

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

August 18, 2021

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on August 18, 2021. Chairman Verdonik called the meeting to order at approximately 6:00 p.m.

ROLL CALL

On roll call:

PRESENT : Chairman Verdonik, Commissioners Howard, Metcalfe, Pellegrini and Voorman

Note: Commissioner Desai joined the meeting in progress at 6:10 pm

ABSENT : Commissioners Gall and Lampmann

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 time change was provided to the municipal clerks and noticed in the Authority's official newspapers.

ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – July 21, 2021

Commissioner Metcalfe moved acceptance of the minutes of the July 21, 2021 regular meeting. That motion was seconded by Vice Chairman Voorman and approved on the following roll call vote:

AYES : Chairman Verdonik, Commissioners Howard, Metcalfe, Pellegrini and Voorman

NAYS : None

ABSENT : Commissioners Desai, Gall and Lampmann

ABSTAIN : None

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Flow Report

Chairman Verdonik noted that the Flow Report and subsequent flow data for the period ending July 2021 was included in the meeting package for the Board's review which included the following reports:

- Daily Flow Summary for July 2021
- Daily Flow Hydrograph for July 2021
- Hydrograph: Comparison P-4 vs. M-15 Mar-July 2021

Chairman Verdonik noted that the Flow Report had been prepared in draft format using ADS Meter P-4 data as well as substituting TBSA Meter M-15 data in place of the ADS Meter P-4 data pending engineering review. He advised that ADS cited silt in the line as a reason for the higher flow readings. Based on ADS' response and further review by the consulting engineer, Chairman Verdonik advised that it was determined that TBSA M-15 data would again be substituted for Meter P-4 as the more consistent dataset for the month. The board agreed.

Commissioner Howard commented on the data analysis presented showing the differential meter readings between ADS Meter P-4 and TBSA Meter M-15 noting that the graph clearly showed that the meters deviated significantly beginning on May 1, 2021 and, although they track equally, the gap between the readings has remained constant from that date forward. Commissioner Desai commented that he thoroughly reviewed ADS' response regarding the differences in the two meter readings and did not accept the simple answer that silt would be the primary cause as the readings would most likely trend with a gradual increase over time not the sudden increase displayed on the graph. Steve commented that silt could be a contributor but many other factors impact data variations in open channel flows.

1.2 TBSA Flow Report (Budget vs. Actual)

Chairman Verdonik presented the TBSA vs. PRBRSA memorandum calculating the flows through July 2021 commenting that PRBRSA currently is one of the lowest flow contributors in the TBSA system.

1.3 Interceptor CCTV-Inspection & Cleaning Project

Mr. Donati advised that the CCTV-Inspection project, Contract PRB 21-1, is currently under attorney review with a bid opening scheduled for September 14th.

Vice Chairman Voorman asked if the project was anticipated to be completed within the FY 2021 fiscal year. Mr. Donati advised that he anticipated bid award in September, on approval of counsel and the engineer, with start up in October to take advantage of the favorable weather conditions.

1.4 Flow Metering – RFP

Mr. Donati advised that the RFP for flow metering services was issued with proposals due on September 8th allowing for discussions at the September 15th meeting with award anticipated in October.

2. TBSA ACTIVITIES

2.1 Status Update

Chairman Verdonik and Vice Chairman Voorman reported on the activities at Two Bridges. Chairman Verdonik commented that the draft service contracts are in finalization utilizing a 4.5 year average for the flows. Vice Chairman Voorman added that PRBRSA insisted that no minimum flows would be included in the new service agreements which will favor PRBRSA.

Chairman Verdonik advised that the overall intent of the new service contract is to equalize future user charge adjustment.

Vice Chairman Voorman also advised that TBSA approved the FY 2022 budget which includes a slight credit to PRBRSA.

3. TWA APPLICATIONS AND CONNECTION PERMITS

3.1 Residential Connection Investigations #69 Hamburg Turnpike Bloomingtondale

Mr. Donati presented his recommendation to the Board that on review of the information available on the property at #69 Hamburg Turnpike, Bloomingtondale that he concluded that a connection to the property was not completed under Contract No. I-2. Mr. Donati advised that he requested quotations and that out of 5 requests, 2 contractors responded.

Mr. Donati said he will prepare a final quotation list with details. Commissioner Pellegrini questioned the timeframe to complete the project. Mr. Donati explained that it would be preferable to begin the permitting process now since traffic control planning and road opening permit requirements may be time consuming.

The Board agreed to proceed with the project to provide a connection point to the PRBRSA main at #69 Hamburg Turnpike, Bloomingdale.

Administrator Avagnano requested a Motion which was moved by Commissioner Desai. Commissioner Howard Seconded the Motion which passed on the following roll call vote:

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

NAYS : None

ABSENT : Commissioners Gall and Lampmann

ABSTAIN : None

4. CONSTRUCTION CONTRACTS

4.1 Contract PRB 19-1: NYS&W Railroad, Borough of Butler

Administrator Avagnano presented the quote from Campbell Foundry to replace the generic MH cover at MH 133 as well as 5 extra sets of PRBRSA inscribed frames and covers for inventory adding that she confirmed with Brian Pumo that the Authority currently did not have any manholes in reserve at the Butler DPW.

The Board authorized Administrator Avagnano to order the frames and covers at the quoted price.

5. FINANCIAL MATTERS

5.1 Treasurer's Report: July 31, 2021

Vice Chairman Voorman presented the Treasurer's Report for the period ending July 31, 2021 and moved approval as presented.

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

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

NAYS : None
ABSENT : Commissioners Gall and Lampmann
ABSTAIN : None

5.2 Annual Budget: FY 2022

Administrator Avagnano presented the FY 2021 (PRBRSA FY 2022) DLGS Budget for introduction commenting that the Budget was equal to that previously presented along with the FY 2022 Capital Budget.

Vice Chairman Verdonik moved Resolution No. R-21-8-1 as follows:

Resolution No. R-21-8-1

2021 (2021-2022) AUTHORITY BUDGET RESOLUTION
Pequannock River Basin Regional Sewerage Authority
(Name)

FISCAL YEAR: FROM: November 1, 2021 TO: October 31, 2022

WHEREAS, the Annual Budget and Capital Budget for the Pequannock River Basin Regional Sewerage Authority for the fiscal year beginning, November 1, 2021 and ending, October 31, 2022 has been presented before the governing body of the Pequannock River Basin Regional Sewerage Authority at its open public meeting of August 18, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 5,510,100, Total Appropriations, including any Accumulated Deficit if any, of \$ 5,510,100 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$950,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$650,000; and

WHEREAS, the schedule of rates, 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 18, 2021 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 1, 2021 and ending, October 31, 2022 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 20, 2021.

 (Secretary's Signature)

 (Date)

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

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Desai	x			
Gall				x
Howard	x			
Lampmann				x
Metcalfe	x			
Pellegrini	x			
Verdonik	x			
Voorman	x			

6. UNFINISHED BUSINESS

6.1 Unauthorized Connection – Riverdale Claim Matter

Ms. Alexander reported that their office has not received any response from Mr. Nemeth or the NJIF on the status of the matter. Commissioner Desai and Commissioner Pellegrini confirmed that they have not received any updates from Riverdale. Chairman Verdonik commented that the Authority has been patient on the claim, however, it may be necessary to move forward if no further information is forthcoming.

7. **NEW BUSINESS**

7.1 **Retirement – Commissioner Gall**

Chairman Verdonik again praised the dedication and valuable knowledge provided by Commissioner Gall over the last 25 years and presented a plaque and resolution in his honor. (Note: Commissioner Gall was unable to attend the meeting to receive a plaque for his dedication and the honorary resolution).

Commissioner Metcalfe moved Resolution R-21-8-2 honoring Commissioner Gall's dedication as Kinnelon's representative on PRBRSA as follows:

RESOLUTION

WHEREAS, Elmer J. Gall (E.J. or Al) was appointed to the Pequannock River Basin Regional Sewerage Authority in October 1996 as a representative of the Borough of Kinnelon; and

WHEREAS, E.J. Gall has served as Secretary, Assistant Secretary and Treasurer of the Authority during the course of his tenure on the Board of Pequannock River Basin Regional Sewerage Authority; and

WHEREAS, E.J. Gall has brought leadership, intelligence, and dedication to all of the business undertaken by the Authority and to his positions of responsibility on behalf of PRBRSA; and

WHEREAS, E.J. Gall has provided his resignation to the Chairman and Board Members resigning from him position from the Authority as of August 18, 2021; and

WHEREAS, the Authority desires to recognize and express its sincere appreciation for his 25 years of contribution and dedicated public service which has been of considerable benefit to the residents of all of the four municipalities served by PRBRSA;

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic and the State of New Jersey on this 18th day of August, 2021 as follows:

- 1. That this Resolution be and is hereby adopted as a testament to the high regard in which E.J. Gall is held by the Board of Commissioners of the Pequannock River Basin Regional Sewerage Authority.*
- 2. That a certified copy of this Resolution be presented to E.J. Gall as a memento and expression of gratitude by the Authority Commissioners for his service and dedication to PRBRSA.*

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

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

NAYS : None

ABSENT : Commissioners Gall and Lampmann

ABSTAIN : None

Commissioner Metcalfe advised that he has been in contact with the Kinnelon Mayor and understands that Kinnelon will be appointing a replacement representative at the next meeting to fulfill Commissioner Gall's term ending in 2024.

8. **CONSENT AGENDA**

None

9. **PAYMENT OF BILLS**

Operating Budget

9.1 **Operating Request for Payment No. 410**

Vice Chairman Voorman presented Operating Request for Payment No. 410 and moved its approval as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY				
SUMMARY OF VOUCHERS FOR OPERATING EXPENSES				
Operating Request for Payment No. 410				
The following bills have been reviewed and are recommended for approval for payment at the August 18, 2021 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-21-8-1	3/1/2020	\$ 250.00	Borough of Butler
2) 33.01	OP-21-8-2	10/1/2020	\$ 2,705.00	Borough of Butler
3) 24.07	OP-21-8-3	8/6/2021	\$ 181.85	J. Avagnano
4) 32.02	OP-21-8-4	8/10/2021	\$ 7,585.50	CP Engineers LLC
5) 22.01	OP-21-8-5	8/5/2021	\$ 2,799.00	Maraziti Falcon LLP
6) 32.02	OP-21-8-6	8/10/2021	\$ 6,053.25	CP Engineers LLC
7) 33.01	OP-21-8-7	8/12/2021	\$ 3,426.00	ADS LLC
8) 24.04	OP-21-8-8	8/12/2021	\$ 55.72	J. Avagnano
9) 33.03	OP-21-8-9	7/28/2021	\$ 18.23	Borough of Butler Electric
10) 24.04	OP-21-8-10	7/20/2021	\$ 54.95	Tab Group
11) 24.04	OP-21-8-11	7/23/2021	\$ 54.95	Tab Group
12) 24.07	OP-21-8-12	8/9/2021	\$3.10	JCP&L
13) 25.01	OP-21-8-13	8/15/2021	\$944.00	Rutgers - Public Purchasing 3
TOTAL:			\$ 24,131.55	

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

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

Construction Fund Disbursements

9.2 Construction Disbursement Requisition No. C-17-47

Vice Chairman Voorman presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-47 and moved approval as follows:

	<u>AUTHORITY ACCOUNT #</u>	<u>VOUCHER NUMBER</u>	<u>VOUCHER DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYEE</u>
1)	120328C3	C-17-47-8-1	7/29/2021	\$ 1,318.13	Mott MacDonald
	TOTAL DISBURSEMENTS			<u>\$1,318.13</u>	

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

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

NAYS : None

ABSENT : Commissioners Gall and Lampmann

ABSTAIN : None

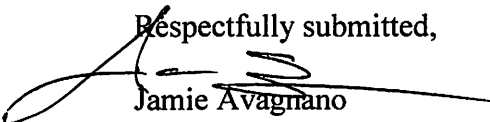
OPEN MEETING FOR PUBLIC COMMENT

The Board agreed to continue the 6:00 pm meeting time for the September meeting. Chairman Verdonik opened the meeting to the public. Since no public was present, the public portion of the meeting was closed.

ADJOURNMENT

At approximately 6:25 pm, Commissioner Desai moved to adjourn the regular meeting. That motion was seconded by Commissioner Howard and approved unanimously on voice vote.

At approximately 6:25 pm the meeting was adjourned.

Respectfully submitted,

 Jamie Avagnano
 Recording Secretary

Enclosures: Treasurer’s Report for the period ending July 31, 2021