

MEETING MINUTES

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

September 15, 2021

Minutes of the regular meeting of the **Pequannock River Basin Regional Sewerage Authority** held on September 15, 2021. Vice Chairman Voorman called the meeting to order at approximately 6:00 p.m.

ROLL CALL

On roll call:

PRESENT : Vice Chairman Voorman, Commissioners Desai, Howard, Lampmann, Mabey, Metcalfe and Pellegrini

Note: Commissioner Mabey joined the meeting in progress

ABSENT : Chairman Verdonik (excused)

ALSO PRESENT : Jamie Avagnano, Authority Administrator;
Christopher H. Falcon, Esq., Maraziti, Falcon, LLP
Steve 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 time change was provided to the municipal clerks and noticed in the Authority's official newspapers.

The Board welcomed Kinnelon Representative, Commissioner Sean Mabey, who was appointed by the Borough to fulfil the seat of retired Commissioner Gall.

ADOPTION OF MINUTES

1. Meeting Minutes: Regular Meeting – August 18, 2021

Commissioner Metcalfe moved acceptance of the minutes of the August 18, 2021 regular meeting. That motion was seconded by Commissioner Desai and approved on the following roll call vote:

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

OPERATIONAL REPORT

1. SYSTEM OPERATIONS

1.1 Flow Report

Vice Chairman Voorman advised that the Flow Report and subsequent flow data for the period ending August 2021 was included in the meeting package for the Board's review which included the following reports:

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

Administrator Avagnano commented that due to ADS' report of silt in the vicinity of Meter P-4 that the Flow Report was also being presented in draft format with TBSA Meter M-15 data substituted for ADS Meter P-4. She reported that Mr. Donati had reviewed the reports and recommended using the TBSA M-15 data as the presence of silt may affect the PRBRSA Meter P-4 readings.

Vice Chairman Voorman recommended and the Board agreed to forward the Revised Draft Flow Report substituting TBSA M-15 for PRBRSA Meter P-4 to the municipalities.

Related to flows, Administrator Avagnano commented that during Hurricane Ida (9/1-9/2) the PRBRSA system reached historic flows noting that Meter P-4 recorded a peak flow around 11.0 mgd and Meter P-2A recorded a peak flow around 8.0 mgd.

1.2 TBSA Flow Report (Budget vs. Actual)

Vice Chairman Voorman presented the TBSA vs. PRBRSA memorandum calculating the flows through August 2021 commenting that PRBRSA's flow contribution remains within the minimum requirement of 1.85 mgd.

1.3 Interceptor CCTV-Inspection & Cleaning Project

Mr. Donati referred to his September 14, 2021 Bid Evaluation and Award Recommendation. He advised that the Authority received three bids with the lowest responsive bid received from TAM Enterprises at \$154,945.05. He concluded that the bid was reasonable reiterating that the bid also included allowances for heavy cleaning and traffic control which was not included in the original engineer's estimate. Commissioner Pellegrini questioned the anticipated work schedule. Mr. Donati responded that award and execution of the contract would be completed after review and confirmation of insurance certificates from the risk manager at which time the Notice to Proceed could be issued and the schedule finalized, yet he anticipated that the project would begin 5 weeks from contract award.

Treasurer Lampmann moved Resolution No. R-21-9-1 as follows:

Resolution No. R-21-9-1

RESOLUTION AUTHORIZING SANITARY INTERCEPTOR SEWER CLEANING AND INTERNAL VIDEO INSPECTION PROJECT CONTRACT WITH TAM ENTERPRISES, INC.

WHEREAS, the Pequannock River Basin Regional Sewerage Authority ("Authority") solicited bids providing for Sanitary Sewer Cleaning and Internal Video Inspection of sanitary interceptor sewers in the Boroughs of Bloomingdale and Butler; and

WHEREAS, three bids were received on September 14, 2021 as follows:

- a) Tam Enterprises, Inc. - \$154,945.05
- b) National Water Main Cleaning Co. - \$162,141.00
- c) Vortex Services, LLC - \$234,000.00; and

WHEREAS, TAM Enterprises, Inc., having a business address at 114 Harley Road, Goshen, NY 10924 submitted the lowest responsible bid; and

WHEREAS, the Authority Attorney has reviewed the bid 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 finds that the low bid complies with the same; and

WHEREAS, the Authority's Consulting Engineer, CP Engineers, has recommended that the Contract be awarded to TAM Enterprises, Inc.; and

WHEREAS, the Authority concurs in the said recommendation and hereby determines to authorize the award.

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 September, 2021, as follows:

1. The Authority hereby awards Contract No. PRB-21-1 to TAM Enterprises, Inc. having a business address at 114 Hartley Road, Goshen, NY 10924 in the amount of \$154,945.05, subject to review and approval of the

Certificate of Insurance by J. Campanile, President, Stanford Risk Management Services, Inc.

2. The Contract awarded herein to shall commence after the execution of the Contract, the submission of the Performance Guarantees and all required insurance certificates required by the Contract, and after the issuance of a Notice to Proceed issued on behalf of the Authority.
3. The bids and bid security of the unsuccessful bidders shall be returned to them within three days, Sundays and holidays excepted, after the awarding and signing of the Contract and approval of the Contractor's Performance Bond.
4. The Authority Administrator is hereby authorized and directed to take such actions as are necessary or desirable to effectuate the terms and conditions of this Resolution.
5. The Authority Treasurer certifies the availability of funds for Contract No. PRB-21-1.
6. This Resolution shall take effect as provided by law.

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

AYES	:	Vice Chairman Voorman, Commissioners Desai, Howard, Lampmann, Metcalfe and Pellegrini
NAYS	:	None
ABSENT	:	Commissioner Mabey and Chairman Verdonik (Note: Commissioner Mabey joined the meeting in progress)
ABSTAIN	:	None

Administrator Avagnano added that, per discussions with Mr. Donati, the Board may want to consider additional CCTV and heavy cleaning of the PRBRSA Interceptor in Riverdale as previously recommended by RVE given the recent advisory of silt in the pipe.

1.4 Flow Metering – RFP

Administrator Avagnano advised that the Authority received 2 responses to the Comprehensive Flow Service Contract RFP, one from ADS at \$74,544 and the other from CSL Services at \$32,160. Before proceeding with discussion, for the record, she clarified that ADS' submittal quoted prevailing wage, however, on review counsel determined that prevailing wage was not required for the comprehensive flow metering service contract.

Mr. Donati referenced his review letter advising that both submittals were responsive to the RFP specification and he recommends award to CSL with the lowest submittal at the October meeting. Commissioner Desai questioned the lack of responses to the RFP. Mr. Donati responded that he suspected the lack of response was predominately due to the scope requiring the firms to perform all services including supply, installation, maintenance and analysis responsibilities. Commissioner Lampmann questioned the firm's intention to review the hydraulic location of the current meters with recommended site relocation if the conditions were deemed more suitable. Mr. Donati confirmed that was the case. Commissioner Desai questioned whether CSL would be willing to attend an Authority meeting to describe the methods used to covert the depth/velocity readings to flow. Commissioner Howard, requested confirmation of the meters percent accuracy prior to award.

In response to both questions, Mr. Donati advised that he would contact CSL Services regarding accuracy and attendance at the October 20th meeting.

2. **TBSA ACTIVITIES**

2.1 **Status Update**

Vice Chairman Voorman reported on the activities at Two Bridges. He advised that TBSA approved and submitted their FY 2022 Budget to DLGS.

Vice Chairman Voorman also advised that during Hurricane Ida the TBSA plant ran well pushing approximately 40 mgd through the system. He commented that during the storm TBSA was able to pull disinfection through a bypass system. In all he reported that TBSA's system responded accordingly during the intense rainfall and flood conditions experienced from Hurricane Ida.

3. **TWA APPLICATIONS AND CONNECTION PERMITS**

3.1 Residential Connection Investigations #69 Hamburg Turnpike Bloomingdale

Administrator Avagnano advised that on review of the documents presented by the Contractor with the lowest quotation for the project, that the Authority was unable to retain the contractor.

On further discussion, the Board offered the following options by Motion:

Option A: Advise the property owner to contract with a Contractor directly. Funding of \$15,000 would be placed in escrow for release to reimburse the homeowner for when the connection to the PRBRSA sewer lateral was complete. PRBRSA would be responsible for direct payment to the Bloomingdale Police

Department.

Option B: Engineer will solicit additional quotations with an authorization for the Administrator to proceed with contract execution at a not-to-exceed amount of \$30,000.

Mr. Falcon requested a Motion to approve Option A and Option B describe above.

That motion was moved by Treasurer Lampmann. Commissioner Pellegrini Seconded the Motion which passed on the following roll call vote:

AYES : Vice Chairman Voorman, Commissioners Desai, Howard, Mabey, Metcalfe and Pellegrini

NAYS : None

ABSENT : Chairman Verdonik

ABSTAIN : None

4. CONSTRUCTION CONTRACTS

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

Administrator Avagnano advised that the MH covers were ordered.

Commissioner Lampmann commented that the paving project including milling and striping removed from Contract PRB 19-1 was awarded through the Co Op and would be completed by the end of the month. Administrator Avagnano requested that counsel prepare any required documents for reimbursement of the paving costs to the Borough of Butler under the NYS&W RR project.

5. FINANCIAL MATTERS

5.1 Treasurer's Report: August 31, 2021

Treasurer Lampmann presented the Treasurer's Report for the period ending August 31, 2021 and moved approval as presented.

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

AYES : Vice Chairman Voorman, Commissioners Desai, Howard, Lampmann, Mabey, Metcalfe, and Pellegrini

NAYS : None
ABSENT : Chairman Verdonik
ABSTAIN : None

5.2 Annual Budget: FY 2022

Administrator Avagnano advised that the Division of Local Government Services approved the FY 2021 (PRBRSA FY 2022) DLGS Budget on September 15, 2021.

6. UNFINISHED BUSINESS

6.1 Unauthorized Connection – Riverdale Claim Matter

Mr. Falcon advised that Langan Engineering who was retained by the NJIF to review the claim matter reached out to Administrator Avagnano and Kelly Engineering for the R3M March 2019 report as well as authorization to access the PRBRSA manhole in the vicinity of the repair which was provided that day.

In response to a comment, Mr. Falcon confirmed that the Borough of Riverdale is responsible for the full claim reimbursement to the Authority irrespective of the settlement Riverdale may receive from the NJIF. Commissioner Desai noted that Riverdale recognizes that the rehabilitation was performed with cost considerations by the Authority, however, the claim is still under review.

7. NEW BUSINESS

7.1 Commissioner Compensation

Vice Chairman Voorman referred to Administrator Avagnano’s memo regarding comparable compensation for Commissioners as well as the historical data available from 2005.

After considerable discussion, the Board agreed that the compensation matter will be closed confirming the PRBRSA Board as a volunteer position.

8. CONSENT AGENDA

None

9. PAYMENT OF BILLS

Operating Budget

9.1 Operating Request for Payment No. 411

Treasurer Lampmann presented Operating Request for Payment No. 411 and moved its approval as follows:

PEQUANNOCK RIVER BASIN REGIONAL SEWERAGE AUTHORITY

**SUMMARY OF VOUCHERS FOR
 OPERATING EXPENSES**

Operating Request for Payment No. 411

The following bills have been reviewed and are recommended for approval for payment at the **September 15, 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>CHECK PAYABLE TO</u>
	<u>ACCT. NO</u>	<u>NO.</u>	<u>DATE</u>	<u>AMOUNT</u>	
1)	24.05	OP-21-9-1	3/1/2020	\$ 250.00	Borough of Butler
2)	33.01	OP-21-9-2	10/1/2020	\$ 2,705.00	Borough of Butler
3)	24.07	OP-21-9-3	9/3/2021	\$ 181.85	J. Avagnano
4)	32.02	OP-21-9-4	9/9/2021	\$ 4,852.25	CP Engineers LLC
5)	22.01	OP-21-9-5	9/9/2021	\$ 1,755.00	Maraziti Falcon LLP
6)	22.01	OP-21-9-6	9/9/2021	\$ 97.50	Maraziti Falcon LLP
7)	33.01	OP-21-9-7	9/12/2021	\$ 3,426.00	ADS LLC
8)	32.02	OP-21-9-8	9/9/2021	\$ 3,167.75	CP Engineers LLC
9)	24.04	OP-21-9-9	9/14/2021	\$ 85.99	J. Avagnano
10)	33.03	OP-21-9-10	8/26/2021	\$ 18.23	Borough of Butler Electric
11)	24.07	OP-21-9-11	9/2/2021	\$ 13.17	North Jersey Media Group
12)	24.07	OP-21-9-12	9/2/2021	\$ 50.25	North Jersey Media Group
13)	24.07	OP-21-9-13	9/2/2021	\$ 208.25	North Jersey Media Group
14)	24.07	OP-21-9-14	9/2/2021	\$ 32.98	North Jersey Media Group
15)	24.07	OP-21-9-15	8/30/2021	\$ 113.25	NJ Advance Media
16)	24.07	OP-21-9-16	8/30/2021	\$ 469.96	NJ Advance Media
17)	24.07	OP-21-9-17	9/9/2021	\$3.10	JCP&L
TOTAL:				\$ <u>17,430.53</u>	

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

AYES : Vice Chairman Voorman, Commissioners Desai,
Howard, Mabey, Metcalfe and Pellegrini

NAYS : None

ABSENT : Chairman Verdonik

ABSTAIN : None

Construction Fund Disbursements

9.2 Construction Disbursement Requisition

See Motion above

OPEN MEETING FOR PUBLIC COMMENT

Vice Chairman Voorman opened the meeting to the public. Since no public was present, the public portion of the meeting was closed.

ADJOURNMENT

At approximately 6:45 pm, Commissioner Metcalfe moved to adjourn the regular meeting. That motion was seconded by Commissioner Lampmann and approved unanimously on voice vote.

At approximately 6:45 pm the meeting was adjourned.

Respectfully submitted,


Jamie Avagnano
Recording Secretary

Enclosures: Treasurer's Report for the period ending August 31, 2021