

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

March 17, 2021

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on March 17, 2021 via Teleconference. Chairman Verdonik called the meeting to order at approximately 5:00 p.m.

ROLL CALL

On roll call:

PRESENT : Chairman Verdonik, Commissioners Desai, Gall, Howard, Lampmann, Metcalfe and Voorman

ABSENT : Commissioner Pellegrini

ALSO PRESENT : Jamie Avagnano, Authority Administrator;
Daniel D. Kelly, P.E., Kelly Engineering;

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 and remote 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: Regular Meeting – February 17, 2021

Commissioner Voorman moved acceptance of the minutes of the February 17, 2021 regular meeting. That motion was seconded by Commissioner Howard and approved on the following roll call vote:

AYES : Chairman Verdonik, Commissioners Desai, Gall, Howard, Lampmann, Metcalfe and Voorman

NAYS : None

ABSENT : Commissioner Pellegrini

ABSTAIN : None

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Flow Report

Administrator Avagnano noted that the Flow Report for the period ending February 2021 remained steady due to dry weather conditions. The following reports were included in the meeting materials along with the following items:

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

1.2 TBSA Flow Report (Budget vs. Actual)

Mr. Kelly presented his memorandum on the TBSA vs. PRBRSA flows ending February 2021. Commissioner Howard pointed out that the TBSA flows and the PRBRSA flows had recently reversed with PRBRSA's meter now reading higher. Administrator Avagnano commented that the meter readings generally vary from month to month for many factors. Mr. Kelly advised that he did not have the FY 2020 data readily available but that he would look into the differentials further and advise the Board.

2. TBSA ACTIVITIES

2.1 Status Update

Vice Chairman Voorman reported on the activities at Two Bridges. He commented that TBSA has appointed Tom Bongiovanni as the new Executive Director commencing in June 2021 on retirement of the current Director. He also mentioned that the construction projects are progressing as scheduled. Commissioner Desai asked if TBSA has any future projects planned that may affect PRBRSA. Vice Chairman Voorman responded that TBSA anticipates a large plant upgrade to commence in about 5 to 10 years. Chairman Verdonik agreed.

3. TWA APPLICATIONS AND CONNECTION PERMITS

Nothing to report.

4. CONSTRUCTION CONTRACTS

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

Mr. Kelly reported on the status of the NYS&W Railroad project. He advised that from discussions with MM, Montana Construction and the Borough of Butler as well as others, it has been concluded that the line item for pavement restoration in Butler Park will be removed from the contract. He added that performing that pavement restoration through the Borough of Butler Coop pricing will allow the paved area to be increased at a substantially reduced price. Commissioner Lampmann agreed.

Commissioner Howard asked if there was any repercussions from removing the line item from the contract at this late stage. Mr. Kelly advised that since the line item cost is minimal Montana is not challenging removing the item. Therefore the pavement work will be performed after close-out of the contract.

Mr. Kelly informed the Board that the Borough of Butler will include the final pavement restoration work within its local pavement contract at the prevailing Coop pricing. The Authority will reimburse the Borough for its costs of paving and milling 1,300 SY, the areas MM recommended for curb-to-curb replacement plus stripping and related costs as incurred.

5. FINANCIAL MATTERS

5.1 Treasurer's Report: February 28, 2021

Treasurer Lampmann presented the Treasurer's Report for the period ending February 28, 2021. Vice Chairman Voorman moved approval as presented.

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

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

5.2 Annual Budget: FY 2021

Administrator Avagnano reported that Budget Amendment 1 was approved by the Division of Local Government Services on February 24th and the revised Annual Charge Certifications were issued on March 9th as outlined in R-21-2-11.

6. UNFINISHED BUSINESS

6.1 Consulting Engineer

Chairman Verdonik advised that he will be heading the Selection Committee and recommended that the Committee schedule a meeting to select the top firms to be interviewed.

Commissioner Desai recommended that the Committee prepare a list of questions, outline the Authority's expectations and request to meet with the lead engineer.

Commissioner Lampmann advised that the Borough of Butler Council chambers could be used for the meetings to assure social distancing.

6.2 Unauthorized Connection: Riverdale Claim

Administrator Avagnano reported that the NJIF attorney advised that they will be requesting documentation and that the claim is under review.

6.3 Schedule or Rates & Charges

Administrator Avagnano recommended that the Authority move forward with adopting the Schedule of Rates & Charges as previously presented to the Board.

7. NEW BUSINESS

7.1 Insurance Consultant – General Insurance Policies

Administrator Avagnano referred to Stanford Risk Management's March 1st proposal for insurance consultation with no increase in rates.

Commissioner Metcalfe stated his disagreement with retaining an insurance consultant to review insurance policies indicating that is the responsibility of the insurance broker.

Commissioner Lampmann moved approval of Resolution No. R-21-3-1 as follows:

Resolution No. R-21-3-1

RESOLUTION TO AWARD CONTRACT TO STANFORD RISK MANAGEMENT SERVICES, INC. FOR INSURANCE CONSULTATION SERVICES AS EXTRAORDINARY UNSPECIFIABLE SERVICES

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (“Authority”) desires to retain the services of an insurance and risk management consultant to provide services associated with its annual insurance coverages; and

WHEREAS, the Authority is authorized by N.J.S.A. 40A:11-5(1)(m) to award a contract for the provision of annual insurance and related risk management consultant services as extraordinary unspecifiable services; and

WHEREAS, the Authority has reviewed the Certification of the Consulting Engineer of even date delivered in accordance with the regulations of the Division of Local Government Services;

WHEREAS, the Treasurer has confirmed that funds are available for these services under line item 23.08 Insurance consultant in the amount of \$2,000.

NOW, THEREFORE, BE IT RESOLVED, by the Pequannock River Basin Regional Sewerage Authority, in the State of New Jersey on this 17th day of March 2021 as follows:

1. The Authority does hereby name and designate John Campanile of Stanford Risk Management Services, Inc. to provide insurance and related risk management consultant services as required and subject to the requirements of the Local Public Contracts Law.
2. The Chairman is authorized to execute an agreement therewith for the provision of such services in accordance with the proposal of March 1, 2021, which agreement shall provide for compensation at the rate of \$175.00 an hour, not to exceed \$1,400.00 without further approval, including out of pocket expenses.
3. This contract shall be awarded for the provision of extraordinary unspecifiable services pursuant to N.J.S.A. 40A:11-5(1)(a)(ii) and pursuant to N.J.S.A. 40A:11-5(1)(m). The contract is awarded subject to the requirements that evidence of Professional Liability Insurance be provided prior to the expiration date of the current policy, that coverage be maintained at the level of \$1,000,000 each claim/\$2,000,000 aggregate and that the agreement with Stanford Risk Management Services, Inc. provides that notice shall be sent to the Authority 90 days prior to any cancellation of coverage.
4. The Secretary is authorized and directed to cause a copy of this Resolution to be published in the official newspaper of the Authority concerning the appointments of the aforesaid consultant within ten (10) days of the date hereof. The aforesaid firm shall be paid from funds appropriated for these purposes in accordance with the duly adopted budget of the Authority, and

other implementing actions of the Authority. The agreements for services shall be on file and available for inspection by members of the public in accordance with law.

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

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

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

7.2 Insurance Consultant – Construction

Administrator Avagnano referred to Stanford Risk Management’s March 1st proposal for insurance consolation relating to construction projects as required. She pointed out that no rate increase is proposed again this year.

For the record, Commissioner Metcalfe stated his disagreement with retaining an insurance consultant to review insurance policies.

Commissioner Lampmann moved approval of Resolution No. R-21-3-2 as follows:

Resolution No. R-21-3-2

RESOLUTION TO AWARD CONTRACT TO STANFORD RISK MANAGEMENT SERVICES, INC. FOR INSURANCE CONSULTATION SERVICES FOR CONSTRUCTION PROJECTS AS EXTRAORDINARY UNSPECIFIABLE SERVICES

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (“Authority”) engaged the services of Stanford Risk Management Services, Inc. (“Stanford Risk Management”) to perform insurance consultant services pursuant to Resolution 21-3-2 of March 17, 2021; and

WHEREAS, in the event the Authority engages in a construction project(s) which will require consultation services to review and analyze risks under the construction contract and recommendations on appropriate types of coverages to mitigate those risks, and verification that the contractor and any subcontractors are in compliance with contract specifications; and

WHEREAS, the Authority has determined the consultation services required for construction projects are more expansive than those covered within the annual insurance consultation services renewal with Stanford Risk; and

WHEREAS, the Authority is authorized by N.J.S.A. 40A:11-5(1)(m) to award a contract for the provision of annual insurance and related risk management consultant services as extraordinary unspecifiable services; and

WHEREAS, the Authority has reviewed the Certification of the Authority Administrator of even date delivered in accordance with the regulations of the Division of Local Government Services;

WHEREAS, the Treasurer has confirmed that funds are available for these services within the Construction Fund Account per the Capital Budget.

NOW, THEREFORE, BE IT RESOLVED, by the Pequannock River Basin Regional Sewerage Authority, in the State of New Jersey on this 17th day of March 2021 as follows:

1. The Authority does hereby name and designate John Campanile of Stanford Risk Management Services, Inc. to provide additional insurance and related risk management consultant services as required and subject to the requirements of the Local Public Contracts Law, for construction projects.

2. The Chairman is authorized to execute an agreement therewith for the provision of such services in accordance with the proposal of March 1, 2021, which agreement shall provide for compensation at the rate of \$175.00 an hour, not to exceed \$5,000.00 without further approval, including out of pocket expenses.

3. This contract shall be awarded for the provision of extraordinary unspecifiable services pursuant to N.J.S.A. 40A:11-5(1)(a)(ii) and pursuant to N.J.S.A. 40A:11-5(1)(m). The contract is awarded subject to the requirement that the agreement with Stanford Risk Management Services, Inc. provides that notice shall be sent to the Authority 90 days prior to any cancellation of coverage.

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

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

AYES	:	Chairman Verdonik, Commissioners Desai, Gall, Howard, Lampmann and Voorman
NAYS	:	Commissioner Metcalfe

ABSENT : Commissioner Pellegrini

ABSTAIN : None

7.3 Computer Consultant

Administrator Avagnano recommended approval of Up & Running's second year authorization at a not-to-exceed rate of \$1350.

Commissioner Lampmann moved approval of Resolution No. R-21-3-3 as follows:

Resolution No. R-21-3-3

**RESOLUTION FOR PROVISION
OF COMPUTER CONSULTATION SERVICES**

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") awarded a contract for computer consultation services to Up and Running (a sole proprietorship) of Randolph, New Jersey, with a two-year term from April 1, 2020 through March 31, 2022; and

WHEREAS, the Consultant is obliged by its contract to provide the described services for a not to exceed fee of \$1350.00 per year; and

WHEREAS, the Authority desires to clarify that the terms of the former Resolution adopted in 2020 to coincide with the proposal and contract terms awarded;

NOW THEREFORE BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic in the State of New Jersey on this 17th day of March, 2021 as follows:

- 1) The Authority hereby confirms that the contract awarded in 2022 was a two-year contract with a not to exceed fee of \$1350.00 for each of the two years, as stated in the March 10, 2020 proposal and the contract executed on behalf of the Authority.
- 2) This Resolution shall take effect as provided by law.

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

AYES : Chairman Verdonik, Commissioners Desai, Gall, Howard, Lampmann, Metcalfe and Voorman

NAYS :

ABSENT : Commissioner Pellegrini

ABSTAIN : None

8. CONSENT AGENDA

None

9. PAYMENT OF BILLS

Operating Budget

9.1 Operating Request for Payment No. 405

Treasurer Lampmann presented Operating Request for Payment No. 405. Vice Chairman Voorman moved approval as follows:

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

Operating Request for Payment No. 405

The following bills have been reviewed and are recommended for approval for payment at the **March 17, 2021** 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-21-3-1	3/1/2020	\$ 250.00	Borough of Butler
2) ✓	33.01	OP-21-3-2	10/1/2020	\$ 2,705.00	Borough of Butler
3) ✓	24.07	OP-21-3-3	3/3/2021	\$ 201.54	J. Avagnano
4) ✓	32.02	OP-21-3-4	3/10/2021	\$ 2,449.20	Kelly Engineering
5) ✓	22.01	OP-21-3-5	3/9/2021	\$ 3,018.00	Maraziti Falcon LLP
6) ✓	22.01	OP-21-3-6	3/9/2021	\$ 409.50	Maraziti Falcon LLP
7) ✓	22.02	OP-21-3-7	2/9/2021	\$ 14,500.00	Wielkocz & Co.
8)	33.01	OP-21-3-8	2/28/2021	\$ 3,426.00	ADS LLC
9)	33.01	OP-21-3-9	3/3/2021	\$ 3,152.90	NYS&W RR
10)	25.02	OP-21-3-10	3/9/2021	\$ 944.00	J. Avagnano
11)	33.03	OP-21-3-11	2/25/2021	\$ 18.23	Borough of Butler Electric
12)	24.02	OP-21-3-12	2/18/2021	\$ 62.50	Navitend
13)	24.02	OP-21-3-13	2/25/2021	\$ 25.00	Navitend
14)	24.02	OP-21-3-14	2/25/2021	\$ 25.00	Navitend
15)	25.02	OP-21-3-15	3/1/2021	\$ 25.00	AEA
16)	33.03	OP-21-3-16	3/8/2021	\$ 3.10	JCP&L
17)	24.07	OP-21-3-17	2/7/2021	\$ 27.03	North Jersey Media Group
18)	24.07	OP-21-3-18	2/24/2021	\$ 94.49	North Jersey Media Group
19)	24.07	OP-21-3-19	2/21/2021	\$ 74.40	North Jersey Media Group
20)	24.07	OP-21-3-20	2/21/2021	\$ 65.69	North Jersey Media Group
21)	24.07	OP-21-3-21	2/28/2021	\$ 50.04	North Jersey Media Group

TOTAL: \$ 31,526.62

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

AYES : Chairman Verdonik, Commissioners Desai, Gall, Howard, Lampmann, Metcalfe and Voorman

NAYS : None

ABSENT : Commissioner Pellegrini

ABSTAIN : None

Construction Fund Disbursements

9.2 Construction Disbursement Requisition No. C-17-42

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-42 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)	120328C2	C-17-42-3-1	3/10/2021	\$ 976.80	Kelly Engineering
2)	120328C3	C-17-42-3-2	3/9/2021	\$ 1,790.72	Mott MacDonald
3)	120328C1	C-17-42-3-3	3/11/2021	\$ 2,695.00	Montana Construction
TOTAL DISBURSEMENTS				<u>\$ 5,462.52</u>	

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

AYES : Chairman Verdonik, Commissioners Desai, Gall, Howard, Lampmann, Metcalfe and Voorman

NAYS : None

ABSENT : Commissioner Pellegrini

ABSTAIN : None

OPEN MEETING FOR PUBLIC COMMENT

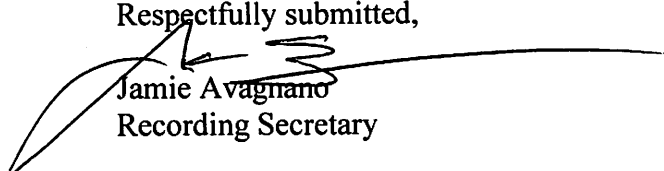
Chairman Verdonik opened the meeting to the public. No public was present at the meeting.

ADJOURNMENT

At approximately 5:44 pm, Commissioner Lampmann moved to adjourn the regular meeting. That motion was seconded by Commissioner Voorman and approved unanimously on voice vote.

At approximately 5:44 pm, the meeting was adjourned.

Respectfully submitted,



Jamie Avagnano
Recording Secretary

Enclosures: Treasurer's Report for the period ending February 28, 2021