.34	Borough of Butler Electric	
15) 33.03	OP-23-8-15	7/31/2023	\$ 4.09	JCP&L	
16) 33.05	OP-23-8-16	8/14/2023	\$ 900.00	Borough of Riverdale Police	
<b>TOTAL:</b>			<b>\$ 20,483.24</b>		

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

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



**NAYS** : None  
**ABSENT** : None  
**ABSTAIN** : Commissioner Wilkes

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

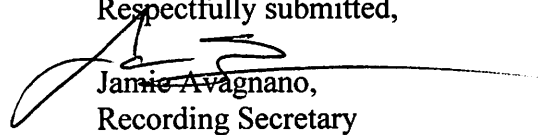
Chairman Verdonik opened the meeting to the public. There being no public present, Chairman Verdonik closed the public portion of the meeting.

### **ADJOURNMENT**

At approximately 6:40 pm, Commissioner Howard moved to adjourn the regular meeting. That motion was seconded by Commissioner Lampmann and approved unanimously on voice vote.

At approximately 6:40 pm, the meeting was adjourned.

Respectfully submitted,



Jamie Avagnano,  
Recording Secretary

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