

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES June 16, 2020

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Chairman Niece called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:30 p.m. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

### Roll Call:

Donald Niece, Chairperson  
Everdina O'Connor, Vice Chairperson  
Robert Piazza, Treasurer  
Chad Chamberlain, Secretary  
Sidney Deutsch  
Laurel Napolitani  
Robert Nyland  
Morris Scott, Jr.

Drew Kiszonak (entered at 7:37 pm)

Also, in attendance: Stephen Donati, P.E., Authority Engineer; Brian Tipton, Esq., Authority Legal Counsel; Kim Francisco, Authority CFO; Kevin Shoudt, Authority Consultant and Patricia Kaspereen, Administrative Assistant.

Chairman Niece led everyone in the Pledge of Allegiance then read the Introductory Statement.

### MINUTES

Mr. Nyland moved, and Mr. Deutsch seconded to approve the minutes of the May 19, 2020 regular meeting, as presented. The motion passed; roll call was as follows:

Mr. Chamberlain	Yes	Ms. O'Connor	Abstain
Mr. Deutsch	Yes	Mr. Piazza	Yes
Mr. Kiszonak	Absent	Mr. Scott	Yes
Ms. Napolitani	Abstain	Chairman Niece	Yes
Mr. Nyland	Yes		

### CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

- 1) A letter dated May 18, 2020, from Nicholas Paoella, P.E., Assistant County Engineer, County of Warren, enclosing the County's five-year schedule for Road & Drainage Improvements, Resurfacing Projects, and Bridge & Culvert Improvements.

- 2) A Notice of Public Hearing dated May 21, 2020, from the Attorney for Jaindl Land Company, seeking preliminary subdivision and site plan approvals to permit construction of warehouses and associated offices consisting of approximately 2,691,200 sf., together with waivers or other relief necessary or appropriate to be heard before the White Township Planning Board.
- 3) A Notice of Public Hearing to be held on June 18, 2020, from the Attorneys for Tilcon New York, Inc., who applied to the White Township Zoning Board, seeking preliminary and final site plan approval regarding expansion of the existing Oxford Quarry.

### EXECUTIVE SESSION

Mr. Tipton asked if anyone wanted to go into executive session to discuss the amendment of Kevin Shoudt's contract. If not, a motion was needed to approve the resolution.

Mr. Scott moved to adopt Resolution #20-29, authorizing the award of a non-fair and open amendment to a contract, for wastewater treatment services with Kevin Shoudt & Associates, LLC for 2020-2021. Ms. O'Connor seconded. The motion passed; roll call was as follows:

Mr. Chamberlain	Yes	Ms. O'Connor	Yes
Mr. Deutsch	Yes	Mr. Piazza	Yes
Mr. Kiszona	Absent	Mr. Scott	Yes
Ms. Napolitani	Yes	Chairman Niece	Yes
Mr. Nyland	Yes		

### CFO'S REPORT

Mr. Francisco summarized the May 31, 2020 financial report. Through May, our cash position is up by about \$225,000. All of our users have paid their second quarter billing. Our large debt service payment is due in August. For now, we are doing well. We are 42% through the year, revenue is at 49%, expenses 38%. The last page is an accounting of the Jaindl escrow account, which has a healthy balance.

### GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing further to report than the contract amendment that was already approved.

### ENGINEER'S REPORT

Mr. Donati's report was included in the agenda packets.

Under Operations, the DEP contacted the MUA to inform us that PCFA wants to renew its current SIU permit. This permit allows PCFA to discharge leachate to both of our plants. CP Engineers informed DEP that conditions have changed significantly since the last permit. The DEP understood our concerns and will work with us in renewing this permit. Commissioners express concern about our ability to accept leachate once we convert to UV disinfection. Mr.

Donati said this is one of the factors to be considered. (Mr. Kiszonak entered the meeting.) The biggest issue is TDS. Chairman Niece instructed Mr. Donati and Mr. Shoudt to stay on top of this matter.

Under Permitting, a Local Limits Analysis is required under our Oxford WWTF Permit. This requires additional information, so additional sampling was done.

Belvidere Climbing Screen: The design is 95% complete. CP Engineers met with Mr. Shoudt and the operators. There is a lot more work (i.e. concrete, electric, shelter, bypass) involved than originally thought, and there are also liability and warranty issues. So, the contract has been changed from a purchase and install to a full construction contract.

Oxford UV Installation: Even though CP had authorization to advertise for bids, they held off because there have been problems getting contractors to bid on other projects due to COVID-19 related issues. In addition, the bid process has changed due to various COVID-19 executive orders. The plan now is to go out to bid and receive bids by our next meeting.

CCTV Inspections: The same situation as the UV project above.

There was a brief discussion about the County sewer line's age, condition and its worth to the Authority.

Chairman Niece asked for an update on the status of the Belvidere WWTP clarifier restoration project. Mr. Shoudt asked members of the five-year Capital Improvements Committee for their availability to meet. Ms. Napolitani, Mr. Nyland and Mr. Kiszonak agreed to meet with him on Monday, June 22<sup>nd</sup> at 5:30 pm at the Authority's administration building. Other projects will also be discussed at that meeting. Mr. Donati will also attend the meeting.

#### AUTHORITY CONSULTANT

Mr. Shoudt recapped his report.

Belvidere STP: The mixer that was discussed at last month's meeting has been ordered. The lights in the garage and generator room are very old mercury lights, which makes conditions dark and unsafe. Mr. Shoudt will be obtaining 2 quotes from local electricians for new lights for consideration by the Board for our next meeting. Earlier today a vac company came in to clean out the South Water Street Pump Station. This is done once a year as preventative maintenance.

Oxford STP: The testing for the Local Limits Analysis has been completed. Most of the results are back. Once all the results have been received, a report will be sent to the DEP. The influent pump station was cleaned out; a contractor is coming tomorrow to pull the pumps and inspect them.

General Business: As a follow up from last month's meeting, nothing has been heard from the County about the car.

Mr. Donati inquired about Oxford's flow numbers. Mr. Shoudt said he will check with Mr. Wasser and get back to him.

### FINANCE

Mr. Piazza said he stopped in last week to review vouchers and bills. He had a question on the bill for three Stenner pumps. Mr. Shoudt explained they are for the chemicals. The pumps' motors erode over time from chemical fumes.

Mr. Piazza moved that Resolution #20-30 (Certificate No. 406: \$67,485.12) be approved to pay all bills from the Operating Fund, as presented. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #20-31 (Certificate No. 413: \$5,016.95) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Scott seconded. The motion passed unanimously on roll call vote.

Mr. Piazza moved that Resolution #20-32 (Certificate No. 005: \$504.00) be approved to pay all bills from the Jaendl escrow account as presented. Mr. Scott seconded. The motion passed unanimously on roll call vote.

### UNFINISHED BUSINESS

There was no unfinished business.

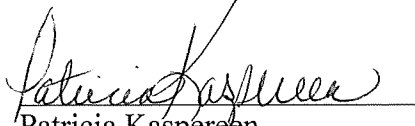
### NEW BUSINESS

There was no new business.

### PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Ms. Napolitani moved, and Mr. Scott seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:05 p.m.

  
Patricia Kaspereen  
Administrative Assistant

RESOLUTION #20-29: AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
AMENDMENT TO A CONTRACT FOR WASTEWATER TREATMENT SERVICES, FOR  
2020-2021

WHEREAS, there exists a need for wastewater treatment services relative to oversight and management of the business and supervision of the operations of the Warren County (Pequest River) Municipal Utilities Authority (Authority), as set forth in detail in the attached Agreement between this Authority and Kevin Shoudt & Associates, L.L.C. (Contractor); and

WHEREAS, the Authority desires to amend its contract for services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the terms of this Amendment provide greater specificity on the scope of services.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into this Amendment with Kevin Shoudt & Associates, L.L.C. as described herein.
2. The Amendment is awarded without competitive bidding for wastewater treatment services because such services are exempt from bidding under N.J.S.A. 40A:11.
3. A Notice of this resolution shall be published in the official newspaper as required by law within ten days of its passage.
4. One copy of this Resolution, and the Amendment itself, shall be made available at the Authority offices for public inspection.

CERTIFICATION

Chad Chamberlain, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, does hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on June 16, 2020.

BY: 

Chad Chamberlain, Secretary

CERTIFICATION

Donald Niece, Chairman of the Authority, does this date certify that the Amendment to the contract mentioned herein exceeds the sum of \$17,500.00 during its term.

BY: 

Donald Niece, Chairman

Dated: June 16, 2020

**RESOLUTION RE:**EXPENDITURES FROM THE OPERATING FUND  
DURING THE MONTHS OF JUNE 2020.

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of June 16, 2020, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2020 budget.

  
\_\_\_\_\_  
Chad Chamberlain, Secretary  
\_\_\_\_\_  
Donald Niece, Chairperson

Certificate No. OP 406

Dated: June 16, 2020

Moved by: Mr. PiazzaSeconded by: Mr. ScottYes 9No 0Abstain 0Absent 0

## **APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND**

**Meeting: June 16, 2020**

**BE IT RESOLVED**, that the following bills are approved by the Authority for payment from the Operating Fund in accordance with the Authority's Bond Resolution:

Vendor Invoices:

Date:

Check #19748 - #19771

5/27 - 6/5/20      \$37,545.39

6/16/20      29,939.73

Total      \$67,485.12

PENTAMATION  
DATE: 09/02/2020  
TIME: 08:04:35

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 9/20

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='05/27/2020'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19748	05/27/2020	ADT LLC DBA ADT SECURITY	R	20.00 ACCOUNTS PAYABLE CHECK
19749	05/27/2020	ALL PETS	R	357.69 ACCOUNTS PAYABLE CHECK
19750	05/27/2020	BILL HODGE ELECTRICAL CON	R	294.34 ACCOUNTS PAYABLE CHECK
19751	05/27/2020	CENTURYLINK	R	65.73 ACCOUNTS PAYABLE CHECK
19752	05/27/2020	COMCAST	R	286.12 ACCOUNTS PAYABLE CHECK
19753	05/27/2020	CRISTAL ASSOCIATES, LLC	R	154.70 ACCOUNTS PAYABLE CHECK
19754	05/27/2020	ONE CALL CONCEPTS, INC.	R	2.72 ACCOUNTS PAYABLE CHECK
19755	05/27/2020	RD BOOTS	R	175.00 ACCOUNTS PAYABLE CHECK
19756	05/27/2020	VERIZON WIRELESS	R	112.32 ACCOUNTS PAYABLE CHECK
TOTAL FUND				1468.62
TOTAL REPORT				1468.62



PENTAMATION  
DATE: 09/02/2020  
TIME: 08:05:13

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 9/20

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='06/05/2020'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19758	06/05/2020	CENTURYLINK	R	130.45 ACCOUNTS PAYABLE CHECK
19759	06/05/2020	CINTAS CORPORATION	R	531.81 ACCOUNTS PAYABLE CHECK
19760	06/05/2020	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
19761	06/05/2020	CP ENGINEERS, LLC	R	1563.00 ACCOUNTS PAYABLE CHECK
19762	06/05/2020	CRISTAL ASSOCIATES, LLC	R	204.85 ACCOUNTS PAYABLE CHECK
19763	06/05/2020	FIRE FIGHTERS EQUIPMENT C	R	457.00 ACCOUNTS PAYABLE CHECK
19764	06/05/2020	JCP&L	R	3.10 ACCOUNTS PAYABLE CHECK
19765	06/05/2020	MAIN POOL & CHEMICAL CO.,	R	8842.60 ACCOUNTS PAYABLE CHECK
19766	06/05/2020	NEW JERSEY ANALYTICAL LAB	R	1406.00 ACCOUNTS PAYABLE CHECK
19767	06/05/2020	NISIVOCIA LLP	R	7225.00 ACCOUNTS PAYABLE CHECK
19768	06/05/2020	PASSAIC VALLEY SEWERAGE C	R	5040.00 ACCOUNTS PAYABLE CHECK
19769	06/05/2020	PYRZ WATER SUPPLY CO., IN	R	2293.50 ACCOUNTS PAYABLE CHECK
19770	06/05/2020	RICOH USA, INC.	R	197.46 ACCOUNTS PAYABLE CHECK
19771	06/05/2020	SPECTRASERV INC	R	7182.00 ACCOUNTS PAYABLE CHECK
TOTAL FUND				36076.77
TOTAL REPORT				36076.77

## PENTAMATION

DATE: 09/02/2020

TIME: 08:06:23

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1

ACCTPA21

ACCOUNTING PERIOD: 9/20

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='06/16/2020'

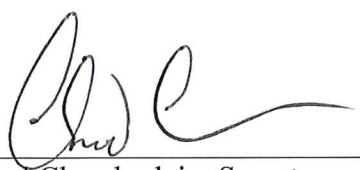
DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19775	06/16/2020	ADT LLC DBA ADT SECURITY	R	20.00 ACCOUNTS PAYABLE CHECK
19776	06/16/2020	BELVIDERE NAPA AUTO PARTS	R	5.29 ACCOUNTS PAYABLE CHECK
19777	06/16/2020	BILL HODGE ELECTRICAL CON	R	441.51 ACCOUNTS PAYABLE CHECK
19778	06/16/2020	C & M AUTO PARTS	R	200.25 ACCOUNTS PAYABLE CHECK
19779	06/16/2020	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
19780	06/16/2020	FLORIO PERRUCCI STEINHARD	R	425.00 ACCOUNTS PAYABLE CHECK
19781	06/16/2020	GERO, WAYNE	R	314.26 ACCOUNTS PAYABLE CHECK
19782	06/16/2020	JCP&L	R	13003.39 ACCOUNTS PAYABLE CHECK
19783	06/16/2020	KASPEREEN, PATRICIA	R	140.80 ACCOUNTS PAYABLE CHECK
19784	06/16/2020	KEVIN SHOUDT & ASSOCIATES	R	5416.66 ACCOUNTS PAYABLE CHECK
19785	06/16/2020	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
19786	06/16/2020	L.E. RITTER LUMBER CO.	R	30.03 ACCOUNTS PAYABLE CHECK
19787	06/16/2020	MAIN POOL & CHEMICAL CO.,	R	1401.05 ACCOUNTS PAYABLE CHECK
19788	06/16/2020	NAPOSITANI, LAUREL	R	166.67 ACCOUNTS PAYABLE CHECK
19789	06/16/2020	NEW JERSEY AMERICAN WATER	R	19.21 ACCOUNTS PAYABLE CHECK
19790	06/16/2020	NIECE, DONALD L.	R	333.34 ACCOUNTS PAYABLE CHECK
19791	06/16/2020	NJ ADVANCE MEDIA	R	281.45 ACCOUNTS PAYABLE CHECK
19792	06/16/2020	NYLAND, ROBERT F.	R	166.67 ACCOUNTS PAYABLE CHECK
19793	06/16/2020	OFFICE CONCEPTS GROUP, IN	R	429.72 ACCOUNTS PAYABLE CHECK
19794	06/16/2020	PASSAIC VALLEY SEWERAGE C	R	480.00 ACCOUNTS PAYABLE CHECK
19795	06/16/2020	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
19796	06/16/2020	REP PUMP SERVICES, LLC	R	1735.60 ACCOUNTS PAYABLE CHECK
19797	06/16/2020	RIGO GENERAL HARDWARE	R	43.20 ACCOUNTS PAYABLE CHECK
19798	06/16/2020	SANICO INC.	R	260.62 ACCOUNTS PAYABLE CHECK
TOTAL FUND				29939.73
TOTAL REPORT				29939.73

**RESOLUTION RE:**

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF JUNE 2020.

**I HEREBY CERTIFY** that the bills listed for CAPITAL IMPROVEMENTS are in  
accordance with the Authority's budget.

  
\_\_\_\_\_  
Chad Chamberlain, Secretary  
\_\_\_\_\_  
Donald Niece, Chairperson

Certificate No. CI 413

Dated: June 16, 2020

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0

# CAPITAL IMPROVEMENT BILLS LIST

Dated: June 16, 2020

1.	CP Engineers, LLC Engineering Services Clarifier Rehab April 2020 Belvidere WWTP	.....\$195.75
2.	CP Engineers, LLC Engineering Services Climbing Screen April 2020 Belvidere WWTP	.....4,645.00
3.	CP Engineers, LLC Engineering Services UV System April 2020 Oxford WWTP	..... <u>176.20</u>
	Total	.....\$5,016.95

PENTAMATION

DATE: 06/05/2020  
TIME: 12:30:41

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 6/20

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
19772	10101	06/08/20	292 CP ENGINEERS, LLC	19050	ENG SERV OXF UV PROJECT	176.20
TOTAL FUND						176.20
TOTAL REPORT						176.20

PENTAMATION  
DATE: 06/11/2020  
TIME: 10:32:21

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 6/20

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

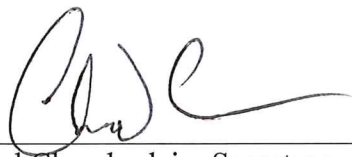
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
19773	10101	06/11/20	CP ENGINEERS, LLC	19002	ENG SERV BEL SCREEN	4,645.00
19774	10101	06/11/20	CP ENGINEERS, LLC	19001	ENG SERV CLARIFIER	195.75
TOTAL FUND						4,840.75
TOTAL REPORT						4,840.75

**RESOLUTION RE:**

EXPENDITURES FROM THE ESCROW FUND FOR THE  
MONTH OF JUNE 2020.

**I HEREBY CERTIFY** that the bills listed for ESCROW are in accordance with the  
Authority's budget.

  
Donald Niece, Chairperson

  
Chad Chamberlain, Secretary

Certificate No. ESC 005

Dated: June 16, 2020

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0

**ESCROW FUND**  
**BILLS LIST**  
**Dated: June 16, 2020**

1. CP Engineers, LLC	
Engineering Services	
Jaindl Land Company	
April 2020	
Jaindl Escrow Acct	..... <u>\$504.00</u>
Total	.....\$504.00



PENTAMATION  
DATE: 05/27/2020  
TIME: 11:30:31

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 5/20

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
19757	10101	05/28/20	292 CP ENGINEERS, LLC	20500	ENGINEERING SERV JAINDL	504.00
TOTAL FUND						504.00
TOTAL REPORT						504.00