

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

June 18, 2025

Minutes of the Regular Meeting of the **Pequannock River Basin Regional Sewerage Authority** held on June 18, 2025, 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 Croop, Desai, Lampmann, Pellegrini, Voorman and Wilkes

**ABSENT** : Commissioner Mabey

**ALSO PRESENT** : Jamie Avagnano, Authority Administrator;  
Steve Donati, P.E., CP Engineers LLC  
and Diane Alexander, 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: May 21, 2025**

Treasurer Lampmann moved acceptance of the May 21, 2025 regular meeting minutes. That motion was seconded by Vice Chairman Voorman and approved on the following roll call vote:

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

**NAYS** : None

**ABSENT** : Commissioner Mabey

**ABSTAIN** : None

## **OPERATIONAL REPORT**

### **1. SYSTEM OPERATIONS**

#### **1.1 Flow Report**

Chairman Verdonik reported on the May flows noting higher flows for the month due to heavy rains. Steve Donati, PE, confirmed that the system recorded upward of 10-inches of rain for the month. He added that the system is not encountering any issues.

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

Chairman Verdonik noted that the annual flows for PRBRSA/TBSA are approaching the minimum required flow, which decreases PRBRSA's percentage flow compared to other TBSA participants.

#### **1.3 ARC GIS**

Steve Donati, P.E., reported that the majority of the GIS fieldwork is complete, with only a few manholes remaining that require additional traffic control. He also noted that approximately six manholes were found to be buried in brush or present other obstacles, necessitating further effort to uncover. Additionally, he mentioned that CP is utilizing desktop programs to record inverts in high-traffic areas where conditions are hazardous.

Steve also mentioned that CP used the GIS upgrade to assure that the manholes are within the minimum 28" diameter required for the upcoming capital project.

### **2. TBSA ACTIVITIES**

#### **2.1 Status Update**

Vice Chairman Voorman provided an update on TBSA activities. He mentioned that ongoing TBSA projects are expected to be completed in approximately 6 months. He also indicated that preliminary budget discussions suggest a potential rate increase of around 3-5%, with 5% being more probable before any application of surplus.

Secretary Desai asked if this would be an ongoing trend with 5% increases in future years. Vice Chairman Voorman indicated that with the planned infrastructure projects projected through 2030, that 3-5% budget increases should be expected.

**3. TWA APPLICATIONS AND CONNECTION PERMITS**

None

**4. CONSTRUCTION CONTRACTS**

**4.1 Riverdale Lining Project**

Steve Donati, PE, updated the Board on the status of the Riverdale lining project. He reported that the permits have been submitted and are deemed approvable once the contract has been awarded. He said that a waiver for “Build America Buy America” is being prepared as the product is not produced in the US. He also reported that a desktop analysis of the groundwater table was accepted which replaces the need for soil borings saving the Authority time and money.

In all he advised that the project is moving forward with the I-Bank requirements which are necessary for authorization to advertise.

**5. FINANCIAL MATTERS**

**5.1 Treasurer’s Report: May 31, 2025**

Treasurer Lampmann presented the Treasurer’s Report for the period ending May 31, 2025, and moved approval as presented.

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

- AYES** : Chairman Verdonik, Commissioners Croop, Desai, Lampmann, Pellegrini ,Voorman and Wilkes
- NAYS** : None
- ABSENT** : Commissioner Mabey
- ABSTAIN** : None

## **5.2 FY 2026 Budget: Rate Stabilization Analysis**

Chairman Verdonik referred to the Rate Stabilization Table presented for the upcoming budget year. Jamie Avagnano advised that the analysis for 2026 was based on a 0% increase for PRBRSA related line items due to the Authority being up to date on maintenance projects so the majority of the 2026 rehabilitation projects were under the established capital program. However, she advised that a 3% increase in the TBSA Admin. and O&M budget was expected given TBSA's upcoming projects through 2030. For 2026 she advised that a 1% increase in the PRBRSA annual charges would be required to meet the expected increases. She also noted that, going forward, a projection of 3% for TBSA and 1% for PRBRSA was calculated which would require the implementation of surplus to keep rates within the 2% range through 2030.

During the discussions, a potential 5% increase in the TBSA budget was considered, which would necessitate a 2% rise in the PRBRSA annual charges for 2026, assuming no application of surplus funds. Ms. Avagnano indicated that she would revise the table to reflect the 5% TBSA projections.

## **6. UNFINISHED BUSINESS**

### **6.2 Easement Access Agreement – 69 Main St. Butler**

Administrator Avagnano informed the Board that Butler Properties has accepted and executed the permanent access agreement, which permits entry to the Authority's easement along the river located at 69 Main Street, Butler. Chairman Verdonik requested a motion to pass Resolution R-25-6-1.

Treasurer Lampmann moved Resolution R-25-6-1 as follows:

Resolution No. R-25-6-1

#### **RESOLUTION AUTHORIZING EXECUTION OF ACCESS EASEMENT FOR 69 Main Street, Butler, NEW JERSEY**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (“PRBRSA” or the “Authority”) is responsible for the continued maintenance, operation and monitoring of its sewerage facilities located in the vicinity of property owned by Butler Properties, LLC (“Owner”), located at 69 Main Street, Borough of Butler, County of Morris, State of New Jersey, also known as Block 15, Lot 7.01 on the official tax map of Butler; and

**WHEREAS**, the Authority is authorized to acquire real property and interests therein, including easements, pursuant to the Sewerage Authorities Law, N.J.S.A. 40:14A-1 et seq., and specifically N.J.S.A. 40:14A-7; and

**WHEREAS**, it is necessary for the Authority to acquire an access easement over the Owner's property to enable the Authority to access, inspect, operate, repair, and maintain its sewerage facilities; and

**WHEREAS**, the purpose of the access easement is to allow the Authority to clear and maintain an area sufficient to access an existing easement and perform its statutory responsibilities with respect to the infrastructure located therein.

**NOW, THEREFORE, BE IT RESOLVED**, by the Pequannock River Basin Sewerage Authority in the Counties of Morris and Passaic in the State of New Jersey on this 18th day of June, 2025, as follows:

1. The Authority hereby authorizes the Chairman to execute an Access Easement Agreement with Butler Properties, LLC, in substantially the form attached hereto, and the Administrator is authorized to take all actions necessary to effectuate the terms and intent of said Agreement.
2. This Resolution shall take effect immediately.

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

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

**NAYS** : None

**ABSENT** : Commissioner Mabey

**ABSTAIN** : None

7. **NEW BUSINESS**

None

8. **CONSENT AGENDA**

None

9. **PAYMENT OF BILLS**

9.1 **Operating Request for Payment No. 453**

Treasurer Lampmann presented Operating Request for Payment No. 453 and moved approval as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY					
SUMMARY OF VOUCHERS FOR					
OPERATING EXPENSES					
Operating Request for Payment No. 453					
The following bills have been reviewed and are recommended for approval for payment at the					
<b>June 18, 2025</b> meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):					
PRBRSA	VOUCHER	VOUCHER	PAYMENT		
ACCT. NO.	NO.	DATE	AMOUNT	CHECK PAYABLE TO	
1) ✓	24.05	OP-25-6-1	4/12/2024	\$ 250.00	Borough of Butler
2) ✓	33.01	OP-25-6-2	10/1/2024	\$ 2,942.00	Borough of Butler
3) ✓	24.07	OP-25-6-3	6/16/2025	\$ 231.26	J. Avagnano
4) ✓	33.01	OP-25-6-4	5/31/2025	\$ 4,680.00	CSL
5) ✓	22.01	OP-25-6-5	6/11/2025	\$ 779.00	Maraziti Falcon LLP
6) ✓	33.05	OP-25-6-6	6/11/2025	\$ 1,336.00	ESRI (GIS subscription)
7) ✓	22.03	OP-25-6-7	6/5/2025	\$ 2,868.50	CP Engineers LLC
8) ✓	32.02	OP-25-6-8	6/5/2025	\$ 15,068.90	CP Engineers LLC (Riverdale project evaluation engineering)
9) ✓	25.01	OP-25-6-9	6/18/2025	\$ 282.17	Dave Desai
10) ✓	25.01	OP-25-6-10	6/18/2025	\$ 247.09	Vincent Pellegrini
11) ✓	24.07	OP-25-6-11	6/1/2025	\$ 59.76	North Jersey Media Group
12) ✓	24.07	OP-25-6-12	6/1/2025	\$ 68.44	North Jersey Media Group
13) ✓	33.03	OP-25-6-13	5/27/2025	\$ 17.13	Butler Electric
14) ✓	33.03	OP-25-6-14	6/9/2025	\$ 4.65	JCP&L
15) ✓	24.07	OP-25-6-15	6/16/2025	\$ 175.39	Access Corp. (archive records)
<b>TOTAL:</b>			<b>\$ 29,010.29</b>		

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

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

**NAYS** : None

**ABSENT** : Commissioner Mabey

**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 6:15 pm, Treasurer Lampmann moved to adjourn the regular meeting. That motion was seconded by Secretary Desai and approved unanimously on voice vote.

At approximately 6:15 pm, the meeting was adjourned.

Respectfully submitted,

*Jamie Avagnano*

Jamie Avagnano, Recording Secretary

Enclosure: Treasurer's Report for the period ending May 2025.