

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

July 21, 2021

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on July 21, 2021. 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, Metcalfe and Voorman

Note: Commissioner Pellegrini joined the meeting in progress at 6:05 pm

**ABSENT** : Commissioner Gall

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

Michael Sondermeyer, Bloomingdale Administrator

#### OPEN PUBLIC MEETING STATEMENT

Chairman Verdonik introduced the "Open Public Meeting Statement" indicating that adequate notice of the Authority's regular meeting had been publicized in accordance with law by posting notice on the bulletin board at the Butler Municipal Building, by providing notice to the municipal clerks of Bloomingdale, Butler, Kinnelon, and Riverdale, and by providing notice to the official newspapers of the Authority. The statement also noted that the time change was provided to the municipal clerks and noticed in the Authority's official newspapers.

#### ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – June 16, 2021

Treasurer Lampmann moved acceptance of the minutes of the June 16, 2021 regular meeting. That motion was seconded by Vice Chairman Voorman and approved on the following roll call vote:

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

**NAYS** : None

**ABSENT** : Commissioners Gall and Pellegrini

**ABSTAIN** : None

2. Meeting Minutes: Closed Session Meeting – May 19, 2021

Treasurer Lampmann moved acceptance of the minutes of the May 19, 2021 closed session meeting. That motion was seconded by Vice Chairman Voorman and approved on the following roll call vote:

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

**NAYS** : None

**ABSENT** : Commissioners Gall and Pellegrini

**ABSTAIN** : Commissioner Desai

**OPERATIONAL REPORT**

1. **SYSTEM OPERATIONS**

1.1 **Flow Report**

Chairman Verdonik noted that the Flow Report and subsequent flow data for the period ending May 2021 was included in the meeting package for the Board's review which included the following report:

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

Commissioner Howard referenced the graph plotting the differentials between TBSA M-15 and PRBRSA Meter P-4 from March 1 through June 30, 2021 showing a large deviation between the two meters beginning May 1<sup>st</sup> and commented that the deviation is becoming greater as the days progress. Both Commissioner Howard and Treasurer Lampmann pointed out that even though there is a greater deviation the meters are tracking consistently through the period. Commissioner Howard requested further data analysis be provided next month. Chairman Verdonik added that given the uncharacteristic increase in the P-4 flows during the summer months with no apparent rainfall, that he advised the Administrator to substitute the M-15 flow readings pending a response from ADS and review by Mr. Donati.

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

Chairman Verdonik presented the TBSA vs. PRBRSA memorandum calculating the flows through June 2021 commenting that to date PRBRSA is in a favorable position.

**1.3 Interceptor CCTV-Inspection & Cleaning Project**

Mr. Donati informed the Board that the Bid documents for the CCTV-inspection project were nearing completion for attorney review by next week. Pending attorney review Mr. Donati added that the contract would be released for bid.

Treasurer Lampmann moved approval of Resolution No. R-21-7-1 as follows:

**Resolution No. R-21-7-1**

**RESOLUTION TO AUTHORIZE PUBLICATION OF  
NOTICE TO BIDDERS FOR CONTRACT NO. PRB-21-1**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (hereinafter the “Authority”) desires to authorize the publication of a Notice to Bidders to advertise for the receipt of sealed bids in connection with the Authority’s CCTV Inspection and Cleaning Project, Contract No. PRB-21-1; and

**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 21<sup>st</sup> day of July, 2021 as follows:

1. The Authority shall cause to be published a Notice to Bidders in accordance with N.J.S.A. 40A:11-23, and in a form approved by the Authority Attorney.
2. 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 July 21, 2021.

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

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

**NAYS** : None

**ABSENT** : Commissioner Gall

**ABSTAIN** : None

**1.4 Flow Metering – RFP**

Mr. Donati advised that the RFP for flow metering services would be completed and ready for attorney review and publication by the end of the month.

**2. TBSA ACTIVITIES**

**2.1 Status Update**

Chairman Verdonik and Vice Chairman Voorman reported on the activities at Two Bridges. Chairman Verdonik mentioned that TBSA's revised service contract is nearing completion which is based on using a 5 year average of the flows for each participant. Vice Chairman Voorman added that, on behalf of PRBRSA, as a stipulation of accepting the service contract that PRBRSA's minimum flow requirement will be eliminated. Both Chairman Verdonik and Vice Chairman Voorman stated that the new service contract will be beneficial to PRBRSA.

**3. TWA APPLICATIONS AND CONNECTION PERMITS**

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

Chairman Verdonik requested that Bloomingtondale Administrator Sondermeyer present the current status of the connection investigations for No. 69 Hamburg Turnpike, Bloomingtondale. Administrator Sondermeyer advised the Board that a CCTV-inspection of the PRBRSA main has been completed and forwarded to the Authority for review. He added that the CCTV concluded that no lateral connection existed at #69 Hamburg Turnpike but a connection was found at the adjacent property located at #67 Hamburg Turnpike.

Commissioner Pellegrini questioned whether #69 could be connected to the house lateral at #67 which was common in the 1990s. Administrator Sondermeyer responded advising that the property owner inspected the house laterals from the house to the road for both #67 and #69 and that no connection was discovered.

On further discussion, the Board requested that Administrator Sondermeyer and/or the property owner provide the house lateral investigative reports to the Authority for review by the engineer. It was agreed that once Mr. Donati has obtained all of the investigative information performed to date that the information would be reviewed and a determination and recommendation would then be provided to the Board in order to assess the Authority's responsibility going forward.

(Note: Administrator Sondermeyer left the meeting in progress at approximately 6:50 pm)

**4. CONSTRUCTION CONTRACTS**

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

Administrator Avagnano advised that she met with the Morris County Soil Conservation Agency who performed a stick test at Butler Park. She advised that the Authority received a “Pass” and the final Certificate was provided.

**5. FINANCIAL MATTERS**

**5.1 Treasurer’s Report: June 30, 2021**

Treasurer Lampmann presented the Treasurer’s Report for the period ending June 30, 2021 and moved approval as presented.

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

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

**5.2 Annual Budget: FY 2022**

Chairman Verdonik requested that any comments or questions on the preliminary budget for FY 2022 be directed to Administrator Avagnano. Commissioner Desai requested clarification on the contributions to the Capital Fund and the Renewal & Replacement Fund for FY 2022. Administrator Avagnano confirmed that the amount for FY 2022 remains the same as FY 2021 however the contributions were reversed in that the Authority is increasing the funding to the R&R Fund.

With no further questions, Chairman Verdonik directed the Administrator to move forward with preparation of the FY 2022 Annual Budget per the preliminary figures.

**6. UNFINISHED BUSINESS**

**6.1 Unauthorized Connection – Riverdale Claim Matter**

Mr. Falcon advised the Board that there had not been any further correspondence from the NJIF attorney, Mr. Nemeth, or the Borough of Riverdale on the claim matter.

Commissioner Desai advised that he relayed the Authority's concerns regarding the current procedure in place for obtaining information from PRBRSA and requested that the Borough be the first contact for any document requests. He added that the NJIF hired an engineer to review the invoices from the PRBRSA contract and had requested the contact information for our engineers. Commissioner Desai said that he had provided the Administrator's information for the initial contact. Administrator Avagnano mentioned that she had not received a request for that information therefore she will provide the contact information to Mr. Nemeth directly.

**7. NEW BUSINESS**

**7.1 Retirement – Commissioner Gall**

Chairman Verdonik presented a letter of resignation from Commissioner Gall, Borough of Kinnelon, advising that he will be retiring from his volunteer appointment.

Chairman Verdonik recognized Commissioner Galls 25 years of dedication and leadership as a valuable Board Member since 1996. Chairman Verdonik expressed his admiration for Commissioner Gall for his guidance and service and that his informed discussions and friendly manner will be missed.

Commissioner Metcalfe advised that he will contact the Kinnelon Mayor for a candidate to fulfill the term expiring in 2024.

**8. CONSENT AGENDA**

None

**9. PAYMENT OF BILLS**

**Operating Budget**

**9.1 Operating Request for Payment No. 409**

Treasurer Lampmann presented Operating Request for Payment No. 409 and moved its approval as follows:

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

---

**Operating Request for Payment No. 409**

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

	<u>PRBRSA</u>	<u>VOUCHER</u>	<u>VOUCHER</u>	<u>PAYMENT</u>	
	<u>ACCT. NO</u>	<u>NO.</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>CHECK PAYABLE TO</u>
1)	24.05	OP-21-7-1	3/1/2020	\$ 250.00	Borough of Butler
2)	33.01	OP-21-7-2	10/1/2020	\$ 2,705.00	Borough of Butler
3)	24.07	OP-21-7-3	7/7/2021	\$ 127.21	J. Avagnano
4)	22.03	OP-21-7-4	6/14/2021	\$ 543.75	CP Engineers LLC (May)
5)	22.01	OP-21-7-5	7/7/2021	\$ 1,813.50	Maraziti Falcon LLP
6)	26.04	OP-21-7-6	7/7/2021	\$585.00	US Bank
7)	33.01	OP-21-7-7	7/9/2021	\$ 3,426.00	ADS LLC
8)	22.03	OP-21-7-8	7/19/2021	\$ 4,289.75	CP Engineers LLC (June)
9)	32.02	OP-21-7-9	7/19/2021	\$ 2,457.25	CP Engineers LLC (CCTV)
10)	*	OP-21-7-10	12/21/2020	\$ 962,886.00	Peq. Lincoln Park & Fairfield
11)	33.03	OP-21-7-11	6/25/2021	\$ 18.23	Borough of Butler Electric
12)	22.05	OP-21-7-12	7/8/2021	\$ 24,047.10	Borough of Butler
13)	22.05	OP-21-7-13	7/8/2021	\$ 6,268.45	Borough of Butler
14)	24.07	OP-21-7-14	7/8/2021	\$ 363.66	Staples
15)	24.07	OP-21-7-15	6/23/2021	\$ 54.42	North Jersey Media Group
16)	24.07	OP-21-7-16	6/23/2021	\$ 68.19	North Jersey Media Group
17)	24.07	OP-21-7-17	7/11/2021	\$ 40.25	North Jersey Media Group
18)	24.07	OP-21-7-18	7/17/2021	\$ 300.00	Up & Running
19)	24.07	OP-21-7-19	7/6/2021	\$3.10	JCP&L
20)	24.07	OP-21-7-20	7/6/2021	\$203.77	Intuit - Quickbooks checks - DIRECT DEBIT

**TOTAL:        \$ 1,010,450.63**

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

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

**Construction Fund Disbursements**

**9.2 Construction Disbursement Requisition No. C-17-46**

Treasurer Lampmann presented the bills as listed on Construction Fund Disbursement Requisition No. C-17-46 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-17-46-7-1	7/7/2021	\$ 1,521.00	Maraziti Falcon LLP
	<b>TOTAL DISBURSEMENTS</b>			<b><u>\$1,521.00</u></b>	

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

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

**NAYS** : None

**ABSENT** : Commissioner Gall

**ABSTAIN** : None

**OPEN MEETING FOR PUBLIC COMMENT**


Before opening the meeting to the public Chairman Verdonik polled the Board regarding the August 18<sup>th</sup> meeting time. The Board agreed to retain the 6:00 pm time for August 18<sup>th</sup>. Chairman Verdonik then opened the meeting to the public. Since no public was present, the public portion of the meeting was closed.

**ADJOURNMENT**

At approximately 7:00 pm, Commissioner Desai moved to adjourn the regular meeting. That motion was seconded by Commissioner Lampmann and approved unanimously on voice vote.

At approximately 7:00 pm the meeting was adjourned.

Respectfully submitted,

  
Jamie Avagnano  
Recording Secretary

Enclosures: Treasurer's Report for the period ending June 30, 2021