

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

June 19, 2024

Minutes of the Regular Meeting of the **Pequannock River Basin Regional Sewerage Authority** held on June 19, 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
Public: Chris Meyer, Curly's Ice Cream (left the meeting in progress at approximately 6:15)

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: May 15, 2024**

Treasurer Lampmann moved acceptance of the May 15, 2024 regular meeting minutes. 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

OPERATIONAL REPORT

Note: With the presence of C. Meyer, Curly's Ice Cream, the Chairman elected to rearrange the agenda to discuss Curly's prior to System Operations.

1. SYSTEM OPERATIONS

1.1 Flow Report

Chairman Verdonik referenced the June 14th Flow Report noting that even with another 4.6 inches of rain for the month, the flows are beginning to recede.

Steve Donati, PE added that the flows are returning to normal monthly averages.

Regarding the CSL redundant flow meter in Meter P-2A, Steve Donati advised that after approximately 2 months of data, he is confident that Meter P-2A is recording accurately and recommended removing the redundant meter at CSL's convenience.

On the CSL additional meter authorization, Steve Donati, PE, stated that, on reviewing the PRBRSA mapping and given the recent temporary metering program, he does not see any reasonable benefit to placing an additional meter in the system at this time and recommended rescinding the contract authorization. The Board agreed.

Steve Donati, PE presented the reserve capacity analysis calculating the remaining reserve capacity based upon the previous three year average flow for each municipality for informative purposes only.

1.2 TBSA Flow Report (Budget vs. Actual)

Chairman Verdonik advised the TBSA and PRBRSA flows were coming done adding that PRBRSA's percentage of flow is reasonable even though we are above our budget allocation.

1.3 Boonton Avenue Interceptor CCTV/Cleaning

Steve Donati, PE reported that his office is completing the final edits on the bid documents with anticipated award at the July 17th meeting.

2. TBSA ACTIVITIES

2.1 Status Update

Vice Chairman Voorman reported that TBSA completed the Depaval force main emergency repair at approximately \$560,000. He advised that the TBSA plant is under normal operations.

3. TWA APPLICATIONS AND CONNECTION PERMITS

**3.1 Non-Residential Connection
Curly's Ice Cream
Borough of Riverdale**

Steve Donati, PE and Commissioner Desai of Riverdale opened the discussion on the potential connection of two properties owned by Curly's Ice Cream in Riverdale. As discussions continued, the matter was left open as to the most suitable point of connection.

Going forward, Curly's will continue to work with both the Borough of Riverdale and PRBRSA as engineering plans are finalized.

3.2 Connections

Jamie Avagnano reported that she has not received any further correspondence regarding the 114 Main Street later repair in Butler.

Steve Donati advised that his office responded to another Will Serve notice received for Fuel 4, Route 23 in Riverdale which is not adjacent to a PRBRSA interceptor, but is in the proximity of the Riverdale system.

4. CONSTRUCTION CONTRACTS

4.1 Riverdale Lining Project

Steve Donati, PE informed the Board that his office is continuing to obtain cost estimates and prepare the H2O Loans informative package.

5. FINANCIAL MATTERS

5.1 Treasurer's Report: May 31, 2024

Treasurer Lampmann presented the Treasurer's Report for the period ending May 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 2025 Rate Stabilization

Jamie Avagnano referenced the Rate Stabilization and preliminary FY 2025 Annual Charge breakdowns. She referenced that the rate stabilization estimated a 2% increase over FY 2024. A discussion ensued. The Board advised the Administrator to move forward with a 0.5% increase for the preliminary budget discussion in July.

6. UNFINISHED BUSINESS

6.1 WEFTEC New Orleans

Chairman Verdonik informed the Board that the Super Saver registration for WEFTEC in New Orleans from October 5 thru October 9th expires on July 12.

7. NEW BUSINESS

7.1 Sam.Gov

Jamie Avagnano reported that she worked with CP's office to update the SAM.gov entity administration profile.

7.2 Notary

Jamie Avagnano informed the Board that she had passed her Notary Exam and was now a Notary Public.

8. CONSENT AGENDA

None

9. PAYMENT OF BILLS

Before approving the Operating Bills, Jamie Avagnano noted that Cincinnati Insurance invoiced an additional \$99.00 for a 2024 increase in the Auto Endorsement package.

9.1 Operating Request for Payment No. 442

Treasurer Lampmann presented Operating Request for Payment No. 442 and moved approval as follows:

| PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY | | | | | |
|---|-------------|--------------|---------------------|----------------------------|--|
| SUMMARY OF VOUCHERS FOR OPERATING EXPENSES | | | | | |
| Operating Request for Payment No. 442 | | | | | |
| The following bills have been reviewed and are recommended for approval for payment at the June 19, 2024 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-24-6-1 | 4/12/2024 | \$ 250.00 | Borough of Butler | |
| 2) 33.01 | OP-24-6-2 | 10/1/2022 | \$ 2,884.00 | Borough of Butler | |
| 3) 24.07 | OP-24-6-3 | 6/12/2024 | \$ 208.04 | Jamie Avagnano | |
| 4) 33.01 | OP-24-6-4 | 5/31/2024 | \$ 2,680.00 | CSL | |
| 5) 22.01 | OP-24-6-5 | 6/11/2024 | \$ 916.50 | Maraziti Falcon LLP | |
| 6) 32.01 | OP-24-6-6 | 6/11/2024 | \$ 1,092.00 | Maraziti Falcon LLP | |
| 7) 22.03 | OP-24-6-7 | 6/7/2024 | \$ 3,318.00 | CP Engineers LLC | |
| 8) 32.02 | OP-24-6-8 | 6/7/2024 | \$ 558.50 | CP Engineers LLC | |
| 9) 32.02 | OP-24-6-9 | 6/7/2024 | \$ 1,030.00 | CP Engineers LLC | |
| 10) 22.03 | OP-24-6-10 | 6/7/2024 | \$ 332.00 | CP Engineers LLC | |
| 11) 32.02 | OP-24-6-11 | 6/7/2024 | \$ 2,544.00 | CP Engineers LLC | |
| 12) 32.01 | OP-24-6-12 | 6/11/2024 | \$ 78.00 | Maraziti Falcon LLP | |
| 13) 33.03 | OP-24-6-13 | 5/31/2024 | \$ 13.60 | Borough of Butler Electric | |
| 14) 33.03 | OP-24-6-14 | 6/10/2024 | \$ 4.20 | JCP&L | |
| 15) 24.07 | OP-24-6-15 | 6/10/2024 | \$ 54.18 | North Jersey Media Group | |
| 16) 23.01 | OP-24-6-16 | 6/10/2024 | \$ 99.00 | Cincinnati Insurance | |
| TOTAL: | | | \$ 16,062.02 | | |

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 6:49 pm, Treasurer Lampmann moved to adjourn the regular meeting. That motion was seconded by Commissioner Mabey and approved unanimously on voice vote.

At approximately 6:49 pm, the meeting was adjourned.

Respectfully submitted,
Jamie Avagnano
Jamie Avagnano,
Recording Secretary

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