MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

February 16, 2022

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on February 16, 2022 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 Howard, Lampmann, Mabey, Pellegrini and Voorman Note: Commissioner Voorman joined the meeting in progress at 6:15 pm.
ABSENT	:	Commissioners Desai and Metcalfe
ALSO PRESENT	:	Jamie Avagnano, Authority Administrator; Christopher H. Falcon, Esq., Maraziti Falcon; Diane Alexander, Esq., Maraziti Falcon, LLP, Stephen 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 time change was available on the PRBRSA webpage for public access, provided to the municipal clerks and noticed in the Authority's official newspapers.

REORGANIZATION MEETING

The reorganization meeting was called to order by Commissioner Verdonik who led the proceedings pending the election of officers.

1. ELECTION OF OFFICERS

Referring to Committee Chairman Metcalfe's February 16th memo, Commissioner Verdonik presented the Slate of Officers for consideration as follows:

Chairman:	Raymond Verdonik
Vice Chairman:	Robert Voorman
Secretary:	Edwin Howard
Treasurer:	James Lampmann
Assistant Secretary:	James Lampmann

Commissioner Howard moved to approve the Slate of Officers as presented. That motion was seconded by Commissioner Mabey and approved unanimously upon the following roll call vote:

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

2. CONSENT AGENDA

Chairman Verdonik recommended, and the Board agreed, that the Board consider adopting reorganization meeting matters by consent agenda.

Administrator Avagnano read aloud the resolutions included in the consent agenda pertaining to reorganizational matters as follows:

1.	Resolution No. R-22-2-1	Open Public Meeting Act
2.	Resolution No. R-22-2-2	Official Depository
3.	Resolution No. R-22-2-3	Appointment of Auditor
4.	Resolution No. R-22-2-4	Appointment of General Counsel
5.	Resolution No. R-22-2-5	Appointment of Bond Counsel
6.	Resolution No. R-22-2-6	Appointment of Consulting Engineer
7.	Resolution No. R-22-2-7	Trustee Incumbency Certificate
8.	Resolution No. R-22-2-8	Designate Affirmative Action (PACO)
9.	Resolution No. R-22-2-9	Office Lease Renewal

Treasurer Lampmann moved approval of the consent agenda as follows:

Resolution No. R-22-2-1

RESOLUTION

WHEREAS, The Open Public Meetings Act, Chapter 231 of the Laws of 1975, and more specifically, N.J.S.A. 10:4-8, requires all public bodies at least once a year and within seven (7) days of the Annual Organization Meeting of such body to arrange for the posting of a schedule of the regular meetings of the public body to be held during the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority as follows:

1. The schedule of regular meetings of the Authority hereinafter set forth is hereby adopted:

SCHEDULE

Regular Meetings of the Pequannock River Basin Regional Sewerage Authority are held at the Borough of Butler Municipal Building, One Ace Road, Butler, New Jersey commencing at 6:00 p.m. unless otherwise noted.

2022

March 16, 2022
April 20, 2022
May 18, 2022
June 15, 2022
July 20, 2022
August 17, 2022
September 28, 2022 (4th Wednesday)
October 19, 2022
No Meeting in November
December 7, 2022 (1st Wednesday)

2023

January 18, 2023
February 15, 2023

2. The official newspapers of the Authority are:
   A. Suburban Trends
   B. North Jersey Herald and News
3. The Secretary is authorized to:
   A. Post a copy of this Resolution on the bulletin board at the Authority's Office in the Butler Municipal Building.
   B. Forward a copy of this Resolution to the Municipal Clerks of Butler, Bloomingdale, Kinnelon and Riverdale for posting in the public place in each community reserved for such notices.
   C. Forward a copy of this Resolution to two newspapers, one of which shall be the official newspaper of the Authority.
4. This Resolution shall take effect as provided by law.

Resolution No. R-22-2-2

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (hereinafter "Authority") proposes to designate official depositories for the funds of the Authority.

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 16th day of February, 2022, as follows:

1. The following are designated as the official depositories of the Authority and are directed to honor all withdrawals made by check or withdrawal document signed by the Chairman or Vice Chairman and Treasurer or Secretary/Assistant Secretary of the Authority:

NEW JERSEY CASH MANAGEMENT FUND
WELLS FARGO, N.A.
US BANK, N.A.

2. The Authority hereby authorizes the execution and delivery of such authorization and forms as may be required by Wells Fargo, N.A. and US Bank, N.A., providing for deposits and payments as well as the filing of authenticated signatures of Authority officers and Authority Administrator as official signatures.
3. 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 February 16, 2022.

Resolution No. R-22-2-3

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2022 and until the next reorganization meeting of the Authority; and

WHEREAS, the PRBRSA desires to authorize Wielkotz & Company to undertake professional services as set forth in the proposal dated January 5, 2022 and available on file at the offices of the Authority, for a term of one year and in an amount not to exceed $18,000.00 without additional authorization, and calculated on a time charged plus expense basis at the rates on file in the offices of the Authority; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) authorizes contracts for the provision of " Professional Services," which may be awarded without public advertising and competitive bidding, provided a brief notice of the nature, duration, service and amount of contract is published, and that the Resolution and contract are kept on file and available for public inspection.

WHEREAS, funds are available for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority."

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed $17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 16th day of February, 2022, as follows:

The Authority does hereby name and designate Wielkotz & Company of Pompton Lakes, New Jersey as Authority Auditor to provide auditing services as required, for a term of one year and in an amount not to exceed $18,000.00 without additional authorization, and subject to the requirements of the Local Public Contracts Law, the Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a notice of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid auditor 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, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. An Agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-22-2-4

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2022 and until the next reorganization meeting of the Authority; and

WHEREAS, the PRBRSA desires to authorize Maraziti Falcon, LLP to undertake professional services as set forth in the proposal dated January 24, 2022 and available on file at the offices of the Authority, for a term of one year and in an amount not to exceed $65,000.00

without additional authorization, and calculated on a time charged plus expense basis at the rates on file in the offices of the Authority; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) authorizes contracts for the provision of " Professional Services," which may be awarded without public advertising and competitive bidding, provided a brief notice of the nature, duration, service and amount of contract is published, and that the Resolution and contract are kept on file and available for public inspection.

WHEREAS, funds are available for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority."

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed $17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 16th day of February, 2022, as follows:

The Authority does hereby name and designate Maraziti Falcon, LLP of Cedar Knolls Lakes, New Jersey as Authority General Counsel to provide auditing services as required, for a term of one year and in an amount not to exceed $65,000.00 without additional authorization, and subject to the requirements of the Local Public Contracts Law, the Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a notice of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid general counsel 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, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. An Agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-22-2-5

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2022 and until the next reorganization meeting of the Authority; and

WHEREAS, the PRBRSA desires to authorize Hawkins, Delafield & Wood to undertake professional services as set forth in the proposal dated January 11, 2022 and available on file at the offices of the Authority, for a term of one year and in an amount not to exceed $18,000.00 without additional authorization, and calculated on a time charged plus expense basis at the rates on file in the offices of the Authority; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) authorizes contracts for the provision of " Professional Services," which may be awarded without public advertising and competitive bidding, provided a brief notice of the nature, duration, service and amount of contract is published, and that the Resolution and contract are kept on file and available for public inspection.

WHEREAS, funds are available for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority."

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed $17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 16th day of February, 2022, as follows:

The Authority does hereby name and designate Hawkins Delafield & Wood of Newark, New Jersey as Authority Bond Counsel to provide bond services as required, for a term of one year and in an amount not to exceed $18,000.00 without additional authorization, and subject to the requirements of the Local Public Contracts Law, the Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a notice of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid bond counsel 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, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. An Agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-22-2-6

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("the Authority") is authorized by N.J.S.A. 40:14A-1 et seq. to retain such professional and technical advisors and experts as it may require; and

WHEREAS, there is a need to appoint professional consultants and advisors to provide services to the Authority during the year 2022 and until the next reorganization meeting of the Authority; and

WHEREAS, the PRBRSA desires to authorize CP Engineers, LLC to undertake professional services as set forth in the proposal dated February 1, 2022 and available on file at the offices of the Authority, for a term of one year and in an amount not to exceed $60,000.00 without additional authorization, and calculated on a time charged plus expense basis at the rates on file in the offices of the Authority; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) authorizes contracts for the provision of " Professional Services," which may be awarded without public advertising and competitive bidding, provided a brief notice of the nature, duration, service and amount of contract is published, and that the Resolution and contract are kept on file and available for public inspection.

WHEREAS, funds are available for these purposes in accordance with the duly adopted budget of the Authority, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority."

WHEREAS, the foregoing services are "professional" services as in N.J.S.A. 40A:11-2(6) which are permitted to be contracted without public bidding as set forth in N.J.S.A 40A:11-5(1) (a) and as a "non-fair and open" contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Authority has determined that the value of the professional services will exceed $17,500; and,

WHEREAS, the professional consultant named below has completed and submitted a Business Entity Disclosure Certification, which certifies that the firm has not made any reportable contributions to a political or candidate committee represented by an Authority member in the previous one year, and that the contract will prohibit the firm from making any reportable contribution through the term of the contract and a C.271 Political Contribution Disclosure Form; and

WHEREAS, the Business Disclosure Entity Certification, the C.271 Political Contribution Disclosure Form, and the Determination of Value has been placed on file with this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the State of New Jersey on this 16th day of February, 2022, as follows:

The Authority does hereby name and designate CP Engineers LLC of Sparta, New Jersey as Authority Consulting Engineer to provide auditing services as required, for a term of one year and in an amount not to exceed $60,000.00 without additional authorization, and subject to the

requirements of the Local Public Contracts Law, the Chairman is authorized to execute an agreement therewith for the provision of such service. This contract is awarded for the provision of professional services pursuant to N.J.S.A. 40A:11-5.

The Secretary is authorized and directed to cause a notice of this Resolution to be published in the official newspaper of the Authority concerning the appointment of the aforesaid consulting engineer 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, the General Bond Resolution of July 15, 1986 and all supplements thereto, and other implementing resolutions of the Authority. An Agreement for services shall be on file and available for inspection by members of the public in accordance with law.

This Resolution shall take effect as provided by law.

Resolution No. R-22-2-7

RESOLUTION

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 16th day of February, 2022 follows:

1. This Resolution is enacted to authorize the Authority's Officers to sign the Incumbency Certificate requested by US Bank, N.A. or its successor bank as Trustee under the General Bond Resolution of July 15, 1986, and Resolutions supplemental thereto.
2. The Authority's Officers and Authority Administrator are authorized to sign the Incumbency Certificate.
3. The Secretary shall deliver an Incumbency Certificate if required and a certified copy of this Resolution to the Trustee.
4. This Resolution shall take effect immediately.

Resolution No. R-22-2-8

RESOLUTION

WHEREAS, there exists a need for the designation of an official or employee to serve as a Public Agency Compliance Officer (P.A.C.O.) pursuant to N.J.A.C. 17:27 for Pequannock River Basin Regional Sewerage Authority; and

WHEREAS, the P.A.C.O. is the liaison official for matters concerning Affirmative Action as set forth in P.L. 1975, c.127 (N.J.A.C. 17:27); and

WHEREAS, the Authority desires to comply with the Affirmative Action requirements and wishes to maintain appropriate contracting procedures for the Pequannock River Basin Regional Sewerage Authority;

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 16th day of February, 2022, as follows:

1. The Authority does hereby appoint Jamie Avagnano, Administrator, as the Public Agency Compliance Officer for the Pequannock River Basin Regional Sewerage Authority.
2. The P.A.C.O. shall act as the liaison between the Authority and the New Jersey Department of the Treasury, Affirmative Action Office and shall take appropriate actions to

maintain compliance with the Agency's contracting procedures to comply with the Affirmative Action regulations cited at N.J.A.C. 17:27.

3. The Administrator is authorized and directed to complete the appropriate notification form designating the P.A.C.O. and to forward the same to the Department of the Treasury.

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

Resolution No. R-22-2-9

RESOLUTION TO AUTHORIZE LEASE AGREEMENT WITH THE BOROUGH OF BUTLER

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (hereinafter "the Authority") previously negotiated an agreement with the Borough of Butler to lease 150 square feet for office space; and

WHEREAS, pursuant to N.J.S.A. 40:14A-7 the Authority is authorized to acquire interests in real property necessary for the purposes of the Authority; and

WHEREAS, pursuant to N.J.S.A. 40:A12-14 a lease between an Authority and a municipality is exempt from the requirements of public advertisement and bidding; and

WHEREAS, the Authority finds that it is in the interest of the Authority to extend its present lease and to enter into a new lease which includes the following terms:

Rental Property: 150 sq. ft. at 1 Ace Road, Butler, New Jersey
Rent and Term: April 1, 2022 to March 31, 2024 (two years)
$250.00 per month = $6,000.00 for the full term; and

WHEREAS, the Mayor and Council of the Borough of Butler have approved a new lease on the above terms by Resolution dated February 15, 2022.

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 16th day of February, 2022, as follows:

1. The Chairman of the Authority is authorized to execute a lease on behalf of the Authority with the Borough of Butler in a form reviewed by the Authority Attorney and upon the above terms.

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

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

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

3. PRBRSA ANNUAL REPORT

Chairman Verdonik referenced the PRBRSA Annual Report in the file folders. There being no public present at the meeting, Chairman Verdonik requested that the report be included in the meeting minutes and at PRBRSA.org for public viewing as follows:

PRBRSA Annual Report

February 16, 2022

Entering our 35th year of regional service to the municipalities, PRBRSA continues to look forward ensuring our commitment to our Members and the public by maintaining our system. We continue to operate under our mission to preserve and protect the Pequannock River Basin while serving our municipalities in the most efficient and cost effective means.

Today, the Authority's member towns, Bloomingdale, Butler, Kinnelon and Riverdale, enjoy the benefits of a regional sewer system, one capable of providing the services defined by the towns. Growth and development within our member municipalities remains viable by providing sewer services for new projects. At the same time, preservation of the Pequannock River provides ecological balance – safe drinking water, fishing and recreational opportunities for the communities.

2021 and looking ahead to 2022 delivers challenges as New Jersey continues under a State Health Emergency with supplies and project scheduling suffering from pandemic-related consequences. Through these obstacles the PRBRSA Board continues to successfully complete our projects and objectives on behalf of the member towns.

Antiquated pipelines dedicated to the Authority by the Boroughs of Bloomingdale and Butler have been replaced or rehabilitated. In 2015 through 2020 the Authority completed rehabilitation of the Boonton Avenue Interceptor, lines constructed in the 1930s, to serve the region for decades to come.

A major rehabilitation project initiated in 2017 replacing the lines under the NYS&W RR tracks and the surrounding area in Butler, NJ was completed in March 2021. For efficiency and the benefit of our member town, the abandoned sewer line was repurposed to host a new water main to serve the residents of the Borough of Butler.

In order to allocate charges with utmost accuracy, the 2020 Amended and Restated Service Contract implementing the EDU method of distributing charges went into effect in FY 2021 allowing a predictable accounting of sewer charges.

The PRBRSA Board continues to have a pro-active outlook and is currently conducting rehabilitation programs to maintain the sewer infrastructure.

Finally, with his retirement in 2021, we would like to thank Commissioner E.J. Gall, Kinnelon, for his 25 years of service on the PRBRSA Board.

Respectfully submitted,
Raymond Verdonik, Chairman

Treasurer Lampmann motioned that the PRBRSA Annual Report be included in the record.

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

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

ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – January 19, 2022

Treasurer Lampmann moved acceptance of the minutes of the January 19, 2022 regular meeting. That motion was seconded by Commissioner Mabey and approved on the following roll call vote:

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

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Contract OM-7 and Flow Report

Ms. Avagnano reported that CSL was in the process of installing Meter P-1A and Meter P-2A. With the installation of the final 2 meters she anticipated presenting a full set of data for the April meeting.

On the Daily Flow Summary report, Administrator Avagnano pointed out the Meter P-3 readings in the Kinnelon area. She confirmed that based on randomly selected historical data, the P-3 readings appear historically low. Steve Donati agreed. Commissioner Mabey advised that he will request the Kinnelon water data for the sewered properties for comparison with the metered flows. Administrator Avagnano responded that would be extremely beneficial for feedback to CSL. Administrator Avagnano also commented that the Meter P-4 and M-15 flows are within the 5-10% range for the month with P-4 recording lower flows.

1.2 TBSA Flow Report (Budget vs. Actual)

Chairman Verdonik referred to the memorandum on the TBSA vs. PRBRSA flows ending January 2022. Chairman Verdonik explained that TBSA made adjustments for all participants for FY 2022 resulting in reduced or increased budgeted flows. He commented that the budget adjustment was based on a 5 year average. Chairman Verdonik added that the percentage attributed to each TBSA participant remained the same and, therefore, while PRBRSA will continue to monitor the flows, there should be no effect from the reduced budgeted flow distribution.

1.3 Contract PRB 21-1

Chairman Verdonik requested that Steve Donati, P.E. provide a status update on Contract PRB 21-1 for CCTV-inspection and cleaning. Steve Donati informed the Board that the cleaning and inspection were completed and that the emergency authorization for debris removal at manhole E7 in Bloomingdale was successfully performed. Mr. Donati provided a sketch of a drop manhole improperly installed resulting in debris buildup in the line including various metal-type materials that were removed. On the CCTV, Mr. Donati advised that his firm is waiting for the final video logs and report from TAM at which time CP will make a recommendation on the findings.

Regarding the additional work directive for inspections and cleanings in Riverdale as previously authorized, Mr. Donati advised that further discussions with TAM concluded that traffic control was not available in the area and therefore, mobilization would be incurred. TAM estimated additional costs of $5,000 above the directive authorization for mobilization and traffic control.

Based on the above information, Mr. Donati recommended cancelling the Directive on the additional cleaning and obtaining quotations from various firms for the work to be completed this spring. He also commented that the cleaning/CCTV in Riverdale may be included in a manhole rehabilitation project as previously discussed.

The Board agreed and advised CP Engineers to cancel the directive and obtain quotes for the Riverdale CCTV/cleaning segment.

(Note: Vice Chairman Voorman joined the meeting in progress at 6:15 pm)

2. TBSA ACTIVITIES

2.1 Status Update

Vice Chairman Voorman reported on the activities Two Bridges advising that the TBSA aerator project was successfully completed. Vice Chairman Voorman, responding to a question, also advised that the draft TBSA service contract is currently under administrative review.

2.2. TBSA Build-Out Request

Chairman Verdonik stated that Riverdale's build out projections were pending. Commissioner Pellegrini responded that the build-out projections were in final review by the Departments and would be issued by the end of the month.

3. TWA APPLICATIONS AND CONNECTION PERMITS

None

4. CONSTRUCTION CONTRACTS

None

5. FINANCIAL MATTERS

5.1 Treasurer's Report: January 31, 2022

Treasurer Lampmann presented the Treasurer's Report for the period ending January 31, 2022. Vice Chairman Voorman moved the Treasurer's Report as presented.

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

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

5.2 Audit: FY 2021

Administrator Avagnano referenced the audit report available on the table and requested approval of Resolution No. R-22-2-10 accepting the FY 2021 Audit as filed.

There being no comments on the audit, Treasurer Lampmann moved approval of the following resolution:

Resolution No. R-22-2-10

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY
RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended October 31, 2021 has been completed and filed with the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Pequannock River Basin Regional Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended October 31, 2021, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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

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

5.3 FY 2022 (DLGS FY 2021) Annual Budget Amendment 1

Chairman Verdonik presented Budget Amendment 1 to the FY 2022 annual budget which, he explained, applied the TBSA user charge credit by reducing the annual charges to the municipalities as well as increasing the contribution to the Renewal and Replacement Fund.

Vice Chairman Voorman moved approval of the following resolution:

Resolution No. R-22-2-11

RESOLUTION APPROVING AMENDMENT NO. 1 TO FY 2022 (DLGS FY 2021) ANNUAL BUDGET

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (the "Authority") adopted its Annual Budget for Fiscal Year 2022 (DLGS 2021) on October 20, 2021; and

WHEREAS, in accordance with N.J.A.C.5:31-2.8(a), said Annual Budget must be approved by the State of New Jersey, Department of Local Government Services (the "DLGS") prior to amendment thereof; and

WHEREAS, the Authority desires to amend its Fiscal Year 2022 (DLGS FY 2021) Annual Budget as approved by DLGS on October 29, 2021; and

WHEREAS, the Authority desires to reduce Appropriations by $117,531 and increase the Renewal and Replacement Fund contribution by $200,000 by application of a $317,183 refund received from the Two Bridges Sewerage Authority; and

WHEREAS, at N.J.A.C. 5:31-2.8(a) provides that the Director of the Division of Local Government Services may, at the request of, or with the consent of, the governing body of the Authority or District make such correction of the title, text, or amount of any Appropriation or decrease in Revenue with corresponding decrease in budgeted costs appearing in the budget as may be necessary to make said item of Appropriation available for purpose or purposes required for the needs of any such Authority or District.

NOW, THEREFORE, BE IT RESOLVED, in accordance with said provisions of N.J.A.C.5:31-28 the Pequannock River Basin Regional Sewerage Authority requests the Director of the Division of Local Government Services to make the following amendments to the Annual Budget for PRBRSA Fiscal Year 2022 (State Fiscal Year 2021):

1. **Page F-1: Summary**

Total Operating Revenues:	From $5,500,000 To: $5,382,817
Total Anticipated Revenues:	From $5,510,100 To: $5,392,917
Appropriations:	
Total Cost of Providing Services:	From: $4,485,500 To: $4,168,317
Total Appropriations and Accumulated Deficit	From: $5,441,100 To: $5,293,917
Net Total Appropriations	From: $5,441,100 To: $5,293,917

2. **Page F-2: Revenue Schedule**

Operating Revenues	
Service Charges (Residential)	From: $5,500,000 To: $5,382,817
Total Operating Revenues	From: $5,500,000 To: $5,382,817
Total Anticipated Revenues	From: $5,510,100 To: $5,392,917

3. **Page F-4: Appropriation Schedule**

Cost of Providing Services – Other	From: $4,485,500 To: $4,168,317

Total Costs – Other	From: $4,485,500 To: $4,168,317
Total Cost of Providing Services	From: $4,485,500 To: $4,168,317
Total Operating Appropriations	From: $5,092,634 To: $4,775,451
Non-Operating: Renew and Replacement	From: $ 300,000 To: $ 500,000
Total Appropriations	From: $5,510,100 To: $5,392,917
Total Appropriations & Accumulated Deficit	From: $5,510,100 To: $5,392,917
Total Net Appropriations	From: $5,510,100 To: $5,392,917

BE IT FURTHER RESOLVED, that the foregoing Amendments are, in the opinion of the Governing Body, warranted and authorized by the statute as referenced above and are necessary for the orderly operation of the Authority for reasons set forth herein as follows:

1. The $117,183 decrease in Appropriations for Annual Charges due to the Two Bridges Sewerage Authority is being applied as a corresponding reduction in Revenues by reducing the rates or Annual Charges payable by the four (4) municipalities.

2. The $200,000 decrease in Appropriations for Annual Charges due to the Two Bridges Sewerage Authority is being applied as a contribution to the Renew and Replacement Fund.

3. This resolution shall take effect upon approval of the FY 2022 (DLGS FY 2021) Annual Budget Amendment No. 1 by the Director of the Division of Local Government Services. In accordance with the 2020 Amended and Restated Service Contract, Revised Annual Charge Certifications shall be submitted to the municipalities served by the Authority on receipt of approval by the Division.

This Resolution shall take effect as provided by law.

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

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

5.4 FY 2022 Revised Annual Charges

Chairman Verdonik presented Resolution No. R-22-2-12 authorizing a refund to the municipalities in the amount of $117,183 on approval of Budget Amendment 1.

Administrator Avagnano added that the contribution to the Renewal and Replacement Fund would be presented at the March meeting.

Vice Chairman Voorman moved approval of the following resolution:

Resolution No. R-22-2-12

RESOLUTION TO AMEND FY 2022 ANNUAL CHARGES PAYABLE BY THE BOROUGHS OF BLOOMINGDALE, BUTLER, KINNELON AND RIVERDALE

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (the "Authority") issued Revised Annual Charge Certifications to the Boroughs of Bloomingdale, Butler, Kinnelon and Riverdale (the "Municipalities") on December 14, 2021; and

WHEREAS, the Authority desires to distribute a portion of the FY 2022 Annual Charge Credit provided to the Authority by the Two Bridges Sewerage Authority (the "TBSA Credit") in the amount of $117,183 by reduction of the Annual Charges due from the Municipalities based upon the EDU distributions for FY 20221; and

NOW, THEREFORE BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority in the Counties of Morris and Passaic, New Jersey on this 16th Day of February 2022 as follows:

1. The Authority Administrator is authorized and directed to prepare Revised Annual Charge Certifications to be issued to the Boroughs of Bloomingdale, Butler, Kinnelon and Riverdale as follows:

    a. Credit the municipalities a total of $117,183 in proportion to the FY 2022 EDUs, said amount being a portion of the Annual Charge Adjustment credit

received from the Two Bridges Sewerage Authority as a refund reducing the Annual Charges payable as follows:

Borough of Bloomingdale	($ 44,201)
Borough of Butler	($ 49,522)
Borough of Kinnelon	($ 5,121)
Borough of Riverdale	($ 18,339)

2. The Authority Administrator shall issue Revised Annual Charge Certifications reflecting the following net Annual Charge reductions to the December 14, 2021 billings to the Municipalities in accordance with 1 (a) above.
3.
4. This Resolution shall take effect immediately upon certification of Budget Amendment no. 1 by the Director of the Division of Local Government Services.

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

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

6. UNFINISHED BUSINESS

6.1 Unauthorized Connection

Diane Alexander, Esq. advised that she received a call from Eric Nemeth, Esq. (JIF counsel) advising that the insurance carrier's engineer investigating the matter would be reaching out to the PRBRSA Engineer and/or project engineer on some pending questions.

Administrator Avagnano said she would forward the contact information for the engineers on record.

6.2 Personnel Matters

On advice that the Personnel Committee had not conferenced, Chairman Verdonik deferred the item to the March 16th meeting.

7. NEW BUSINESS

7.1 AEA March Conference

Chairman Verdonik advised the Board of the upcoming AEA Utility Conference March 22 and March 23 and mentioned if any of the Commissioners were interested in attending that they contact Administrator Avagnano.

7.2 Automobile Claim

Administrator Avagnano advised that a vehicle damage claim filed with the Authority and has been submitted to the insurance carrier. She further advised that the PRBRSA insurance adjuster submitted the claim to TAM Enterprise's carrier as the incident occurred while TAM Enterprises was performing under Contract PRB 21-1.

8. CONSENT AGENDA

See above

9. PAYMENT OF BILLS

Operating Budget

9.1 Operating Request for Payment No. 415

Treasurer Lampmann presented Operating Request for Payment No. 415 as presented and moved approval as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

SUMMARY OF VOUCHERS FOR OPERATING EXPENSES

Operating Request for Payment No. 415

The following bills have been reviewed and are recommended for approval for payment at the **February 16, 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-22-2-1	3/1/2020	$ 250.00	Borough of Butler
2)	33.01	OP-22-2-2	10/1/2020	$ 2,759.00	Borough of Butler
3)	24.07	OP-22-2-3	12/5/2021	$ 181.85	J. Avagnano (REISSUE email-November)
4)	22.03	OP-22-2-4	2/10/2022	$ 1,667.50	CP Engineers LLC
5)	22.01	OP-22-2-5	2/9/2022	$ 3,643.74	Maraziti Falcon LLP
6)	24.07	OP-22-2-6	2/4/2022	$ 193.77	J. Avagnano
7)	33.06	OP-22-2-7	2/10/2022	$ 10,879.22	CP Engineers LLC
8)	33.01	OP-22-2-8	2/9/2022	$ 1,037.00	CSL
9)	33.06	OP-22-2-9	2/10/2022	$ 98,082.21	TAM
10)	33.03	OP-22-2-10	1/26/2022	$ 18.23	Borough of Butler Electric
11)	24.04	OP-22-2-11	1/25/2022	$ 203.45	Staples
12)	24.07	OP-22-2-12	1/16/2022	$ 14.55	North Jersey Media
13)	24.07	OP-22-2-13	2/8/2022	$ 4.09	JCP&L
14)	24.07	OP-22-2-14	2/6/2022	$ 15.25	North Jersey Media Group
15)	22.02	OP-22-2-15	1/26/2022	$ 14,750.00	Wielkotz & Co.
			TOTAL:	**$ 133,699.86**	
Amount Previously transferred to Operating Account					
Adj.	24.07	OP-22-1-3	12/5/2021	$ (181.85)	Amount transferred to Wells Fargo 1-19-22
			TOTAL:	**$ 133,518.01**	

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

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

NAYS : None

ABSENT : Commissioners Desai and Metcalfe

ABSTAIN : None

Construction Fund Disbursements

9.2 Construction Disbursement Requisition No. C-17-53

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-53 and moved approval as follows:

	AUTHORITY ACCOUNT #	VOUCHER NUMBER	VOUCHER DATE	PAYMENT AMOUNT	PAYEE
1)	120328C2	C-17-53-2-1	2/10/2022	$2,380.75	CP Engineers (manhole repair)
	TOTAL DISBURSEMENTS			**$2,380.75**	

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

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

NAYS : None

ABSENT : Commissioners Desai and Metcalfe

ABSTAIN : None

HONORARY RESOLUTION AND RECOGNITION

Chairman Verdonik expressed the Board's appreciation for Christopher H. Falcon, Esq. advice, recommendations and contributions over his 44 years as PRBRSA general counsel. Chairman Verdonik presented Mr. Falcon with an Honorary Resolution and inscribed pen set to remember PRBRSA and wished him well as he pursues other adventures.

Mr. Falcon, addressed the Board memorializing his early days with the creation of PRBRSA and construction of the regional sewer adding that he appreciated his work with the PRBRSA Board throughout the years.

Vice Chairman Voorman moved to adopt the Honorary Resolution recognizing Christopher H. Falcon, Esq. follows (R-22-2-13):

RESOLUTION

WHEREAS, Christopher H. Falcon, Esq. has been legal counsel to PRBRSA since the Authorities establishment, beginning in 1978. During that time, Christopher H. Falcon, Esq., has knowledgeably, sensibly and ably advised the Board, including assisting with the expansion of the Authority into the regional system that it is today, servicing the Boroughs of Bloomingdale, Butler, Kinnelon and Riverdale; and

WHEREAS, Christopher H. Falcon, Esq., has collaborated and engaged with numerous professionals, allies and adversaries of the PRBRSA, and successfully negotiated various service contracts, most recently on the 2020 Amended and Restated Service Contract incorporating all previous contracts, as well as, amending the flow-based billing system to the current EDU method, thus allowing the PRBRSA to conduct its business in an equitable and sustainable manner for the benefit of all of the users of the system; and

WHEREAS, Christopher H. Falcon, Esq., with his soft-spoken manner, has asserted his legal advice when warranted, always for the benefit and advancement of the PRBRSA, and has assumed a critical role as the Board engaged in various discussions regarding significant issues that came before the Board; and

WHEREAS, Christopher H. Falcon, Esq., has informed the Board that he is scaling back his commitments to enjoy well deserved leisure activities, including travel, tennis and baseball, among other interests, after his 44 years as counsel to PRBRSA; and

WHEREAS, the PRBRSA Board of Commissioners desires to recognize and express their sincere appreciation to Christopher H. Falcon, Esq. for his commitment, contribution and guidance, which has developed the PRBRSA into what it is today, benefiting the residents of the four municipalities served by PRBRSA;

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 this 16th day of February, 2022 as follows:

1. ***That this Resolution is hereby adopted with the utmost regard and in appreciation for the commitment and high level of dedication which Christopher H. Falcon, Esq. devoted to the Pequannock River Basin Regional Sewerage Authority.***

2. ***That a certified copy of this Resolution be presented to Christopher H. Falcon, Esq. as a memento and expression of gratitude by the Authority Commissioners with best wishes as he partakes in new adventures.***

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

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

OPEN MEETING FOR PUBLIC COMMENT

Chairman Verdonik opened the meeting to the public. With no public being present Chairman Verdonik closed the public portion of the meeting.

ADJOURNMENT

At approximately 6:30 pm, Commissioner Lampmann moved to adjourn the regular meeting. That motion was seconded by Commissioner Mabey and approved unanimously on voice vote.

At approximately 6:30 pm, the meeting was adjourned.

Respectfully submitted,

Jamie Avagnano
Recording Secretary

Enclosures: Treasurer's Report for the period ending January 31, 2022