

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

December 4, 2024

Minutes of the Regular Meeting of the **Pequannock River Basin Regional Sewerage Authority** held on December 4, 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

Note: Commissioners Pellegrini & Voorman joined the meeting in progress at 6:10 pm.

**ABSENT** : None

**ALSO PRESENT** : Jamie Avagnano, Authority Administrator;  
Steve Donati, P.E., CP Engineers and  
Andrew Brewer, Esq., Maraziti Falcon, LLP

#### 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: October 16, 2024**

Treasurer Lampmann moved acceptance of the October 16, 2024 regular meeting minutes with modifications. That motion was seconded by Commissioner Mabey and approved on the following roll call vote:

**AYES** : Chairman Verdonik, Commissioners Desai,  
Lampmann, Mabey, and Wilkes

**NAYS** : None

**ABSENT** : Commissioners Pellegrini and Voorman

**ABSTAIN** : Commissioner Howard

## **OPERATIONAL REPORT**

### **1. SYSTEM OPERATIONS**

#### **1.1 Flow Report**

Chairman Verdonik referenced the October 2024 Flow Report and Daily Flow Summary noting that the November flows were not yet available. He advised that the flows continue to be low with lack of rain for the month.

Steve Donati, PE added that he checked the online raw data for November which averaged 1.3 mgd for the month with 3.3” of rain at the end of November yet the ground levels remain dry.

##### **1.1.1 Bloomington Reserve Capacity**

Steve Donati, P.E. advised that he prepared the reserve capacity calculation based on the 3 year average flows for the Borough of Bloomington’s potential project at Federal Hill. He noted that the Borough has over 300,000 gallons of capacity which should be enough to service the project, however since the industrial portion of the project is still undetermined, it is important that Bloomington receive a final usage projection from the developer.

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

Chairman Verdonik reported that PRBRSA’s portion of the TBSA flows percentages remain position as compared to other towns.

#### **1.3 Boonton Avenue Interceptor CCTV/Cleaning**

Steve Donati, P.E. reported on the closeout and final payment for Contract PRB 24-1, Boonton Avenue Cleaning Project. A final quantities Change Order, removing unused unit price items and thereby reducing the final payment to around \$65,000 was presented. In response to a question, J. Avagnano advised that the original bid was approximately \$150,000 with traffic control.

Steve Donati advised that CP’s final report on the inspection would be ready in January..

Treasurer Lampmann moved Resolution No. R-24-12-1 for Change Order 1 as follows:

Resolution No. R-24-12-1

**RESOLUTION TO AUTHORIZE THE EXECUTION OF CHANGE ORDER NO. 1 TO CONTRACT NUMBER PRB-24-1, AND ACCEPTING THE WORK FOR THE BOONTON AVENUE INTERCEPTOR INSPECTION AND CLEANING PROJECT; AUTHORIZING FINAL PAYMENT**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (hereinafter the “Authority”) authorized the award of the Authority’s “Boonton Avenue Interceptor Inspection and Cleaning Project, Contract No. PRB-24-1” (hereinafter Contract No. PRB-24-1) to Montana Construction Inc., having a business address of 80 Contant Avenue, Lodi, New Jersey 07644 (hereinafter “Montana Construction”) for the Total Bid Amount of \$64,878.00; and

**WHEREAS**, after Contract No. PRB-24-1 was fully executed, the Authority issued a Notice to Proceed to Montana Construction; and

**WHEREAS**, as more specifically set forth in the attached correspondence dated November 20, 2024, from M. Peles, P.E., CP Engineers, to the Authority’s Administrator, Jamie Avagnano, CP Engineers has recommended approval of Change Order #1 in the amount of (\$42,538.00) representing a credit to the Authority for said amount for mechanical cleaning and traffic control modifications resulting in line item quantities that were less than expected and budgets for during the duration of the Contract; and

**WHEREAS**, the changes referred to in the above referenced correspondence are formalized in the Contract Change Order No. 1, dated November 25, 2024, and inclusive of this Change Order, the cost of all Change Orders is a \$42,538.00; and

**WHEREAS**, the Authority has reviewed the Contract Change Order attached hereto and made a part hereof, and is satisfied that it meets the requirements of N.J.A.C. 5:30-11.3, and

**WHEREAS**, by letter dated October 23, 2024 to the Authority, CP Engineers recommends to the Pequannock River Basin Regional Sewerage Authority final acceptance of this project; and

**WHEREAS**, the final contract value is \$64,878.00 based on an original contract value of \$107,416.00 minus a credit in the amount of \$42,538.00; and

**WHEREAS**, the contract due balance is \$63,580.44 plus \$1,297.56 (representing 2% retainage withheld) for a total balance due of \$64,878.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic and the State of New Jersey on the 4th day of December, 2024 as follows:

1. The Authority hereby approves Change Order No. 1 in the amount of (\$42,538.00), representing a credit to the Authority for said amount, as set forth in Change Order No. 1, attached hereto and made a part hereof.
2. The Authority hereby determines that on the date of the adoption of this Resolution, the work performed by Montana Construction is finally complete and acceptable as to Contract No. PRB-24-1. This Resolution shall be deemed the Notice of Completion required by Contract No. PRB-24-1 and shall remain on file at the offices of the Authority.
3. The Authority hereby approves Payment Application No. 1 in the remaining contract balance of \$64,878.00 which amount includes all retainage withheld, as the final payment to Montana Construction.
4. This Resolution shall take effect as provided by law.

Certified to be a true copy of a Resolution enacted at a duly convened public meeting of the Pequannock River Basin Regional Sewerage Authority held on December 4, 2024.

That motion was seconded by Secretary Desai and approved on the following roll call vote:

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

#### 1.4 ARC GIS

Steve Donati, PE advised that his office continues to upgrade the GIS from ESRI Map to ARC GIS Pro.

Jamie Avagnano added that she recommends continuing the asset location projects for Kiel Avenue and Bloomingdale utilizing the Borough of Butler DPW under OM-1 if time permits in January. The Board agreed.

**2. TBSA ACTIVITIES**

**2.1 Status Update**

Nothing to report.

**3. TWA APPLICATIONS AND CONNECTION PERMITS**

None

**4. CONSTRUCTION CONTRACTS**

**4.1 Riverdale Lining Project**

Steve Donati, P.E. reported that his office is developing plans, traffic control models and detailed flow data as well as coordinating with Local County, DOT, and Borough officials to prepare for the application filing.

A discussion ensued.

**5. FINANCIAL MATTERS**

**5.1 Treasurer's Report: October 31, 2024**

Treasurer Lampmann presented the Treasurer's Report for the period ending October 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 EDU Reports**

Jamie Avagnano advised that the FY 2025 distribution of annual charges was updated with the recently reported EDUs through October 31, 2024.

## **5.3 FY 2025 Budget**

Jamie Avagnano advised the Board that the PRBRSA-format budget was revised to update the annual charges distributions to include updated EDUs and the Bloomingdale/Butler Subflow.

She presented the FY 2025 budget resolutions for contributions to the Capital Reserve Fund and the Renewal and Replacement as previously approved.

Vice Chairman Voorman moved Resolution R-24-12-2 and Resolution R-24-12-3 as follows:

### **Resolution No. R-24-12-2**

#### **RESOLUTION AUTHORIZING A TRANSFER FROM THE GENERAL FUND TO THE CAPITAL RESERVE FUND**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (hereinafter the “Authority”) maintains certain funds in reserves; and

**WHEREAS**, the Authority previously established a Capital Reserve to minimize future rate impacts anticipated on implementation of the Two Bridges Sewerage Authority capital improvement program including treatment plant and pumping station upgrades as well as Authority-sponsored capital projects; and

**WHEREAS**, the Authority’s FY 2025 operating budget increases the reserve amount within the Capital Reserve by contribution to that account of \$103,000.00.

**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 4<sup>th</sup> day of December 2024 as follows:

1. An amount of \$103,000.00 of unrestricted/undesignated net assets currently within the General Fund shall be designated as a Capital Reserve.

2. Said designation shall increase the unrestricted/designated net assets within the Capital Reserve from \$3,507,117.62 to \$3,610,117.62.
3. The funds so designated shall be transferred to and retained within the Capital Reserve subaccount within the General Fund.
4. The Authority Administrator is directed to forward a copy of this resolution to the Authority's Investment Advisor and Auditor.
5. This Resolution shall take effect immediately.

Resolution No. R-24-12-3

**RESOLUTION AUTHORIZING A TRANSFER FROM THE GENERAL FUND TO THE RENEWAL AND REPLACEMENT RESERVE**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (hereinafter the "Authority") maintains certain funds in reserves; and

**WHEREAS**, the Authority previously established a Renewal and Replacement Fund for rehabilitation of the PRBRSA System; and

**WHEREAS**, the Authority's FY 2025 Budget allows for a contribution to the Renewal & Replacement fund of \$309,000.00.

**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 4<sup>th</sup> day of December 2024 as follows:

1. An amount of \$309,000.00 of unrestricted/undesignated net assets currently within the General Fund shall be designated to the Renewal and Replacement Reserve and invested to receive optimum interest.
2. Said designation shall increase the unrestricted/designated net assets within the Renewal and Replacement Reserve from \$1,444,768.29 to \$1,753,768.29.
3. The Authority Administrator is directed to forward a copy of this resolution to the Authority's Investment Advisor and Auditor.
4. This Resolution shall take effect immediately.

Certified to be a true copy of the Resolution enacted at a duly convened public meeting of the Pequannock River Basin Regional Sewerage Authority held on December 4, 2024.

That motion was seconded by Treasurer Lampmann and moved on the following vote:

**AYES** : Chairman Verdonik, Commissioners Desai, Howard, Lampmann, Mabey, Pellegrini Voorman and Wilkes

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

**6. UNFINISHED BUSINESS**

6.1 Easements

Jamie Avagnano advised that she confirmed that the Simon property adjacent to PRBRSA's easement near Vibrations Mounting has been sold, therefore the temporary access agreement allowing through access to the easement is void. Commissioner Pellegrini mentioned that he is familiar with the buyer who is aware of the access agreement and does not foresee any issues with obtaining an agreement with the new owner.

**7. NEW BUSINESS**

**7.1 Audit: FY 2024**

Administrator Avagnano advised that the FY 2024 audit preparation is underway. She referenced the draft estimate of surplus noting that the majority of the surplus is from interest income while the other component is a reduction of TBSA O&M and D/S expenses.



**7.2 Personnel Matters**

Commissioner Howard moved Resolution No. R-24-12-4 for closed session as follows:

**Resolution No. 24-12-4**

**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 4<sup>th</sup> day of December, 2024 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 contract negotiations/personnel relevant to the Authority Administrator Contract.
2. The Minutes of the Closed Session relating to contract negotiations/personnel shall be available to the public as required by law and as soon as the matters under discussion are fully resolved as between the parties and are no longer of a confidential or sensitive nature.
3. This Resolution shall take effect as provided by law.

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

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

At approximately 6:20 pm the Board entered closed session.

At approximately 6:25 pm the Board reopened the public portion of the meeting.

The Board commented that they were pleased with the Administrator's performance and approved a salary increase.

**8. CONSENT AGENDA**

None

**9. PAYMENT OF BILLS**

**9.1 Operating Request for Payment No. 447**

Treasurer Lampmann presented Operating Request for Payment No. 447 and moved approval as follows:

<b>PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY</b>					
<b>SUMMARY OF VOUCHERS FOR OPERATING EXPENSES</b>					
<b>Operating Request for Payment No. 447</b>					
The following bills have been reviewed and are recommended for approval for payment at the <b>December 4, 2024</b> meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):					
<b>PRBRSA</b>	<b>VOUCHER</b>	<b>VOUCHER</b>	<b>PAYMENT</b>		
<b>ACCT. NO.</b>	<b>NO.</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>CHECK PAYABLE TO</b>	
1) ✓	24.05	OP-24-11-1	4/12/2024 \$	250.00	Borough of Butler (Rent Nov.)
2) ✓	33.01	OP-24-11-2	10/1/2024 \$	2,942.00	Borough of Butler (OM-1 Nov.)
3) ✓	24.07	OP-24-11-3	11/15/2024 \$	234.45	J. Avagnano
4) ✓	33.01	OP-24-11-4	10/31/2024 \$	2,680.00	CSL
5) ✓	22.01	OP-24-11-5	11/12/2024 \$	633.00	Maraziti Falcon LLP
6) ✓	22.03	OP-24-11-6	11/8/2024 \$	7,130.50	CP Engineers LLC
7) ✓	32.02	OP-24-11-7	11/8/2024 \$	6,845.63	CP Engineers LLC
8) ✓	32.02	OP-24-11-8	10/8/2024 \$	11,973.75	CP Engineers LLC
9) ✓	33.06	OP-24-11-9	10/17/2024 \$	63,580.44	Montana Construction (PRB 24-1)
10) ✓	33.07	OP-24-11-10	11/20/2024 \$	1,297.56	Montana Construction (PRB 24-1)
11) ✓	33.03	OP-24-11-11	10/30/2024 \$	17.13	Borough of Butler Electric Dept.
12) ✓	25.02	OP-24-11-12	11/12/2024 \$	757.54	Dave Desai (WEFTEC Oct. 2024)
13) ✓	33.03	OP-24-11-13	11/7/2024 \$	4.65	JCP&L
14) ✓	24.07	OP-24-11-14	10/30/2024 \$	72.16	North Jersey Media Group
15) ✓	33.03	OP-24-11-15	11/25/2024 \$	11.66	Borough of Butler Electric Dept.
16) ✓	24.05	OP-24-11-16	4/12/2024 \$	250.00	Borough of Butler (Rent Dec.)
17) ✓	33.01	OP-24-11-17	10/1/2024 \$	2,942.00	Borough of Butler (OM-1 Dec.)
18) ✓	22.05	OP-24-11-18	12/3/2024 \$	32,734.76	Borough of Butler (Admin. Payroll)
19) ✓	22.05	OP-24-11-19	12/3/2024 \$	7,064.82	Borough of Butler (Admin. Benefits)
20) ✓	24.02	OP-24-11-20	11/30/2024 \$	444.11	Up & Running (computer configuration)
21) ✓	22.03	OP-24-11-21	12/2/2024 \$	1,715.00	CP Engineers LLC
22) ✓	32.02	OP-24-11-22	12/2/2024 \$	2,330.50	CP Engineers LLC (Boonton Ave)
23) ✓	22.03	OP-24-11-23	12/2/2024 \$	207.50	CP Engineers LLC
24) ✓	32.02	OP-24-11-24	12/2/2024 \$	5,502.75	CP Engineers LLC
<b>TOTAL:</b>			<b>\$</b>	<b>151,621.91</b>	

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

<b>AYES</b>	:	Chairman Verdonik, Commissioners Desai, Howard, Lampmann, Mabey, Pellegrini Voorman and Wilkes
<b>NAYS</b>	:	None
<b>ABSENT</b>	:	None
<b>ABSTAIN</b>	:	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 6:25 pm, Commissioner Howard moved to adjourn the regular meeting. That motion was seconded by Commissioner Lampmann and approved unanimously on voice vote.

At approximately 6:25 pm, the meeting was adjourned.

Respectfully submitted,  
Jamie Avagnano,  
Recording Secretary

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