

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

January 17, 2024

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on January 17, 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 Howard, Lampmann, Pellegrini and Voorman

**ABSENT** : Commissioners Desai (Excused), Mabey and Wilkes

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

#### 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.

#### OATH OF OFFICE

Chairman Verdonik congratulated Robert Voorman, Jim Lampmann and Sean Mabey (absent) on their re-appointments to the PRBRSA Board for another 5 years. Diane Alexander, Esq. performed the Oath of Office.

#### ADOPTION OF MINUTES

1. **Meeting Minutes: December 6, 2023**

Treasurer Lampmann moved acceptance of the minutes of the December 6, 2023 regular meeting. That motion was seconded by Vice Chairman Voorman and approved on the following roll call vote:

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

**NAYS** : None

**ABSENT** : Commissioners Desai, Mabey and Wilkes

**ABSTAIN** : None

## **OPERATIONAL REPORT**

### **1. SYSTEM OPERATIONS**

#### **1.1 Flow Report**

Chairman Verdonik noted that the Flow Report is in the file folders for November and December. He stated that the December storm produced the highest flood levels at the Two Bridges plant. Steve Donati reported that the flows averaged 2.9 mgd in December whereas the November flows were 1.65 mgd adding that the rain total for November was 3.25 inches while the December total was 10.68 inches of rain. Over the November and December period the TBSA/P-4 meters were tracking within 1%.

Steve also advised that he reviewed the instantaneous flow data for the major December and January storms. For the December 18<sup>th</sup> storm, the maximum instantaneous flow was 11.1 MGD (flow height of 28-inches in the pipe). For the January 10<sup>th</sup> storm, the maximum instantaneous flow was 9.6 MGD (flow height of 25-inches in the pipe). He noted again that the flows increased almost instantaneously in response to the high rains which indicates excessive inflow into the system.

#### **1.1.1 I/I Investigations**

Chairman Verdonik referred to the Final I/I report transmitted by Steve Donati, PE. He stated that Steve proposes condensing the report into focused memorandums to each municipality. The memos would include observations and recommendations for an individual town rather than transmitting the entire report with information for the regional system. Steve added that the memos would include only flow data pertinent to that municipality in an effort to simplify the report for the town's use.

The Board discussed areas of concern within the member towns. Commissioner Lampmann added that sump pumps are a known contribution of I/I in the area which is difficult to remedy.

Chairman Verdonik recommended that CP Engineers proceed with condensing the report by municipality to be transmitted. The Board agreed.

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

Chairman Verdonik advised that due to the flooding at TBSA plant, TBSA will be reviewing the flow data and make appropriate estimates as the metering data was not available during the storms, noting that during the second storm TBSA recorded 25 million gallons of flow per day up from the 19 million gallons recorded from the November storm.

### **1.3 PRB Contract 23-1 Riverdale CCTV**

Steve Donati, PE referenced the PRB 23-1 summary report transmitted earlier. He noted portions of the pipe where the liner has failed allowing sewer gasses to attack the concrete core of the pipe. Chairman Verdonik questioned the timing of the repair. Steve advised that, while there is no immediate concern of pipe failure, delaying the repair will result in further damage to the pipe and will likely lead to a more costly repair. He recommended doing due diligence investigations in 2024 regarding the type of lining, methods and costs with the project start date in 2025, noting that summer 2025 is preferable to coincide with school break and low flow periods. Commissioner Pellegrini inquired on the length of the project and road operations. Steve stated that the Interceptor is a just over 10,000 linear feet in length and projected a 2 to 3-month schedule to complete the work, noting that there would not be any digging involved as the liner is sleeved through existing manholes. Vice Chairman Voorman stated that he assumed the work would be performed during the evening hours and that cleaning and root removal would be required prior to the relining. Steve confirmed those assumptions. Discussions ensued and the Board recommended pursuing investigations on various lining techniques, methods and costs for review.

## **2. TBSA ACTIVITIES**

### **2.1 Status Update**

Vice Chairman Voorman reported that during the 3 recent storms, TBSA has provided 24/7 staffing at the pump station and plant. He noted that there was no damage to TBSA infrastructure, adding that TBSA did have to bypass at the Depaval pump station in Fairfield.

Vice Chairman Voorman also advised that the Union contract negotiations were moving forward.

On the FY 2023 user charge adjustment, he advised that due to another participant being over their annual percentage of flow, TBSA approved the use of surplus to

offset user charge fees resulting in a refund to PRBRSA as opposed to the anticipated shortfall.

Chairman Voorman added that PRBRSA has sufficient surplus from investments in FY 2023 and recommended that the TBSA user charge credit be refunded to the towns once the Riverdale Settlement funds were received to consolidate a budget amendment. The Board agreed.

**3. TWA APPLICATIONS AND CONNECTION PERMITS**

**3.1 TWA Application  
Riverdale Phase 5 Sewer Extension  
Borough of Riverdale**

Chairman Verdonik advised release of the TWA was still on hold pending receipt of the Settlement Agreement.

**4. CONSTRUCTION CONTRACTS**

None

**5. FINANCIAL MATTERS**

**5.1 Treasurer's Report: December 31, 2023**

Treasurer Lampmann presented the Treasurer's Report for the period ending December 31, 2023 and moved acceptance of the Treasurer's Report as presented.

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

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

**NAYS** : None

**ABSENT** : Commissioners Desai, Mabey and Wilkes

**ABSTAIN** : None

**5.2 Audit 2023**

Administrator Avagnano advised that the FY 2023 Audit was currently underway and referenced the Draft Summary of Surplus in the folders noting that the surplus mainly consisted of investment income as well as a reduction of the Debt Service

component of the TBSA budget which was reduced after approval of the PRBRSA budget. She also pointed out surplus due to a reduction in counsel and bond counsel expenses for the period.

Additionally, she reported that the Wells Fargo investments averaged 4.9% yields for the year whereas the NJCMF funds averaged 3.3%.

### **5.3 Wells Fargo Positive Pay**

Jamie Avagnano advised of an advertising scam circulating checks from Wells Fargo with PRBRSA's name as issuer. Commissioner Lampmann stated that the Borough of Butler received numerous calls from out of state recipients of the checks. The Administrator advised that the scam was reported to Wells Fargo's fraud department as well as providing notice to our insurance carrier who advised that PRBRSA has a \$250,000 fraud protection with a \$1,000 deductible. To date no loss of funds has been reported. Treasurer Lampmann added that the positive pay fraud alert would be activated when any non-pre-approved check or wire activity was received by the bank.

## **6. UNFINISHED BUSINESS**

### **6.1 Unauthorized Connection – Riverdale Claim**

Diane Alexander, Esq. advised that she has not received a response from E. Nemeth since the October meeting. Vice Chairman Voorman requested that counsel reach out to Riverdale's counsel for a status update on the matter.

Commissioner Pellegrini advised that he would follow up with the Riverdale Mayor prior to the February meeting.

## **7. NEW BUSINESS**

### **7.1 Nominating Committee**

Chairman Verdonik appointed Commissioners Howard, Desai, Lampmann and Mabey to oversee the Slate of Officers for the February 2024 reorganization meeting. Commissioner Howard agreed to Chair the Committee.

### **7.2 2024/2025 Meeting Dates**

Chairman Verdonik noted the 2024/2025 proposed meeting dates and requested that any conflicts be reviewed with the Administrator. Vice Chairman Voorman mentioned that TBSA rescheduled two of their meetings which would now take place prior to the PRBRSA meetings in May and August but noted that should not be an issue.

**7.3 2024/2025 Professional Proposals**

Chairman Verdonik noted that the professional appointment proposals were available for review, advising that the proposals for auditor and engineer included minor increases. He added that the appointments would be on the February agenda for approval and that any questions be addressed to Jamie prior to the meeting.

**8. CONSENT AGENDA**

None

**9. PAYMENT OF BILLS**

**9.1 Operating Request for Payment No. 437**

Treasurer Lampmann presented Operating Request for Payment No. 437. Vice Chairman Voorman moved approval as follows:

<b>OPERATING EXPENSES</b>				
<b>Operating Request for Payment No. 437</b>				
The following bills have been reviewed and are recommended for approval for payment at the January 17, 2024 meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):				
<b>PRBRSA ACCT. NO</b>	<b>VOUCHER NO.</b>	<b>VOUCHER DATE</b>	<b>PAYMENT AMOUNT</b>	<b>CHECK PAYABLE TO</b>
1) 22.01	OP-24-1-1	12/7/2023	\$ 487.50	Maraziti Falcon LLP
2) 22.03	OP-24-1-2	12/8/2023	\$ 474.00	CP Engineers LLC
3) 32.02	OP-24-1-3	12/8/2023	\$ 2,376.00	CP Engineers LLC
4) 33.01	OP-24-1-4	11/30/2023	\$ 2,680.00	CSL
5) 25.02	OP-24-1-5	12/30/2023	\$ 4,967.00	AEA
6) 24.02	OP-24-1-6	12/27/2023	\$ 600.00	Navitend
7) 33.03	OP-24-1-7	12/30/2023	\$ 17.94	Borough of Butler Electric
8) 33.03	OP-24-1-8	12/8/2023	\$ 4.09	JCP&L
9) 24.07	OP-24-1-9	1/5/2024	\$ 208.04	J. Avagnano
10) *	OP-24-1-10	1/8/2024	\$ 986,239.00	Pequannock Lincoln Park & Fairfield Sew. Aty.
11) 24.05	OP-24-1-11	3/31/2023	\$ 250.00	Borough of Butler
12) 33.01	OP-24-1-12	10/1/2022	\$ 2,884.00	Borough of Butler
13) 22.01	OP-24-1-13	1/5/2024	\$ 897.00	Maraziti Falcon LLP
14) 22.01	OP-24-1-14	1/5/2024	\$ 234.00	Maraziti Falcon LLP
15) 22.03	OP-24-1-15	1/7/2024	\$ 1,106.00	CP Engineers LLC
16) 32.02	OP-24-1-16	1/7/2024	\$ 1,813.25	CP Engineers LLC
17) 24.07	OP-24-1-17	1/8/2024	\$ 1,583.23	Access
18) 22.17	OP-24-1-18	1/10/2024	\$ 27,963.14	NJIB - WIRE TRANSFER ONLY
19) 33.01	OP-24-1-19	1/10/2024	\$ 2,680.00	CSL
20) 24.04	OP-24-1-20	1/11/2024	\$ 263.64	Staples
21) 33.03	OP-24-1-21	12/31/2023	\$ 4.09	JCP&L
<b>TOTAL:</b>			<b>\$ 1,037,731.92</b>	

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

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

**NAYS** : None

**ABSENT** : Commissioners Desai, Mabey and Pellegrini

**ABSTAIN** : None

**OPEN MEETING FOR PUBLIC COMMENT**

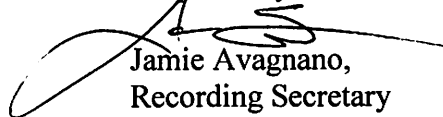
The meeting was opened to the public. There being no public present, Chairman Verdonik closed the public portion of the meeting.

**ADJOURNMENT**

At approximately 6:38 pm, Treasurer Lampmann moved to adjourn the regular meeting. That motion was seconded by Commissioner Howard and approved unanimously on voice vote.

At approximately 6:38 pm, the meeting was adjourned.

Respectfully submitted,



Jamie Avagnano,  
Recording Secretary

Enclosure: Treasurer's Report for the period ending December 2023