

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

July 19, 2023

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on July 19, 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, Lampmann, Mabey, Pellegrini and Voorman
(Note: Commissioner Pellegrini joined the meeting in progress at 6:05 pm)

ABSENT : Commissioners Daniel & Howard (excused)

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.

ADOPTION OF MINUTES

1. Meeting Minutes: June 21, 2023

Vice Chairman Voorman moved acceptance of the minutes of the June 21, 2023 regular meeting. That motion was seconded by Commissioner Mabey and approved on the following roll call vote:

AYES : Commissioners Desai, Mabey, Verdonik and Voorman

NAYS : None

ABSENT : Commissioners Daniel, Howard & Pellegrini

ABSTAIN : Commissioner Lampmann

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Flow Report

Chairman Verdonik noted the Flow Report for the period ending June 2023 was available in the meeting folders. Steve Donati commented that the flows are trending close to TBSA's M-15 observing that the flows for June are lower than expected.

1.1.1 I/I Investigations

Chairman Verdonik advised the Board that the July temporary meter data would be available in August noting that the 1 month extension ends August 7, 2023. Steve Donati commented that the Authority should have enough data under variable conditions to perform a substantive analysis.

Commissioner Desai passed out his test analysis using Bloomingdale's data from the month of June. He advised that he was able to overlay the rain data with the temporary meters similar to an I/I study analysis that he performed for Riverdale.

Discussions continued regarding the impacts of wet/dry periods and groundwater elevations. Commissioner Mabey commented that seasonally the groundwater is usually higher in the winter months so runoff due to dry soils may be a factor in the analysis. Steve Donati added that the first step will be to determine a base flow and perform the calculations using the base. Commissioner Desai discussed the analytics regarding removing anomalies to achieve normal flows to establish I/I.

More discussions continued including a request to obtain the local sewer maps to pinpoint areas of concern in an attempt to isolate I/I. Treasurer Lampmann commented on the difficulty in identifying users in that the local sewer maps do not show the Lot/Block numbers.

Administrator Avagnano referenced the EDU study that listed the EDUs by property address, lot and block and that she would request the excel database of the EDU list. She further advised that the EDU updates were scheduled to be completed in 2025, every 5 years per the service contracts.

1.2 TBSA Flow Report (Budget vs. Actual)

Chairman Verdonik advised that PRBRSA's flows currently have a higher percentage of flow usage over the other TBSA Members concluding that currently PRBRSA would owe money to TBSA.

1.3 Easements

Steve Donati reported that the Simon Right-of-Access area and the bordering PRBRSA easement clearing was completed by Palughi Landscaping Services as authorized and that the 3 manholes within the easement (MH-E6, MH-E5, & MH-E4) are now visible and accessible.

Commissioner Pellegrini questioned the status of the buried manhole near the Busy Bee food truck. Jamie Avagnano responded that B. Pumo, licensed operator, would be investigating the buried manhole prior to the CCTV/Cleaning project.

1.4 PRB Contract 23-1 Riverdale CCTV

Steve Donati advised that all documents from Montana Construction were received in good order and on execution of the contract, the Notice to Proceed would be issued later that week with work expected to begin in August, typically a low flow month.

2. TBSA ACTIVITIES

2.1 Status Update

Vice Chairman Voorman reported on the activities at TBSA noting that the TBSA preliminary budget numbers for FY 2024 include a 1.6% increase or approximately \$66,000 to PRBRSA.

On other matters, Vice Chairman Voorman informed the Board of the current discussions on the proposed TBSA Service Contract re-write which currently carries forward the PRBRSA 1.85 mgd minimum flow established in 1985/1986. Vice Chairman Voorman referenced a table showing that PRBRSA has been assessed \$1.66 million in additional user charge fees over the past 20-some years. He added that even using a 5 year average the figure would be approximately \$1.2 million after application of user charges and surplus.

Vice Chairman Voorman added that other towns are against releasing PRBRSA of the 1.85 minimum including the TBSA host member and that TBSA counsel extended three suggestions.

Diane Alexander, Esq. advised that the Sewerage Authorities Law governs how many representatives are on a sewerage authority board. The Board discussed the issue and the consensus was that one Board representative would not be acceptable.

The Board continued discussions concluding that Vice Chairman Voorman should advise TBSA that PRBRSA will not be signing the new contract until the minimum flow requirement is removed as there is no added benefit to PRBRSA to accept the current language. The three suggestions offered were briefly considered and dismissed.

3. TWA APPLICATIONS AND CONNECTION PERMITS

3.1 TWA Application
Riverdale Phase 5 Sewer Extension
Borough of Riverdale

Citing pending claim negotiations, R-23-7-1 was tabled to August 16, 2023.

4. CONSTRUCTION CONTRACTS

None

5. FINANCIAL MATTERS

5.1 Treasurer's Reports: June 30, 2023

Treasurer Lampmann presented the Treasurer's Report for the period ending June 30, 2023 and moved approval as presented.

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

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

5.2 Annual Budget: FY 2024

Jamie Avagnano presented the preliminary FY 2024 annual budget for discussion. She advised that the annual charge increase to the municipalities was 1% over 2023 as discussed at the May meeting. She noted expected increases in O&M for future projects, a 2% increase in TBSA's charges as well as highlighting the use of investment income to offset cost escalations. There being no further discussion, she advised that the budget would be finalized for introduction in August.

6. UNFINISHED BUSINESS

6.1 Unauthorized Connection – Riverdale Claim

Diane Alexander, Esq. advised the Board that the Tolling Agreement extended protection from statute of limitations claims through October 2023. Regarding the settlement schedule, she advised that E. Nemeth, Esq. reported that his plan was to have the settlement agreement finalized in the summer and presented to his Board for approval in September. Commissioner Pellegrini questioned why Riverdale had not pursued action against the property owner. A commentary followed regarding theoretical issues that could preclude a claim.

7. NEW BUSINESS

7.1 Kinnelon Representative

Commissioner Mabey reported that a Kinnelon representative for PRBRSA was to be appointed on June 20th for anticipated attendance at the August meeting.

8. CONSENT AGENDA

None

9. PAYMENT OF BILLS

9.1 Operating Request for Payment No. 432

Treasurer Lampmann presented Operating Request for Payment No. 432 and moved approval as follows:

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

Operating Request for Payment No. 432

The following bills have been reviewed and are recommended for approval for payment at the July 19, 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>CHECK PAYABLE TO</u>
	<u>ACCT. NO.</u>	<u>NO.</u>	<u>DATE</u>	<u>AMOUNT</u>	
1)	24.05	OP-23-7-1	3/31/2023	\$ 250.00	Borough of Butler
2)	33.01	OP-23-7-2	10/1/2022	\$ 2,814.25	Borough of Butler
3)	24.07	OP-23-7-3	7/5/2023	\$ 188.81	J. Avagnano
4)	22.01	OP-23-7-4	7/12/2023	\$ 5,239.73	Maraziti Falcon LLP
5)	33.01	OP-23-7-5	6/30/2023	\$ 2,680.00	CSL
6)	24.04	OP-23-7-6	7/12/2023	\$ 253.23	Staples
7)	24.07	OP-23-7-7	6/30/2023	\$ 114.78	Tab Group
8)	22.17	OP-23-7-8	6/29/2023	\$ 70,341.28	NJIB - 2013 Loan - Wire transfer only
9)	32.02	OP-23-7-9	7/7/2023	\$ 1,893.98	CP Engineers LLC
10)	22.03	OP-23-7-10	7/7/2023	\$ 2,291.00	CP Engineers LLC
11)	33.05	OP-23-7-11	6/30/2023	\$ 600.00	Borough of Butler Police
12)	33.05	OP-23-7-12	6/30/2023	\$ 600.00	Borough of Bloomingdale Police
13)	33.05	OP-23-7-13	6/25/2023	\$ 900.00	Borough of Riverdale Police
14)	33.03	OP-23-7-14	7/10/2023	\$ 13.60	Borough of Butler Electric
15)	33.03	OP-23-7-15	6/30/2023	\$ 4.09	JCP&L
16)	33.05	OP-23-7-16	6/30/2023	\$ 900.00	Borough of Butler Police
17)	22.05	OP-23-7-17	7/17/2023	\$ 30,823.45	Borough of Butler (Admin. payroll)
18)	22.05	OP-23-7-18	7/17/2023	\$ 7,256.46	Borough of Butler (Admin. benefits)
19)	*	OP-23-7-19	12/22/2022	\$ 986,750.00	TBSA
20)	33.01	OP-23-7-20	7/12/2023	\$ 13,100.00	Pahugi Landscaping
21)	24.07	OP-23-7-21	7/3/2023	\$ 73.36	North Jersey Media Group
22)	24.03	OP-23-7-22	7/5/2023	\$ 91.75	J. Avagnano
			TOTAL:	<u>\$ 1,127,179.77</u>	

<u>* Breakdown</u>	
27.00	\$56,370.00
13.00	\$184,876.00
35.00	\$745,504.00
	<u>\$986,750.00</u>

Respectfully Submitted,

 Jamie Avagnano
 Authority Administrator

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

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

NAYS : None

ABSENT : Commissioners Daniel & Howard

ABSTAIN : None

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 6:38 pm, Commissioner Lampmann moved to adjourn the regular meeting. That motion was seconded by Commissioner Mabey and approved unanimously on voice vote.

At approximately 6:38 pm, the meeting was adjourned.

Respectfully submitted,



Jamie Avagnano,
Recording Secretary

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