

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

July 15, 2020

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on July 15, 2020 via Teleconference Chairman Verdonik called the meeting to order at approximately 5:00 p.m.

#### ROLL CALL

On roll call:

**PRESENT** : Chairman Verdonik, Commissioners Gall, Howard, Lampmann, Metcalfe and Voorman

**ABSENT** : None

**ALSO PRESENT** : Jamie Avagnano, Authority Administrator;  
Christopher H. Falcon, Esq., 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. He also indicated that the time change and remote meeting information was provided to the public and the municipal clerks as well as noticed in the Authority's newspapers on July 8, 2020.

#### ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – June 17, 2020

Commissioner Lampmann moved acceptance of the minutes of the June 17, 2020 regular meeting. That motion was seconded by Commissioner Metcalfe and approved on the following roll call vote:

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

## **OPERATIONAL REPORT**

### **1. SYSTEM OPERATIONS**

#### **1.1 Alternative Cost Recovery Methodologies**

Ms. Avagnano advised that Kinnelon CFO, Charlie Daniel, informed her and Commissioner Metcalfe that consideration of adoption of the Five Party Agreement was postponed until August 20<sup>th</sup>. Commission Metcalfe advised the Board that Mr. Daniel assured him that the postponement was not due to any issues or concerns with the Agreement. Mr. Falcon advised that he spoke with Kinnelon's counsel, Ed Buzak, Esq., who also confirmed that Kinnelon did not have any revisions to the language.

Ms. Avagnano also commented that the Five Party Agreement and the ordinance for Riverdale's membership on PRBRSA were both on Riverdale's July 22<sup>nd</sup> agenda.

#### **1.2 Flow Report**

Chairman Verdonik noted that the Flow Report for the period ending June 2020 was included in the meeting materials along with the following items:

##### June 2020

- Daily Flow Summary for June 2020
- Daily Flow Hydrograph for June 2020
- Hydrograph: Comparison P-4 vs. M-15

Ms. Avagnano mentioned that the hydrograph for Meter P-4 and TBSA M-15 shows that the meters were trending closer for the month. Mr. Kelly confirmed that P-4 and M-15 were reading 3.6% difference for June.

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

Referring to his July 10, 2020 TBSA Meter M-15 analysis, Mr. Kelly noted that the differential previously noted for PRBRSA Meter P-4 and TBSA Meter M-15 appears to be moving in the right direction. He advised that if the meters continue to trend lower that the chance for a year-end surcharge will be greatly reduced.

### **2. TBSA ACTIVITIES**

#### **2.1 Status Update**

Vice Chairman Voorman reported on the activities currently underway at Two Bridges. He advised that TBSA has returned to business with safety measures in place. He mentioned that the plant is operating well. He also noted that TBSA's

large construction project is nearing completion yet the smaller Depaaval pumping station roofing project is under negotiations through counsel.

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

#### **3.1 Unauthorized Connection BP Gas Station/Car Wash/Convenience Store Borough of Riverdale**

Ms. Avagnano advised that the Notice to Bidders was published on July 7<sup>th</sup> with a bid opening set for August 11<sup>th</sup> at 1:00 pm. She pointed out that the Engineer's Cost Estimate was increased from the preliminary estimate to \$218,000 which appears to be a result of a \$25,000 allowance for unforeseen traffic control.

She also mentioned that the NJDOT Temporary Access Agreement was still pending yet on review of the plans with Mr. Kelly it was concluded that access through NJDOT's easements will not be necessary to complete the project.

Regarding Riverdale's responsibility and reimbursement for expenses, Ms. Avagnano advised that Riverdale has not responded to Diane Alexander's June 16<sup>th</sup> letter to Riverdale counsel Greg Mascera.

Vice Chairman Voorman asked if there were any provisions in the Service Contract or other contracts that the Authority could cite to press for payment. Mr. Falcon advised that he believed there may be stipulations in the Authority's Rules and Regulations outlining actions which may be taken if a municipality has an outstanding balance. He advised that he would review the Rules and Regulations and advise on possible actions.

Chairman Verdonik requested, after review of the Authority's Rules and Regulations that counsel issue a follow up letter to Riverdale again requesting payment of the outstanding invoices.

### **4. BOONTON AVENUE INTERCEPTOR**

#### **4.1 Park Place/NYS&W Railroad Crossing (2017 Project)**

To start discussions Ms. Avagnano referred to a picture of two large boulders that were encountered at the construction site.

Chairman Verdonik asked Mr. Kelly to update the Board on recent discussions with the Contractor, subcontractor and Mott MacDonald.

Mr. Kelly opened stating that during a recent site visit he confirmed that the contractor is using both the permanent easement and the expanded temporary easement to the fullest extent. He mentioned that currently the contractor has relocated the 30" storm drain near the receiving pit in Main Street. They have also

installed the dewatering system including 3 deep wells, 2 at the jacking pit in the park and 1 at the receiving pit in Main Street along with the dewatering pipelines. He mentioned that apparently the 18,000 gallon Frac tank along Park Place overflowed over the weekend so pumping was temporarily suspended.

He reported that water samples from the dewatering operations will be taken for analysis prior to discharge into the Park Place sanitary sewer.

Mr. Kelly then reported on the July 13th meeting requested by the contractor and subcontractor regarding two large boulders unearthed at around 8'-10' in the jacking pit.

Mr. Kelly advised that Board that during the site meeting, Milani & Sons informed all parties that the 3' to 4' boulders excavated were a major concern for the tunneling operation under the railroad. He stated that the concern is that if boulders of this magnitude are encountered during the tunneling operation that the jack and bore equipment would not be able to break through a rock of this size. He pointed out that Milani cautioned installing the 36" diameter casing due to the manual excavation necessary within the 36" pipe would not be feasible.

Mr. Kelly informed the Board that the contractor and subcontractor were requesting that the tunnel be increased to a 48" diameter to allow for manual excavation with men and equipment working in the tunnel if required. Mr. Kelly also noted that Milani may be able to use a special percussion drill to break through the rock yet that equipment was proprietary to another company which would then have to be subcontracted for the boring. Mr. Kelly noted that Milani advised if the Authority moves forward with the 36" diameter casing and boulders of that size and greater are encountered and it is concluded that the tunnel could not be advanced, the sewer line including any equipment left inside would be abandoned.

Given the changed conditions, Mr. Kelly said that Milani is currently preparing a proposal for Montana which will then be forwarded to MM for their review and recommendation to the Authority.

Chairman Verdonik requested that the estimate and recommendation be expedited to avoid additional costs and delays.

Treasurer Lampmann noted that since the Authority's next meeting was scheduled for August 19<sup>th</sup>, that the Board should plan on holding a Special Meeting on the matter. Mr. Falcon advised that a special meeting could be held with 48 hour notification to the newspapers.

**5. FINANCIALS**

**5.1 Treasurer's Report: June 30, 2020**

Treasurer Lampmann presented the Treasurer's Report for the period ending June 30, 2020 and moved its approval as presented.

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

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

**5.2 Preliminary Annual Budget: FY 2021**

Ms. Avagnano noted the DLGS Budget Questionnaire in the file folders and asked that the Board Members return the form for the FY 2021 budget.

Turning to the FY 2021 Preliminary Annual Budget previously transmitted, Treasurer Lampmann and the Board advised that they did not have any revisions to the budget at this time. Ms. Avagnano confirmed that she will prepare the FY 2021 DLGS budget based on the preliminary figures.

**6. UNFINISHED BUSINESS**

None

**7. NEW BUSINESS**

None

**8. CONSENT AGENDA**

None

**9. PAYMENT OF BILLS**

**Operating Budget**

**9.1 Operating Request for Payment No. 398**

Treasurer Lampmann presented and moved approval of Operating Request for Payment No. 398 as follows:

**PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY****SUMMARY OF VOUCHERS FOR  
OPERATING EXPENSES****Operating Request for Payment No. 398**

The following bills have been reviewed and are recommended for approval for payment at the **July 15, 2020** meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):

	<b><u>PRBRSA</u></b>	<b><u>VOUCHER</u></b>	<b><u>VOUCHER</u></b>	<b><u>PAYMENT</u></b>	<b><u>CHECK PAYABLE TO</u></b>
	<b><u>ACCT. NO.</u></b>	<b><u>NO.</u></b>	<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>	
1)	24.05	OP-20-7-1	3/31/2020	\$ 250.00	Borough of Butler
2)	33.01	OP-20-7-2	10/1/2018	\$ 2,705.00	Borough of Butler
3)	24.07	OP-20-7-3	7/5/2020	\$ 151.88	J. Avagnano
4)	22.03	OP-20-7-4	7/6/2020	\$ -	Kelly Engineering
5)	22.03	OP-20-7-5	7/9/2020	\$ 1,427.20	Kelly Engineering
6)	22.01	OP-20-7-6	7/8/2020	\$ 2,086.50	Maraziti Falcon LLP
7)	22.01	OP-20-7-7	7/8/2020	\$ 1,189.50	Maraziti Falcon LLP
8)	*	OP-20-7-8	12/23/2019	\$ 961,719.00	Pequannock Lincoln Park & Fairfield Sewerage Authority
9)	22.02	OP-20-7-9	7/10/2020	\$ 1,728.25	Remington & Vernick Engineers
10)	24.07	OP-20-7-10	6/24/2020	\$ 47.58	North Jersey Media Group
11)	24.07	OP-20-7-11	6/24/2020	\$ 37.44	North Jersey Media Group
12)	24.07	OP-20-7-12	6/10/2020	\$ 34.36	North Jersey Media Group
13)	24.07	OP-20-7-13	6/10/2020	\$ 35.32	North Jersey Media Group
14)	33.03	OP-20-7-14	6/24/2020	\$ 18.23	Borough of Butler Electric
15)	22.05	OP-20-7-15	7/8/2020	\$ 23,428.49	Borough of Butler
16)	22.05	OP-20-7-16	7/8/2020	\$ 6,493.94	Borough of Butler
17)	22.02	OP-20-7-17	7/10/2020	\$ 1,800.00	DMC Assoc.
18)	26.04	OP-20-7-18	7/7/2020	\$ 585.00	US Bank
19)	33.02	OP-20-7-19	7/8/2020	\$ 50.00	Peerless Concrete Products
20)	33.03	OP-20-7-20	7/10/2020	\$ 3.10	JCP&L
21)	33.01	OP-20-7-21	7/11/2020	\$ 3,357.40	ADS LLC

**TOTAL: \$ 1,007,148.19**

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

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

**2. Construction Fund Disbursements**

**2.1 Construction Disbursement Requisition No. C-17-35**

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-35 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-17-35-7-1	7/8/2020	\$ 4,377.60	Kelly Engineering
2)	120328C3	C-17-35-7-2	7/1/2020	\$ 3,186.23	Mott MacDonald
3)	120328C1	C-17-35-7-3	7/8/2020	\$ 4,915.11	Maraziti Falcon LLP
<b>TOTAL DISBURSEMENTS</b>				<b><u>\$12,478.94</u></b>	

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

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

**NAYS** : None

**ABSENT** : None

**ABSTAIN** : None

**OPEN MEETING FOR PUBLIC COMMENT**

Given that New Jersey was still under a Health Emergency, Ms. Avagnano polled that Board on continuing with the 5:00 pm teleconference meeting. The Board agreed that would be reasonable for the August 19<sup>th</sup> meeting.

Chairman Verdonik asked if any members of the public were on the teleconference.

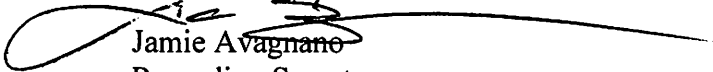
With no members of the public present Chairman Verdonik dispensed with the public participation portion of the meeting.

### **ADJOURNMENT**

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

At approximately 5:26 pm, the meeting was adjourned.

Respectfully submitted,

  
Jamie Avagnano  
Recording Secretary

Enclosure: Treasurer's Report for the period ending June 30, 2020