

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

April 21, 2021

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on April 21, 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, Pellegrini and Voorman

**ABSENT** : None

**ALSO PRESENT** : Jamie Avagnano, Authority Administrator;  
Christopher H. Falcon, Esq., Maraziti, Falcon, LLP  
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 – March 17, 2021

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

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

## **OPERATIONAL REPORT**

### **1. SYSTEM OPERATIONS**

#### **1.1 Flow Report**

Administrator Avagnano noted that the Flow Report for the period ending March 2021 was in the meeting package for the Board's review including the following reports:

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

#### **1.2 TBSA Flow Report (Budget vs. Actual)**

Mr. Kelly presented his memorandum on the TBSA vs. PRBRSA flows ending March 2021. There were no comments on the information supplied.

### **2. TBSA ACTIVITIES**

#### **2.1 Status Update**

Chairman Verdonik and Vice Chairman Voorman reported on the activities at Two Bridges, commenting that all TBSA activities were proceeding as scheduled. Chairman Verdonik added that TBSA has returned to in-person meetings.

### **3. TWA APPLICATIONS AND CONNECTION PERMITS**

#### **3.1 Residential Connection Investigations #69 Hamburg Turnpike Bloomingdale**

Administrator Avagnano reported that the property owner at #69 Hamburg Turnpike had contacted the Authority for information regarding the sewer lateral in the vicinity of the property. On review of the Authority's Service Rules, the sole responsibility of locating, maintaining and repairing service laterals is that of the property owner. However, to assist the property owner and the Borough of Bloomingdale, Mr. Kelly has provided all of the information available from the Authority's records on the sewers in that area.

3.2 Residential Connection  
#225 Boonton Avenue  
Butler

Administrator Avagnano reported that a previously approved residential connection was scheduled to be completed on Thursday, April 22<sup>nd</sup>, with a direct connection to the PRBRSA main.

4. **CONSTRUCTION CONTRACTS**

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

Administrator Avagnano reported that Montana is in the process of completing the punch list items and restoration in Butler Park. The project is anticipated to be completed prior to the Borough of Butler's Memorial Day celebrations with contract close-out expected in June 2021.

5. **FINANCIAL MATTERS**

5.1 **Treasurer's Report: March 31, 2021**

Treasurer Lampmann presented the Treasurer's Report for the period ending March 31, 2021 and moved approval as presented.

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

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

5.2 **Audit: FY 2020 – EMMA Filing**

Administrator Avagnano reported that the EMMA had been filed completing the FY 2020 Audit activities.

**6. UNFINISHED BUSINESS**

**6.1 Unauthorized Connection – Riverdale Claim Matter**

Nothing to report.

**6.2 Schedule of Rates and Charges**

Administrator Avagnano advised that a Rate Hearing would be scheduled during the May 19<sup>th</sup> meeting to adopt the updated Schedule of Rates and Charges.

Before proceeding with adoption of the resolution, Chairman Verdonik polled the Board regarding a return to in-person meetings. The Board agreed that the May 19<sup>th</sup> meeting would be held in-person at 5:00 pm. Commissioner Lampmann suggested that the meeting be held in the Butler Mayor and Council Chambers to allow for social distancing.

Administrator Avagnano introduced Resolution No. R-21-4-1 scheduling the Rate Hearing for 5:15 on May 19<sup>th</sup>.

Commissioner Lampmann moved Resolution No. R-21-4-1 as follows:

**RESOLUTION NO. R-21-4-1**

**RESOLUTION SCHEDULING PUBLIC HEARING TO AMEND SCHEDULE OF FEES AND CHARGES**

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (“PRBRSA” or “the Authority”) is authorized by the Sewerage Authorities Law (at N.J.S.A. 40:14A-8(c)) to establish rents, rates, fees and other charges and to amend the same from time to time so that the revenues of the Authority will at all times be adequate to pay the expenses of operation and maintenance of the Authority system including reserves, insurance, extensions and replacements, and to pay punctually the principal of and interest on any bonds and to maintain such reserves or sinking funds therefor as may be required by the terms of any contract or as may be deemed necessary or desirable by the Authority; and

WHEREAS, the Authority desires to schedule a public hearing to amend the Schedule of Fees and Charges established by the Authority; and

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the County of Morris and State of New Jersey on this 21st day of April, 2021 as follows:

1. The proposed Schedule of Fees and Charges to be charged by the Authority for the provision of wastewater services is attached hereto and made a part hereof at Exhibit A.

2. A hearing concerning the attached proposed Schedule of Fees and Charges of the Authority shall be held on May 19, 2021 at the regular public meeting of the Authority commencing at 5:00 p.m. (5:15 for public hearing).

3. The Administrator shall cause notice of the aforesaid hearing to be given in accordance with N.J.S.A. 40:14A-8(c) by:

a. publishing a copy of this Resolution in two newspapers of general circulation in Morris County at least 20 days prior to the hearing date; and

b. mailing a copy of this Resolution to the Clerk of each municipality served by the Authority, at least 20 days prior to the hearing date.

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

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

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

### **6.3 Consulting Engineer: Selection Committee Report**

Administrator Avagnano advised that discussions regarding selection of a new consulting engineer would be conducted under closed session after adjournment of the regular meeting agenda.

Commissioner Lampmann moved Resolution No. R-21-4-2 for Closed Session to discuss personnel matters/negotiations.

**Resolution No. R-21-4-2**

**RESOLUTION AUTHORIZING CLOSED SESSION  
PURSUANT TO THE OPEN PUBLIC MEETINGS ACT**

**BE IT RESOLVED** by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic and State of New Jersey on this 21th day of April, 2021 as follows:

1. The Authority shall adjourn to executive session in accordance with N.J.S.A. 10:4-12(b)(7), being the Open Public Meetings Act, in order to discuss the consulting engineer selection and negotiation status.
2. The minutes of the Closed Session will be released to the public in the event of successful selection of the consulting engineer and negotiations.
3. This Resolution shall take effect as provided by law.

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

<b>AYES</b>	:	Chairman Verdonik, Commissioners Desai, Gall, Howard, Lampmann, Metcalfe, Pellegrini and Voorman
<b>NAYS</b>	:	None
<b>ABSENT</b>	:	None
<b>ABSTAIN</b>	:	None

7. **NEW BUSINESS**

7.1 **Bloomingtondale Interceptor Project: CCTV-Inspection & Cleaning**

Administrator Avagnano referred to her April 16<sup>th</sup> letter recommending that the Authority continue its infrastructure maintenance program. She recommended the next project be to complete CCTV-inspection and light cleaning of the Bloomingtondale Interceptor which may be completed under the QPA threshold of \$44,000.

Mr. Kelly provided a description of the project involving cleaning and CCTV-inspection of approximately 9,700 feet of line. Vice Chairman Voorman inquired on the diameters of the Interceptor sewer. Mr. Kelly advised that the diameter is 12-inches down to LaSala's Corner then goes up to 24-inch. Mr. Kelly informed the Board that he is preparing a cost estimate to assist the new engineer on the project.

**7.3 Financial Disclosure Filing**

Administrator Avagnano advised that the deadline for the Financial Disclosure filing has been extended to June 30<sup>th</sup> however, she recommended that the Commissioners complete the filing by April 30<sup>th</sup> if possible.

**8. CONSENT AGENDA**

None

**9. PAYMENT OF BILLS**

**Operating Budget**

**9.1 Operating Request for Payment No. 406**

Treasurer Lampmann presented Operating Request for Payment No. 405 and moved its approval as follows:

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

**Operating Request for Payment No. 406**

The following bills have been reviewed and are recommended for approval for payment at the April 21, 2021 meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):

	<b><u>PRBRSA ACCT. NO</u></b>	<b><u>VOUCHER NO.</u></b>	<b><u>VOUCHER DATE</u></b>	<b><u>PAYMENT AMOUNT</u></b>	<b><u>CHECK PAYABLE TO</u></b>
1)	24.05	OP-21-4-1	3/1/2020	\$ 250.00	Borough of Butler
2)	33.01	OP-21-4-2	10/1/2020	\$ 2,705.00	Borough of Butler
3)	24.07	OP-21-4-3	4/9/2021	\$ 192.35	J. Avagnano
4)	32.02	OP-21-4-4	4/9/2021	\$ 2,567.00	Kelly Engineering
5)	22.01	OP-21-4-5	4/14/2021	\$ 2,827.50	Maraziti Falcon LLP
6)	22.01	OP-21-4-6	4/14/2021	\$ 97.50	Maraziti Falcon LLP
7)	*	OP-21-4-7	12/21/2020	\$ 962,887.00	Peq. Lincoln Park & Fairfield
8)	33.01	OP-21-4-8	3/21/2021	\$ 3,426.00	ADS LLC
9)	24.07	OP-21-4-9	4/1/2021	\$ 600.00	Up & Running
10)	24.04	OP-21-4-10	4/9/2021	\$ 100.76	J. Avagnano
11)	33.03	OP-21-4-11	3/25/2021	\$ 18.23	Borough of Butler Electric
12)	22.05	OP-21-4-12	4/9/2021	\$ 24,050.78	Borough of Butler
13)	22.05	OP-21-4-13	4/9/2021	\$ 7,061.45	Borough of Butler
14)	24.07	OP-21-4-14	3/22/2021	\$ 81.34	North Jersey Media Group
15)	24.07	OP-21-4-15	3/22/2021	\$ 82.28	North Jersey Media Group
16)	24.07	OP-21-4-16	3/14/2021	\$ 8.76	North Jersey Media Group
17)	24.07	OP-21-4-17	3/11/2021	\$ 10.64	North Jersey Media Group
18)	24.07	OP-21-4-18	3/22/2021	\$ 23.56	North Jersey Media Group
19)	24.04	OP-21-4-19	4/12/2021	\$ 208.26	Chatham Print
20)	24.07	OP-21-4-20	4/9/2021	\$ 3.10	JCP&L

**TOTAL: \$ 1,007,201.51**

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

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

**Construction Fund Disbursements**

**9.2 Construction Disbursement Requisition No. C-17-43**

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-43 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-17-43-4-1	4/9/2021	\$ 226.20	Kelly Engineering
2)	120328C2	C-17-43-4-2	4/14/2021	\$ 565.50	Maraziti Falcon
<b>TOTAL DISBURSEMENTS</b>				<b><u>\$ 791.70</u></b>	

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

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None



**OPEN MEETING FOR PUBLIC COMMENT**

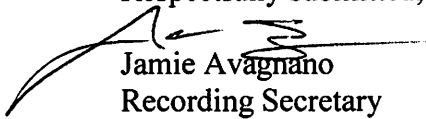
Chairman Verdonik opened the meeting to the public. No public was present at the meeting.

**ADJOURNMENT**

At approximately 5:26 pm, Commissioner Lampmann moved to adjourn the regular meeting. That motion was seconded by Commissioner Voorman and approved unanimously on voice vote.

At approximately 5:26 pm, the meeting was adjourned and the Authority entered Closed Session.

Respectfully submitted,



Jamie Avagnano  
Recording Secretary

Enclosures: Treasurer's Report for the period ending March 31, 2021