MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

June 15, 2022

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on June 15, 2022 at the Borough of Butler. Vice Chairman Voorman called the meeting to order at approximately 6:00 p.m.

ROLL CALL

On roll call:

PRESENT	:	Vice Chairman Voorman, Commissioners Howard, Mabey, Metcalfe and Pellegrini
ABSENT	:	Commissioners Verdonik, Lampmann and Desai
ALSO PRESENT	:	Jamie Avagnano, Authority Administrator; Diane Alexander, Esq., Maraziti Falcon, LLP, Stephen Donati, P.E., CP Engineers

OPEN PUBLIC MEETING STATEMENT

Vice Chairman Voorman 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 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: Regular Meeting – May 18, 2022

   Commissioner Metcalfe moved acceptance of the minutes of the May 18, 2022 regular meeting. That motion was seconded by Commissioner Mabey and approved on the following roll call vote:

AYES	:	Commissioners Howard, Mabey, Metcalfe, Pellegrini and Voorman
NAYS	:	None

ABSENT : Commissioners Verdonik, Lampmann and Desai

ABSTAIN : None

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Contract OM-7

Administrator Avagnano advised that based on prior discussions at the May meeting on a potential I/I program, CSL provided a proposal for 10 meters over a 4 month period at the cost of $37,500. She mentioned that on discussions with CSL and Steve Donati that a system wide approach would be more beneficial than attempting to isolate I/I in a specific town and then relocate the meters throughout the system. The scope outlines that a few meters would be strategically placed in each municipality for the entire period in anticipation of a large weather event to capture I/I that may be a contributor from each location.

Mr. Donati stated that after we received the quote for the 10 Meters, he went back and looked at appropriate locations for the meters and determined that, by utilizing the existing meters, we could provide a good overall system breakdown using just 7 temporary meters. Based upon the unit prices in the proposal provided, 7 meters would come to $25,900. Mr. Donati added that the program, if implemented, would be scheduled for spring 2023.

The Board discussed the scope of the proposed project noting that if the Authority were to discover potential I/I sources that it would remain the town's decision to remediate the issues. Commissioner Mabey noted that with the EDU billing method in place there was a lack of incentive for the towns to spend funds to address I/I remediation. The Board agreed.

Ms. Avagnano and Mr. Donati added that the towns may consider serving future projects that may require additional reserve capacity as motivation to perform I/I investigative measures.

1.2 Flow Report

Administrator Avagnano noted that the Flow Report and Daily Flow Summary were included in the meeting documents folder. She commented that TBSA Meter M-15 and P-4 differentials were slightly higher this month and that the reports had been sent to CSL for review.

Mr. Donati added that the major differences appeared to occur 4 days later in the month where the deviation was around 12% which may be a result of calibrations or site visits occurring after heavy rains in May.

1.3 TBSA Flow Report (Budget vs. Actual)

Referring to the TBSA v. PRBRSA memo, Ms. Avagnano commented that the flows were currently in PRBRSA's favor for the period.

1.3 Contract PRB 22-1

Mr. Donati referenced his letter recommending award of Contract PRB 22-1 to National Water Main as the lowest responsive and responsible bidder.

1.4 Survey Easement – L0t 7.01, Block 15, Butler

Administrator Avagnano described the findings reported regarding site conditions at an existing PRBRSA easement, Lot 7.01, Block 15, near Stony Brook and the Pequannock River in Butler. She advised that the Authority has 3 water-tight manholes within the easement that, according to the licensed operator as well as referenced on TAM Enterprises report confirmed by CP's inspector, are inaccessible due to obstructions. The easement is also blocked restricting vehicle access.

Administrator Avagnano recommended that the Board proceed with a survey and mark-out of the property easement including the exact location of the manholes in order to assess the site for clearing. Mr. Donati commented, in response to Commissioner Howard's question, that in order to CCTV the pipeline, TAM used equipment from the manholes above and below the area, extending the camera from either ends. He added that CP's inspector reported that the area was inaccessible by truck.

Ms. Avagnano requested authorization to proceed with the survey services under Resolution No. R-22-6-2 shown below.

2. TBSA ACTIVITIES

2.1 Status Update

Vice Chairman Voorman reported on the matters discussed at the Two Bridges Sewerage Authority. He advised that the plant is experiencing an approximate 50% increase in electrical costs for the current year with prices anticipated to escalate during the contract renewal period. He also advised that sources to secure the necessary chemicals for plant treatment were limited and, when available, are experiencing price increases on the order of 37%. He advised that these costs are currently being realized in FY 2022 with continued price escalations projected for FY 2023 as TBSA continues to obtain contract renewals for materials. Vice Chairman Voorman explained that TBSA has no other option but to forward the

cost share to the participants by increase the annual charges for FY 2023. In response to a question, Vice Chairman Voorman responded that PRBRSA should expect a minimum 5% increase in O&M charges to as much as 35% overall. Board discussion continued.

3. TWA APPLICATIONS AND CONNECTION PERMITS

Nothing to Report

4. CONSTRUCTION CONTRACTS

None

5. FINANCIAL MATTERS

5.1 Treasurer's Report: May 31, 2022

Commissioner Metcalfe presented the Treasurer's Report for the period ending May 31, 2022 and moved approval.

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

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

5.2 FY 2023 Budget: Rate Stabilization

Ms. Avagnano presented the rate stabilization analysis commenting that due to expected price escalations from the Two Bridges Sewerage Authority she recommended a 0.5% increase in the annual charges from the prior year. She added that the Authority would see a reduction in outstanding debt service in FY 2023 that may offset an increase in operation and maintenance charges.

6. UNFINISHED BUSINESS

6.1 Unauthorized Connection-Riverdale Claim

Diane Alexander, Esq. advised that there was no further communication from Mr. Nemeth, JIF Counsel, from the May meeting.

She further advised, that per the Board's direction, a letter would be issued to the JIF counsel as well as Riverdale regarding potential litigation procedures.

7. NEW BUSINESS

7.1 Insurance

7.1.2 General Liability & Umbrella Package

Ms. Avagnano commented on her June 15th recommendation to award the general liability & umbrella policy to Cincinnati Insurance Carriers at a reduced premium than the current carrier. She added that the Directors and Officers Liability coverage was extra, yet even with the secondary policy the quoted rate was a 5% savings from the prior period. She noted that the quote would lock in the rate for a 3 year renewal.

8. CONSENT AGENDA

Per discussions referenced above, the following resolutions were presented for approval:

R-22-6-1: Award Contract PRB 22-1 to National Water Main
R-22-6-2: Authorize Survey Services to DMC Associates for $3,100.00
R-22-6-3: Authorization to bind coverage with Cincinnati Insurance Carriers

Commissioner Metcalfe moved approval of the resolutions noted above as follows:

Resolution No. R- 22-6-1

RESOLUTION AWARDING CONTRACT TO NATIONAL WATER MAIN CLEANING COMPANY FOR SEWER LINE CLEANING & INTERNAL CCTV INSPECTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("Authority") solicited bids to provide for the Sanitary Sewer Cleaning &

Internal CCTV-Inspection and cleaning of approximately 2130 linear feet of sanitary sewer; and

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-6.1(a), contracts above the bid threshold shall be awarded after soliciting sealed competitive bids therefore; and

WHEREAS, the Authority received two (2) bids on June 8, 2022 from the companies listed below at the rate shown; and

	Total Price
National Water Main Company	$69,757.50
TAM Enterprises, Inc.	$196, 100.00

WHEREAS, the Authority's Attorney and Consulting Engineer have reviewed the bids submitted as to compliance with the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) and the bid specification and recommend that the contract be awarded to National Water Main Cleaning Company, with offices located at 1806 Newark Turnpike, Kearney, New Jersey, 07032; and

WHEREAS, the Authority concurs in the said recommendation and hereby determines to proceed with the work; and

WHEREAS, sufficient funds are available in line item 33.00.

NOW, THEREFORE, 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 15th day of June, 2022, as follows:

1. The Chairman or Vice Chairman is authorized and directed to execute a Contract No. 22-1 with National Water Main Cleaning Company in an amount not to exceed $69,757.50.
2. A copy of the resolution and contract shall be kept available for public inspection at the offices of the Authority located at One Ace Road, Butler, New Jersey.
3. The Administrator shall provide a copy of this Resolution to National Water Main Cleaning Company within 10 days of the date hereof.
4. This Resolution shall take effect immediately.

Resolution No. R-22-6-2

RESOLUTION

WHEREAS, there exists a need for a survey to reestablish the boundary limits of a PRBRSA easement located within Block 15, Lot 7.01, in the Borough of Butler, in order to assure

access to the sanitary sewer system pipeline and manholes located within the easement to proceed with maintenance and clearing of the easement to be undertaken by the Pequannock River Basin Municipal Sewerage Authority ("the Authority") on completion of the site orientation; and

WHEREAS, the Authority is in receipt of the proposal of DMC Associates dated June 9, 2022; and

WHEREAS, the work constitutes a professional service in accordance with N.J.S.A. 40A:11-5, and the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) authorizes contracts for the provision of "Professional Services," to 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; and

WHEREAS, Jamie Avagnano, and Steve Donati, Consulting Engineer have recommended that the Authority authorize DMC Associates to perform the services as quoted in the June 9, 2022 report, in a total fee amount of $3,100.00; and

WHEREAS, funds are available for these purposes under FY 2022 budget item 33.01.

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 15th day of June 2022as follows:

1. The Vice Chairman is authorized and directed to execute an Agreement so as to authorize the expenditure of $3,100.00 to perform survey work.

2. This Resolution shall be published in accordance with N.J.S.A. 40A:11-5 (l)(a)(ii).

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

Resolution No. R-22-6-3

RESOLUTION

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (hereinafter "the Authority") maintains policies of insurance in accordance with Section 611 of the Bond Resolution of July 15, 1986; and

WHEREAS, the Authority desires to maintain appropriate coverage and has received quotations from Marsh & McLennan Agency (Broker); and

WHEREAS, the Authority is authorized by N.J.S.A. 40A:11-5(1)(m) to award a Contract for the provision of annual insurance as an extraordinary unspecifiable service; and

WHEREAS, following review of two quotations, the Authority Administrator has recommended award of the Contract to The Cincinnati Indemnity Company for coverage from June 23, 2022 through June 23, 2025 (3 year renewal) per Stanford Risk Management's review and acceptance of the coverages; and

WHEREAS, the Authority desires to award a contract to Cincinnati Indemnity Company for the following coverages for the premiums indicated by Broker quotation of June 13, 2022 as generally summarized below:

CINCINNATI INDEMNITY COMPANY

TOTAL PACKAGE: **$22,610.00**

WHEREAS, N.J.S.A. 40:11-5(1)(m) authorizes the Authority to award contracts for insurance without public advertising for bids and bidding thereof; and

WHEREAS, the Administrator has certified the appropriations as budgeted annually under Item: 23.01; The Authority has reviewed the Certification of the Administrator of even date herewith.

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 15th day of June 2022, as follows:

1. The Authority hereby approves and authorizes the Authority Administrator to acquire the aforesaid insurance policies.
2. The Authority hereby authorizes payment to the Broker of the premium due in the amount not-to-exceed $24,000.00 in order to bind coverage.
3. The Authority shall cause a copy of the within Resolution to be published once in an official newspaper of the Authority.
4. This Resolution shall take effect immediately

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

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

9. PAYMENT OF BILLS

9.1 Operating Request for Payment No. 419

Vice Chairman Voorman presented Operating Request for Payment No. 419 as presented. Commissioner Metcalfe moved approval as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

SUMMARY OF VOUCHERS FOR OPERATING EXPENSES

Operating Request for Payment No. 419

The following bills have been reviewed and are recommended for approval for payment at the **June 15, 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-22-6-1	3/31/2022	$ 250.00	Borough of Butler
2)	33.01	OP-22-6-2	10/1/2020	$ 2,759.00	Borough of Butler
3)	24.07	OP-22-6-3	6/6/2022	$ 196.79	J. Avagnano
4)	22.03	OP-22-6-4	6/13/2022	$ 1,762.50	CP Engineers LLC (Eng. General)
5)	22.01	OP-22-6-5	6/9/2022	$ 1,131.00	Maraziti Falcon LLP
6)	33.01	OP-22-6-6	5/31/2022	$ 2,680.00	CSL (OM-7 May)
7)	32.02	OP-22-6-7	6/14/2022	$ 4,376.75	CP Engineers LLC (Project Eng.)
8)	24.04	OP-22-6-8	6/6/2022	$ 63.80	Tab Group
9)	24.07	OP-22-6-9	5/25/2022	$ 402.18	NJ Advance Media (legal ads)
10)	24.07	OP-22-6-10	5/29/2022	$ 49.41	North Jersey Media Group (legal ads)
11)	24.07	OP-22-6-11	5/23/2022	$ 123.04	North Jersey Media Group (legal ads)
12)	24.07	OP-22-6-12	5/23/2022	$ 105.75	North Jersey Media Group (legal ads)
13)	24.07	OP-22-6-13	5/29/2022	$ 49.41	North Jersey Media Group (legal ads)
14)	33.03	OP-22-6-14	5/25/2022	$ 9.26	Borough of Butler Electric
15)	33.03	OP-22-6-15	6/8/2022	$ 4.09	JCP&L
16)	23.01	OP-22-6-16	6/15/2022	$ 22,610.00	Cincinnati Insurance Companies
		TOTAL:		**$ 36,572.98**	

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

AYES : Commissioners Howard, Mabey, Metcalfe, Pellegrini and Voorman

NAYS : None

ABSENT : Commissioners Verdonik, Lampmann and Desai

ABSTAIN : None

OPEN MEETING FOR PUBLIC COMMENT

Vice Chairman Voorman opened the meeting to the public. There being no public present, Vice Chairman Voorman requested adjournment.

ADJOURNMENT

At approximately 6:32 pm, Commissioner Metcalfe moved to adjourn the regular meeting. That motion was seconded by Commissioner Mabey and approved unanimously on voice vote.

At approximately 6:32 pm, the meeting was adjourned.

Respectfully submitted,

Jamie Avagnano,
Recording Secretary

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