

## MEETING MINUTES

### PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

March 19, 2025

Minutes of the Regular Meeting of the **Pequannock River Basin Regional Sewerage Authority** held on March 19, 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 Desai, Lampmann, Voorman and Wilkes

**ABSENT** : Commissioners Mabey and Pellegrini, [vacant seat Bloomingdale]

**ALSO PRESENT** : Jamie Avagnano, Authority Administrator; 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.

#### COMMENDATION: Edwin Howard

Chairman Verdonik commended Mr. Edwin Howard, Bloomingdale Representative, for his 22 years of service to the Authority. He emphasized Mr. Howard’s involvement in Authority affairs over the years commenting on his ongoing contributions to discussions and projects always expanding ideas in the interest of the public. The Board acknowledged his dedication and commitment during his service.

Chairman Verdonik presented Resolution R-25-3-1 honoring Mr. Howard’s service as a Board Member.

The resolution was moved by Vice Chairman Voorman as follows:

**RESOLUTION OF COMMENDATION TO EDWIN HOWARD FOR TWENTY-TWO YEARS OF DEDICATED AND KNOWLEDGABLE SERVICE TO THE PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY**

WHEREAS, the Pequannock River Basin Regional Sewerage Authority (PRBRSA or Authority) desires to recognize the dedicated service of Edwin Howard, who first took the oath of office of Member of the PRBRSA on February 25, 2003 and thereafter has served on the Board of the PRBRSA for twenty-two years; and

WHEREAS, on February 19, 2025, Edwin Howard, representative to the PRBRSA for the Borough of Bloomingdale, resigned from the Authority; and

WHEREAS, during the course of his service to the Authority, Edwin Howard has extended his energies, wisdom and leadership as Treasurer and Secretary of the Board of Commissioners, and Committeeman on the Executive Committee and Nominating Committees; and

WHEREAS, the Pequannock River Basin Regional Sewerage Authority desires to express its gratitude and recognize Edwin Howard for his guidance and dedication throughout his twenty-two years of service to the Authority.

NOW, THEREFORE BE IT RESOLVED by the Pequannock River Basin Regional Sewerage Authority;

1. Edwin Howard is hereby commended for his twenty-two years of devoted and knowledgeable service to the Pequannock River Basin Regional Sewerage Authority; and
2. The Chairman is directed to deliver a copy of this Resolution to Edwin Howard and the Borough of Bloomingdale on behalf of the Authority.

The Resolution was seconded by Treasurer Lampmann and passed on the following roll call vote:

<b>AYES</b>	:	Chairman Verdonik, Commissioners Desai, Lampmann, Voorman and Wilkes
<b>NAYS</b>	:	None
<b>ABSENT</b>	:	Commissioners Mabey and Pellegrini
<b>ABSTAIN</b>	:	None

Administrator Avagnano advised that she would make sure Mr. Howard received the resolution and a retirement card signed by the Board.

## **ADOPTION OF MINUTES**

### **1. Meeting Minutes: February 19, 2025**

Chairman Verdonik moved acceptance of February 19, 2025 Reorganization meeting minutes. That motion was seconded by Secretary Desai and approved on the following roll call vote:

<b>AYES</b>	:	Chairman Verdonik, Commissioners Desai, Lampmann, Voorman and Wilkes
<b>NAYS</b>	:	None
<b>ABSENT</b>	:	Commissioners Mabey and Pellegrini
<b>ABSTAIN</b>	:	None

## **OPERATIONAL REPORT**

### **1. SYSTEM OPERATIONS**

#### **1.1 Flow Report**

Chairman Verdonik referenced the February Flow Reports noting that the flows are still low given the lack of rain and snow during the past few months.

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

Chairman Verdonik reported that due to the low flows the PRBRSA minimum flow requirement of 1.85 mgd is in effect. He added that hopefully spring will bring some rainfall since when the minimum is applied, PRBRSA's percentage of flows is higher than the other Participants.

#### **1.3 BOONTON AVE – PRB 24-1**

In Steve Donati's absence, Jamie Avagnano referred to CP's summary memo. Regarding the Boonton Avenue CCTV report, she advised that she was able to locate and transmit the 2016 CCTV videos to CP for comparison. In reviewing the past logs, the pipe condition remains the same. As a follow-up to the February meeting, she also reported that the Authority did consider legal action with special

counsel against the engineer and contractor at the time, but legal action was not undertaken because liability for the poor condition of the lining was not clear.

Chairman Verdonik stated that the positive outcome is that the pipe has not further deteriorated over the past 9 years.

#### **1.4 ARC GIS**

Chairman Verdonik clarified the GIS field requirements to the Board. Jamie Avagnano explained that she is requesting confirmation that the Board would like to move forward with having a field crew, under OM-1, locate and record the exact GIS location of the assets. She explained that the past GIS is showing some inconsistencies and the field locating device will use exact longitude/latitude to be uploaded to the cloud. Chairman Verdonik recommended moving forward with fieldwork since the project was within the O&M budget for 2025. The Board agreed.

### **2. TBSA ACTIVITIES**

#### **2.1 Status Update**

Nothing to report.

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

None

### **4. CONSTRUCTION CONTRACTS**

#### **4.1 Riverdale Lining Project**

Jamie Avagnano reported that the I-Bank application is moving forward noting that the project will not require a cultural study. She also advised that the next step is preparation of the specifications.

Regarding minimum mandatory requirements, if the Authority proceeds with the spiral wound technologies that approval may not be applicable.

Diane Alexander, Esq. informed the Board on the benefits of the minimum mandatory requirement which safeguard the Authority from unqualified bidders. However, she mentioned that given the specialized spiral wound technology a minimum requirement may not be necessary.

#### **4.2 Site Demonstration**

Chairman Verdonik, Secretary Desai and Treasurer Lampmann described the means of the spiral wound liner installation and bypass operation they observed in Wilkes Barre, PA. The Members advised that they were extremely impressed with the process as well as the bypass set up and minimal footprint in the area. Vice Chairman Voorman questioned whether the work would be performed in the evening. Treasurer Lampmann responded that night work would most likely be required since the flows are lower in the evenings.

A brief discussion of obstacles related to the location of the work ensued.

### **5. FINANCIAL MATTERS**

#### **5.1 Treasurer's Report: February 28, 2025**

Treasurer Lampmann presented the Treasurer's Report for the period ending February 28, 2025, and moved approval as presented.

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

<b>AYES</b>	:	Chairman Verdonik, Commissioners Desai, Lampmann, Voorman and Wilkes
<b>NAYS</b>	:	None
<b>ABSENT</b>	:	Commissioners Mabey and Pellegrini
<b>ABSTAIN</b>	:	None

#### **5.2 Renewal and Replacement Fund**

Jamie Avagnano referenced Resolution R-25-3-2 dedicating the TBSA 2024 user charge credit to the Renewal and Replacement Fund.

Treasurer Lampmann moved R-25-3-2 as follows:

**RESOLUTION AUTHORIZING A TRANSFER FROM THE REVENUE FUND TO THE RENEWAL AND REPLACEMENT RESERVE**

**WHEREAS**, the Pequannock River Basin Regional Sewerage Authority (hereinafter the “Authority”) maintains certain funds in reserves; and

**WHEREAS**, the Authority previously established a Renewal and Replacement Fund for rehabilitation of the PRBRSA System; and

**WHEREAS**, the Authority received a User Charge Credit from TBSA in the amount of \$269,957; and

**WHEREAS**, the Board Members, at the February 19, 2025 reorganization meeting, recommended that the funds be placed in the Renew and Replacement Fund for future rehabilitation projects;

**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 19<sup>th</sup> day of March 2025 as follows:

1. An amount of \$269,957 of unrestricted/undesignated net assets currently within the Revenue Fund shall be designated to the Renewal and Replacement Reserve and invested to receive optimum interest.
2. Said designation shall increase the unrestricted/designated net assets within the Renewal and Replacement Reserve from \$1,753,768.29 to \$2,023,725.29.
3. The Authority Administrator is directed to forward a copy of this resolution to the Authority’s Auditor.
4. This Resolution shall take effect immediately.

Certified to be a true copy of the Resolution enacted at a duly convened public meeting of the Pequannock River Basin Regional Sewerage Authority held on March 19, 2025.

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

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

**NAYS** : None

**ABSENT** : Commissioners Mabey and Pellegrini

**ABSTAIN** : None

**6. UNFINISHED BUSINESS**

**6.2 2025 EDU Analysis**

Chairman Verdonik advised that all permissions granting Treasurer Lampmann access to the water data was received. Treasurer Lampmann added that he has been set up with virtual remote access to the data.

A discussion ensued regarding the extent of the analysis.

**7. NEW BUSINESS**

None

**8. CONSENT AGENDA**

None

**9. PAYMENT OF BILLS**

**9.1 Operating Request for Payment No. 450**

Treasurer Lampmann presented Operating Request for Payment No. 450 and moved approval as follows:

SUMMARY OF VOUCHERS FOR OPERATING EXPENSES					
<b>Operating Request for Payment No. 450</b>					
The following bills have been reviewed and are recommended for approval for payment at the <b>March 19, 2025</b> meeting of the Authority from the Operating Account (Wells Fargo Bank Account 1425985):					
	<b>PRBRSA</b>	<b>VOUCHER</b>	<b>VOUCHER</b>	<b>PAYMENT</b>	
	<b>ACCT. NO.</b>	<b>NO.</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>CHECK PAYABLE TO</b>
1)	24.05	OP-25-3-1	4/12/2024	\$ 250.00	Borough of Butler
2)	33.01	OP-25-3-2	10/1/2024	\$ 2,942.00	Borough of Butler
3)	24.07	OP-25-3-3	3/5/2025	\$ 219.86	J. Avagnano
4)	33.01	OP-25-3-4	2/28/2025	\$ 4,680.00	CSL
5)	22.01	OP-25-3-5	3/11/2025	\$ 2,958.70	Maraziti Falcon LLP
6)	22.03	OP-25-3-6	3/10/2025	\$ 2,597.00	CP Engineers LLC (General Engineering Feb)
7)	32.02	OP-25-3-7	3/10/2025	\$ 1,959.00	CP Engineers LLC (Boonton Ave Proj Engineering Feb)
8)	32.02	OP-25-3-8	3/10/2025	\$ 6,504.80	CP Engineers LLC (project evaluation engineering Feb)
9)	22.02	OP-25-3-9	3/6/2025	\$ 16,000.00	Wielkocz & Company (Audit 2024)
10)	25.02	OP-25-3-10	3/6/2025	\$ 655.40	Jamie Avagnano (expense reimbursement)
11)	34.01	OP-25-3-11	2/24/2025	\$ 3,944.16	NYS&W Railway (annual license)
12)	24.02	OP-25-3-12	3/5/2025	\$ 25.00	Navitend (domain name)
13)	24.07	OP-25-3-13	3/2/2025	\$ 116.62	North Jersey Media Group
14)	24.07	OP-25-3-14	3/2/2025	\$ 91.88	North Jersey Media Group
15)	24.07	OP-25-3-15	3/2/2025	\$ 54.49	North Jersey Media Group
16)	24.07	OP-25-3-16	3/2/2025	\$ 48.29	North Jersey Media Group
17)	33.03	OP-25-3-17	2/25/2025	\$ 17.13	Borough of Butler Electric
18)	33.03	OP-25-3-18	3/10/2025	\$ 4.65	JCP&L
19)	25.02	OP-25-3-19	3/12/2025	\$ 267.31	James Lampmann (expense reimbursement)
20)	24.02	OP-25-3-20	3/19/2025	\$ 412.50	Up and Running
<b>TOTAL:</b>				<b>\$ 43,748.79</b>	

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

- AYES** : Chairman Verdonik, Commissioners Desai, Lampmann, Mabey, Pellegrini, and Wilkes
- NAYS** : None
- ABSENT** : Commissioner Voorman
- 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 6:35 pm, Commissioner Wilkes moved to adjourn the regular meeting. That motion was seconded by Treasurer Lampmann and approved unanimously on voice vote.

At approximately 6:35 pm, the meeting was adjourned.

Respectfully submitted,

*Jamie Avagnano*

Recording Secretary

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