MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

May 18, 2022

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on May 18, 2022 at the Borough of Butler. Vice Chairman Voorman called the meeting to order at approximately 6:00 p.m.

ROLL CALL

On roll call:

PRESENT	:	Chairman Verdonik, Commissioners Desai, Howard, Lampmann, Metcalfe, Pellegrini and Voorman (Note: Chairman Verdonik and Commissioner Howard joined the meeting in progress)
ABSENT	:	Commissioner Mabey
ALSO PRESENT	:	Jamie Avagnano, Authority Administrator; Diane Alexander, Esq., Maraziti Falcon, LLP, Stephen Donati, P.E., CP Engineers; Alyson Pohlit, CSL Services, Inc. (Ms. Pohlit left the meeting in progress at approximately 6:25 pm)

OPEN PUBLIC MEETING STATEMENT

Vice Chairman Voorman 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: Regular Meeting – April 20, 2022

   Treasurer Lampmann moved acceptance of the minutes of the April 20, 2022 regular meeting. That motion was seconded by Vice Chairman Voorman and approved on the following roll call vote:

AYES	:	Commissioners Desai, Lampmann, Metcalfe, Pellegrini and Voorman

NAYS : None

ABSENT : Commissioners Howard, Mabey and Verdonik

ABSTAIN : None

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Contract OM-7

Chairman Verdonik introduced Alyson Pohlit, from CSL Services, Inc. Ms. Pohlit provided an overview of the CSL cloud-based flow metering program that was made available to the Commissioners. She provided examples of various reports and capabilities available within the program, including real time velocity, depth, flows and rain data from the Authority's meters/rain gauge installed within the regional system. In response to Commissioner Desai's question, Ms. Pohlit provided examples of various custom reports that could be generated using available pull-down menus. She also advised that if any Board Member would like a customized report not currently shown to please contact her for that option.

Regarding the temporary meter placed to confirm the flows recorded by Meter P-3, Ms. Pohlit presented a graph showing the correlation between the two meters, confirming that the permanent P-3 data was correct.

Vice Chairman Voorman questioned whether the metering equipment used for the temporary data were identical. Ms. Pohlit responded advising that CSL used a different manufacture and meter type to record the flow data to assure that the meter chosen was the preferred equipment. Both meter technologies recorded comparable readings.

Commissioners Desai and Lampmann suggested that the Authority may engage in I/I investigations throughout the regional system to isolate potential inflow sources that may not be captured in the current meters. Ms. Pohlit advised that CSL Services provides analysis and recommendations to identify I/I sources. Mr. Donati requested the firm's pricing for temporary meter installation and removal/relocation.

The Board thanked Ms. Pohlit for her presentation adding that the presentation and information on the PRBRSA cloud-based program is appreciated.

1.2 Flow Report

Chairman Verdonik noted that the Flow Report and Daily Flow Summary were included in the meeting documents folder.

Related to the presentation above, Ms. Pohlit created a graph of the 4 meters through the month of April illustrating the system's response to the high rainfall, nearly 6 inches for the month.

1.3 TBSA Flow Report (Budget vs. Actual)

Chairman Verdonik referenced the TBSA v. PRBRSA memo available in the file folders, noting that the information was based on March flows as the April flows were not yet available.

Note: Commissioner Howard joined the meeting in progress at 6:30 pm

1.3 Contract PRB 21-1

Mr. Donati commented on CP's summary and recommendation report previously submitted to the Board for review. He advised that the NASCO rankings reported by TAM Enterprises were downgraded by CP to be more consistent with sewer pipe standards.

Mr. Donati reported that the inspections revealed the system to be in good shape adding that CP recommends a 3-year maintenance program going forward. Commissioner Desai commented that with the flat slope of the gravity sewer that a 3-year maintenance program seemed reasonable.

Mr. Donati added that CP recognized some areas to be addressed prior to the 3 year maintenance including manhole access and repair noting that those areas would be considered for remediation as well as other small projects on completion of the inspection project in Riverdale.

Chairman Verdonik added that the system evaluations and maintenance program may be also reveal potential I/I areas for future investigation.

1.4 PRBRSA Interceptor Project – Riverdale

Mr. Donati advised that the Authority received two quotes for the Riverdale CCTV/cleaning specifications. He reported that both submittals were over the bid threshold of $44,000 and recommended that the project proceed as a public bid. The Board agreed.

2. TBSA ACTIVITIES

2.1 Status Update

Nothing to report.

Note: Commissioner Desai left the meeting in progress at 6:35 pm

3. TWA APPLICATIONS AND CONNECTION PERMITS

Nothing to Report

4. CONSTRUCTION CONTRACTS

None

5. FINANCIAL MATTERS

5.1 Treasurer's Report: April 30, 2022

Treasurer Lampmann presented Treasurer's Report for the period ending April 30, 2022 and moved approval.

That motion was seconded by Vice Chairman Voorman and approved on the following roll call vote:

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

6. UNFINISHED BUSINESS

6.1 Unauthorized Connection-Riverdale Claim

Diane Alexander, Esq. advised that Mr. Nemeth, JIF Counsel, contacted her and advised that the appointed JIF engineer apparently was recovering from Covid and would have the engineering report available on return.

Chairman Verdonik asserted that the claim has now been outstanding for over a year and a half without any substantial information on settlement. Chairman Verdonik requested that counsel prepare a letter to Riverdale and Riverdale JIF counsel notifying all parties that the Authority will begin legal proceedings if settlement of the claim is not reached by June 2022.

7. NEW BUSINESS

7.1 Insurance

7.1.2 Workers Compensation

Ms. Avagnano recommended renewing the workers compensation policy with Liberty Mutual at the quoted rate of $594.00

A discussion ensued regarding the classification and assigned value of the quotation. Ms. Avagnano advised she would clarify the information with the broker and advise.

Treasurer Lampmann moved Resolution No. R-22-5-1 as follows:

Resolution No. R-22-5-1

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (hereinafter "the Authority") maintains policies of insurance in accordance with Section 611 of the Bond Resolution of July 15, 1986; and

WHEREAS, the Authority desires to maintain appropriate coverage and has received a quotation for Worker's Compensation Insurance from Liberty Mutual Insurance Group for the policy period ending June 17, 2022 for $594.00;

WHEREAS, N.J.S.A. 40A:11-5(1)(m) authorizes the Authority to award contracts for insurance without public advertising for bids and bidding thereof; and

WHEREAS, the Authority Administration has certified the availability of funds under line item 23.03 of the FY 2022 annual budget.

WHEREAS, the Authority has reviewed the Certification of the Authority Administrator of even date herewith;

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 18th day of May, 2022, as follows:

1. The Authority hereby approves and authorizes the Authority Administrator to acquire the aforesaid insurance policy.

2. The Authority hereby authorizes payment to the above company of the premium due in the amount of $594.00.

3. The Authority Administrator shall cause a copy of the within Resolution to be published in an official newspaper of the Authority.

4. This Resolution shall take effect immediately.

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

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

7.1.2 Commercial and Umbrella Policies

Ms. Avagnano informed the Board that Cincinnati Insurance Company agreed to quote the Commercial and Umbrella policies as well as Philadelphia Insurance Company so two comparable quotes will be available for review.

Commissioner Metcalfe commented that it is preferable to have a comparison for the policy renewals.

8. CONSENT AGENDA

None

9. PAYMENT OF BILLS

9.1 Operating Request for Payment No. 418

Treasurer Lampmann presented Operating Request for Payment No. 418 and moved approval as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

SUMMARY OF VOUCHERS FOR OPERATING EXPENSES

Operating Request for Payment No. 418

The following bills have been reviewed and are recommended for approval for payment at the **May 18, 2022** 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-22-5-1	3/31/2022	$ 250.00	Borough of Butler
2)*	33.01	OP-22-5-2	10/1/2020	$ 2,759.00	Borough of Butler
3)*	24.07	OP-22-5-3	5/6/2022	$ 196.79	J. Avagnano
4)*	22.03	OP-22-5-4	5/4/2022	$ 4,708.00	CP Engineers LLC
5)*	22.01	OP-22-5-5	5/11/2022	$ 1,053.00	Maraziti Falcon LLP
6)	33.01	OP-22-5-6	4/30/2022	$ 2,680.00	CSL
7)	22.02	OP-22-5-7	5/3/2022	$ 750.00	Wielkotz & Co.
8)	33.05	OP-22-5-8	4/26/2022	$ 880.00	Borough of Bloomingdale
9)	23.03	OP-22-5-9	5/9/2022	$ 594.00	Liberty Mutual
10)	33.03	OP-22-5-10	4/27/2022	$ 9.26	Borough of Butler Electric
11)	24.03	OP-22-5-11	5/11/2022	$ 84.85	J. Avagnano
12)	25.03	OP-22-5-12	5/13/2022	$ 352.00	Water Environment Federation
13)	33.03	OP-22-5-13	5/10/2022	$ 4.09	JCP&L
		TOTAL:		**$ 14,320.99**	

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

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

NAYS : None

ABSENT : Commissioners Desai and Mabey

ABSTAIN : None

OPEN MEETING FOR PUBLIC COMMENT

Chairman Verdonik opened the meeting to the public. There being no public present, Chairman Verdonik requested adjournment.

ADJOURNMENT

At approximately 6:50 pm, Commissioner Metcalfe moved to adjourn the regular meeting. That motion was seconded by Commissioner Lampmann and approved unanimously on voice vote.

At approximately 6:50 pm, the meeting was adjourned.

Respectfully submitted,

Jamie Avagnano,
Recording Secretary

Enclosures: Treasurer's Report for the period ending April 30, 2022