

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

October 15, 2025

Minutes of the Regular Meeting of the **Pequannock River Basin Regional Sewerage Authority** held on October 15, 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, Mabey, Pellegrini, Voorman and Wilkes

ABSENT : Commissioners Desai and Lampmann

ALSO PRESENT : Jamie Avagnano, Authority Administrator; Steve Donati, PE, CP Engineers; 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: September 15, 2025

Commissioner Mabey moved acceptance of the September 15, 2025 regular meeting minutes. That motion was seconded by Commissioner Pellegrini and approved on the following roll call vote:

AYES : Chairman Verdonik, Commissioners Croop, Mabey, Pellegrini, Voorman and Wilkes

NAYS : None

ABSENT : Commissioners Desai and Lampmann

ABSTAIN : None

2. Meeting Minutes: Closed Session September 15, 2025

Commissioner Mabey moved acceptance of the September 15, 2025 regular meeting minutes. That motion was seconded by Commissioner Pellegrini and approved on the following roll call vote:

AYES : Chairman Verdonik, Commissioners Croop, Mabey, Pellegrini, Voorman and Wilkes

NAYS : None

ABSENT : Commissioners Desai and Lampmann

ABSTAIN : None

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Flow Report

Chairman Verdonik stated that September flows showed the lowest levels recorded to date, with no substantial rainfall, indicating that the system has low flows without I/I contributions.

1.2 TBSA Flow Report (Budget vs. Actual)

Chairman Verdonik stated that TBSA flows are still below the PRBRSA minimum contract flow of 1.8 mgd, which indicates that PRBRSA will be subject to additional user charges for 2025.

1.3 Engineer's Report

Steve Donati, P.E., referred to the Engineer's Report that was sent to the Board before the meeting. He noted that, based on a review of the previous three to four years, all PRBRSA projects were completed under budget. For future projects, Steve provided an overview of plans for the next five years, including two major initiatives: the Riverdale Lining project currently in progress and the planned 2028 Bloomingdale relining or replacement project for the vitrified clay interceptor. Additional efforts will focus on ongoing maintenance and addressing issues as they arise.

2. TBSA ACTIVITIES

2.1 Status Update

Vice Chairman Voorman provided an update on the TBSA October meeting discussions, confirming that PRBRSA is expected to be below the 1.85 minimum flow threshold, which will result in a user charge adjustment. He noted that other TBSA participants may exceed budgeted flows, potentially offsetting PRBRSA's portion of the adjustment. Currently, PRBRSA's projected user charge adjustment is \$100,000 prior to applying any surplus, which is lower than previous projections. Jamie Avagnano confirmed that sufficient funds are available within the FY 2025 budget to cover anticipated additional user charges.

3. TWA APPLICATIONS AND CONNECTION PERMITS

3.1 Non-Residential Connection 124 Main Street, Bloomingdale

Steve stated that he spoke with the site contractor regarding the Non-Residential connection in Bloomingdale. The contractor reported that administrative and engineering issues are currently delaying the project, and that the paving deadline will not be met. Commissioner Croop confirmed that the Bloomingdale paving project is scheduled for October 16-17.

Steve also noted that the contractor is considering using existing sewer laterals and confirmed that the project remains ongoing.

4. CONSTRUCTION CONTRACTS

4.1 Riverdale Lining Project

Steve Donati, PE, updated the Board on the Riverdale Lining Project. He reported that CP is continuing discussions with the manufacturer regarding certain pipe sections and issues related to potential high flows, which are expected to be manageable if work takes place at night. Vice Chairman Voorman inquired whether these questions were still concerning the longer spans of pipe. Steve confirmed that the manufacturer is reviewing the longer spans and flow conditions to prevent any possible problems during field operations. He also noted that all manholes have been identified in the field, which is an important part of the project.

5. FINANCIAL MATTERS

5.1 Treasurer's Report: September 30, 2025

Vice Chairman Voorman presented the Treasurer's Report for the period ending September 30, 2025 and moved approval as presented.

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

AYES : Chairman Verdonik, Commissioners Croop, Mabey, Pellegrini, Voorman and Wilkes

NAYS : None

ABSENT : Commissioners Desai and Lampmann

ABSTAIN : None

5.2 EDU Reports: Schedule C

Chairman Verdonik mentioned that the 2025 Schedule C Reports were due October 1st, noting that Riverdale's report was still pending.

5.3 2025 EDU True-Up Project Report

Chairman Verdonik acknowledged Commissioner Lampmann's dedicated efforts on the 2025-5 Year EDU True-Up Project. As a gesture of appreciation, he proposed presenting Mr. Lampmann with a gift card, which received unanimous approval from the Board.

In Commissioner Lampmann's absence, Jamie Avagnano presented a summary of the project's final results. She indicated that most findings corresponded with both the base and Schedule C reports. However, the Bloomingdale EDUs were adjusted downward due to the identification of duplicate entries in the 2020 base report. This adjustment resulted in a modified percentage allocation for the Administrative and O&M components of the annual charges across the towns. Vice Chairman Voorman noted that this reallocation substantially reduced Bloomingdale's share for FY 2026.

Jamie Avagnano advised that the Towns would receive a letter with the revised EDU reports by week's end.

5.2 FY 2026 DCA Budget

FY 2026 Budget Hearing

Vice Chairman Voorman moved to open the Budget Hearing to the Public at approximately 6:15 pm. That motion was seconded by Commissioner Mabey and moved on the following vote:

AYES : Chairman Verdonik, Commissioners Croop, Mabey, Pellegrini, Voorman and Wilkes

NAYS : None

ABSENT : Commissioners Desai and Lampmann

ABSTAIN : None

Administrator Avagnano stated that the Budget approved by the DCA on August 20, 2025 remains unchanged.

There being no public present, Chairman Verdonik directed that the Budget Hearing Presentation be included in the minutes as follows:

ANNUAL BUDGET MESSAGE: FY 2026

Good evening and welcome to the Budget Hearing of the Pequannock River Basin Regional Sewerage Authority.

This budget hearing is for the adoption of the Authority's fiscal year 2026 annual budget, which was introduced on August 20th and subsequently approved by the Department of Community Affairs on September 2nd. The proposed budget was distributed to our Member Municipalities on September 8th for review and to notify them of this Budget Hearing.

In fiscal year 2025, the Authority successfully completed its asset verification program, integrating GIS and cloud technologies. This will aid Members and contractors with locating our current infrastructure. Through this process, specific areas requiring attention were identified for further investigation, remediation, or inclusion in upcoming maintenance projects.

Our ongoing objective includes the identification and remediation of potential infiltration and inflow sites as well as deteriorating infrastructure within the system. These efforts are essential to preserve optimal operations of the system.

For fiscal year 2026, rehabilitation work on the Authority's Riverdale Interceptor Sewer will continue, with design specifications currently in progress. Upon completion, the sewer lining project is anticipated to extend the operational life of the interceptor sewer by approximately 50 years.

The FY 2026 Budget outlines an increase in Annual Charges of less than 1% (\$52,000) compared to FY 2025 rates. Notably, PRBRSA line items remain unchanged from the prior year. The 2026 Budget includes a 3.5% increase in wastewater treatment fees imposed by the Two Bridges Sewerage Authority; however, PRBRSA has applied anticipated interest income to help lessen the impact of this increase on our members.

Upon adoption, the FY 2026 Budget will balance Revenues and Appropriations at \$6,048,000.

As in the past, the FY 2026 budget provides for a contribution of \$309,000 to the Renewal and Replacement Fund, as well as \$103,000 to the Capital Reserve Fund.

The Capital Budget allocates \$6,125,000 for FY 2026, specifically for the Interceptor Sewer lining, which is currently in the design phase.

This concludes our presentation on the Authority's proposed FY 2026 Annual Budget.

We welcome any comments or questions the public may have at this time.

Raymond Verdonik, Chairman

Vice Chairman Voorman moved to close the Budget Hearing at approximately 6:18 pm. That motion was seconded by Commissioner Wilkes and approved on the following vote:

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

Commissioner Croop moved Resolution No. R-25-10-1 adopting the FY 2026 Budget as follows:

R-25-10-1

2026 ADOPTED BUDGET RESOLUTION

Pequannock River Basin Regional Sewerage Authority

FISCAL YEAR: November 01, 2025 to October 31, 2026

WHEREAS, the Annual Budget and Capital Budget/Program for the Pequannock River Basin Regional Sewerage Authority for the beginning November 01, 2025 and ending October 31, 2026 has been presented for adoption before the governing body of the Pequannock River Basin Regional Sewerage Authority at its open public meeting of October 15, 2025; and

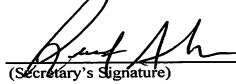
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$6,048,000.00, Total Appropriations, including any Accumulated Deficit, if any, of \$6,048,000.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$6,125,000.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pequannock River Basin Regional Sewerage Authority at an open public meeting held on October 15, 2025 that the Annual Budget and Capital Budget/Program of the Pequannock River Basin Regional Sewerage Authority for the fiscal year beginning November 01, 2025 and ending October 31, 2026 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.


(Secretary's Signature)

Alt. Sec.

10/15/25
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Ramond Verdonik	X			
Robert Voorman	X			
Dave Desai				X
James Lampmann				X
James Croop	X			
Sean Mabey	X			
Vincent Pellegrini	X			
Morgan Wilkes	X			

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

AYES : Chairman Verdonik, Commissioners Croop, Mabey, Pellegrini, Voorman and Wilkes

NAYS : None

ABSENT : Commissioners Desai and Lampmann

ABSTAIN : None

6. UNFINISHED BUSINESS

6.1 NJDEP PFAS Proposed Settlement

Diane Alexander, Esq. informed the Board about the status of opposition to the 3M settlement, noting that many comments against the settlement have been submitted and that additional comments may be submitted until the December 5th review. She also stated that her office is currently preparing comments for the Dupont JCO.

A discussion ensued.

6.2 ADA Requirements for NJ Governmental Websites

Chairman Verdonik advised that the webpage contract was completed as proposed.

6.3 WEFTEC

Chairman Verdonik provided a summary of his visit to WEFTEC in Chicago, noting that the conference's emphasis this year was on water. He reported that many vendors showcased new technology for treatment plant chemical and electrical components with AI enhancements, which could potentially lower costs for PRBRSA if adopted by TBSA. Additionally, he referenced advancements in metering technology using AI.

He stated that the conference offered useful information and suggested future attendance by members. The 2026 conference will be held in New Orleans, and the 2027 event is planned for Atlanta.

7. NEW BUSINESS

7.1 ARTEMIS Archive Program

Jamie Avagnano reported that PRBRSA is now registered under the NJ State archive program, which permits agencies to request the destruction of public records. She noted that the Authority has several records from the 1990s to early 2000s in storage that exceed retention limits and suggested that these archives be considered for destruction.

Chairman Verdonik acknowledged the recommendation, and the Board provided verbal approval to begin removing outdated archived documents.

Jamie Avagnano clarified that original audits, budgets, minutes, and contract specifications are designated as permanent records. Vice Chairman Voorman

inquired whether electronic versions of these documents would be accepted. Diane Alexander, Esq. stated that, to her knowledge, the State has not approved electronic formats and continues to require hard-copy originals for certain documents.

7.2 AEA Conference – November 17-18, Atlantic City

Chairman Verdonik mentioned the upcoming AEA Conference in Atlantic City which coincides with the NJ League of Municipalities Conference and suggested that anyone wanting to attend should contact Jamie.

8. CONSENT AGENDA

None

9. PAYMENT OF BILLS

9.1 Operating Request for Payment No. 457

Vice Chairman Voorman presented Operating Request for Payment No. 457 and moved approval as follows:

SUMMARY OF VOUCHERS FOR OPERATING EXPENSES					

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

AYES : Chairman Verdonik, Commissioners Croop, Mabey
Pellegrini, Voorman and Wilkes

NAYS : None

ABSENT : Commissioners Desai and Lampmann

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 6:25 pm, Vice Chairman Voorman moved to adjourn the regular meeting. That motion was seconded by Commissioner Mabey and approved unanimously on voice vote.

At approximately 6:25 pm, the meeting was adjourned.

Respectfully submitted,
Jamie Avagnano
Jamie Avagnano, Recording Secretary

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