# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

# **MINUTES June 15, 2016**

Chairman Chamberlain 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:

Chad Chamberlain, Chairman Morris Scott, Jr., Vice Chairman Robert Piazza, Treasurer Laurel Napolitani, Secretary Sidney Deutsch Everdina O'Connor Philip Rosenberg Drew Kiszonak Absent
Donald Niece (entered the meeting at 7:34 pm)

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer; Daniel Olshefski, Authority CFO; Kim Francisco, Authority Fiscal Officer; Brian Tipton, Esq., Authority Legal Counsel; Billy J. Wauhop, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

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

#### **MINUTES**

Mr. Piazza moved and Ms. Napolitani seconded to approve the minutes of the May 18, 2016 regular meeting, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Abstain	Mr. Piazza	Yes
Mr. Kiszonak	Absent	Mr. Rosenberg	Abstain
Ms. Napolitani	Yes	Mr. Scott	Abstain
Mr. Niece	Absent	Chairman Chamberlain	Yes
Ma O'Connor	$\mathbf{V}_{\alpha\alpha}$		

## Ms. O'Connor Yes

#### **CORRESPONDENCE**

Ms. Napolitani recapped the correspondence (Mr. Niece entered the meeting during this time):

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- 1. A letter dated May 24, 2016, from Mr. Chebra, P.E., Assistant Director, Municipal Finance & Construction Element, Division of Water Quality, NJDEP, approving payment requisition #24 (WC#25) for the NJEIF Program for Contract #12-01: Oxford Area WWTF.
- 2. A letter dated May 25, 2016, from Ms. Veal, Office of Permit Management, NJDEP, deeming the NJPDES-DSW permit renewal application for the Oxford Area WWTP "administratively complete" and forwarding it to the Bureau of Surface Water Permitting for review.
- 3. A letter dated May 26, 2016, from Mr. Mikulka, C.P.M., Senior Project Manager, CP Engineers to Ms. Armstrong, Director, Office of Equal Opportunity & Contract Assistance, NJDEP, enclosing a revised SED Utilization Plan for the Oxford Area WWTF Upgrade project.
- 4. A letter dated May 31, 2016, from Ms. Kaspereen, Administrative Assistant, to Mr. Cunningham, Director, NJDCA, submitting routine documents related to the FY2015 Audit.
- 5. A letter dated June 3, 2016, from Mr. McAdams, Director of Sales & Marketing, Rapid Pump & Meter Service Co., Inc. to Mr. Sauder, CP Engineers, regarding the bids for Contract #15-03: Warren Haven Pump Station #1 & #2 Replacement.
- 6. A letter dated June 3, 2016, from Mr. Sauder, Project Manager, Senior Environmental Specialist, CP Engineers to Mr. Zeppenfeld, P.E., P.P., Municipal Finance & Construction Element, NJDEP, certifying that a Final Plan of Operation is in place and that the initiation of operation for Contract #12-01, the Oxford WWTF Upgrade Project, has occurred.
- 7. A letter dated June 7, 2016, from Mr. Sauder, Project Manager, CP Engineers to Mr. Wauhop, Authority Consultant, enclosing his bid evaluation and award recommendation for Contract #15-03: Warren Haven Pump Station #1 & #2 Replacement.
- 8. A letter dated June 7, 2016, from Mr. Sauder, Project Manager, CP Engineers to Mr. Patel, Division of Water Quality, NJDEP, submitting form WQM-005, Certificate of Approval, for Contract #12-01: Oxford WWTF Upgrade.
- 9. A letter dated June 8, 2016, from Mr. Hamilton, Fred Devens Construction, to Mr. Sauder, CP Engineers, in response to the Letter of Protest concerning Contract #15-03.
- 10. A memo dated June 8, 2016, from Mr. Wauhop, Authority Consultant, to Ms. Napolitani, Belvidere Council President, regarding a sewer connection inquiry.

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#### **EXECUTIVE SESSION**

At approximately 7:35 p.m., Mr. Rosenberg moved and Mr. Scott seconded to adopt Resolution #16-26, to enter into Executive Session to discuss contract matters. All in favor, motion carried.

At approximately 8:01 p.m., Mr. Scott moved and Mr. Rosenberg seconded to return to Open Session. All in favor, motion carried.

With respect to the bids submitted for Contract #15-03, replacement of the Warren Haven #1 & #2 Pump Stations, Mr. Tipton requested additional time for legal review in light of the challenges received and recommended the topic be tabled until the July 27<sup>th</sup> regular meeting. The Authority has 60 days from the bid opening to make a decision on the matter. No action was taken.

#### CFO'S REPORT

At Mr. Olshefski's request, Mr. Donati gave an update on the status of funding from the Trust for Phase 2 of the Oxford WWTF Upgrade Project. He expects their authorization to advertise for bids by late next week.

The Authority is in line with its budget. We are a little short with revenue from PCFA, but under budget with expenditures.

Mr. Olshefski met with Mr. Wauhop last week to review flows for preparation of the FY2017 budget.

Mr. Olshefski and Mr. Francisco left the meeting.

#### GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

#### ENGINEER'S REPORT

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

Permitting: CP continues to assist in the renewal process for the Belvidere WWTP permit.

Operations: CP submitted the 2015 Right-to-Know Survey for our six facilities.

Oxford Upgrade: Contract #12-01 is still open, no movement regarding closeout. CP submitted the TWA final form (corr. #6). This form certifies to the DEP that the plant was built per the permit, and is operating correctly. DCA requested a report from CP Engineers regarding inspections.

Oxford Upgrade Phase 2: As discussed earlier, all documents for the loan were submitted to the Trust. After their initial review, they suggested a meeting, which Mr. Donati and Mr. Mikulka attended. Mr. Donati asked for the Board's approval to advertise for bids for this contract, contingent upon the Trust's approval.

Mr. Rosenberg moved to authorize Mr. Donati to advertise for bids for Phase 2 of the Oxford WWTF Upgrade Project, contingent on the Trust's approval. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

#### **AUTHORITY CONSULTANT**

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: He recapped maintenance items performed during the month. The new air supply was piped to the new Kaeser blower. Mr. Wauhop displayed photos of the room that houses the two new blowers, showing the space freed up by removing the four old blowers. The old #3 & #4 blowers will be auctioned off. A few weeks ago, Mr. Wauhop went out with a transit to determine the elevations of all the weirs and troughs where the effluent comes out of the aeration beds. While cleaning the troughs over the years, operators have stepped on the weirs causing them to drop down. This allows water to go out more quickly on one side of the aeration basin than the other side, creating a difference in sludge levels. This situation upsets the plant. There will be no more walking on the weirs. The sand filter beds were cleaned.

Oxford plant: He recapped maintenance items performed during the month. The wet well was vacuumed out to remove rags. All the pump stations were cleaned out. An electrician discovered wiring faults to the effluent meter that was installed after we took possession of the plant. The technician, who installed the meter, did not calibrate it correctly. Mr. Olshefski and Mr. Wauhop are working on correcting those flow figures for next year's budget. Pumping Services installed the new motor for the disk filter; this was under warranty. The old chlorine room walls were cleaned and painted. Many of the doors at the facility have been painted and more doors will be painted.

Under General Business, work continues at the Belvidere plant on wasting and decanting to reduce sludge hauling. Earlier today, a bench-test was conducted on the sludge at the Belvidere plant. At Mr. Berger's suggestion, aluminum chloride was added to the system, as we do at the Oxford facility, and it reduced the sludge. We are down to one truckload of sludge a week at the Oxford STP. More aluminum chloride has been ordered to use at the Belvidere facility.

Regarding the summer project to replace the cover on the existing storage tank, quotes to purchase the aluminum (for all the materials) are coming in at about \$8,000. Mr. Wauhop believes the job can be done in-house for about \$14,000.00. He requested the Board's approval to spend up to \$9,000 for the materials because he upped the sizes. He will also need to purchase a band saw and rent a crane for half a day.

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Mr. Scott moved and Mr. Rosenberg seconded to allow Mr. Wauhop to spend up to \$9,000 for the materials to fabricate the cover. All in favor, motion carried.

A solar power company contacted Mr. Wauhop about installing solar energy panels. He asked Mr. Tipton if this is something that has to go out for bid. Mr. Tipton will research the matter. The company offered to make a presentation to the Board, who agreed to have them come to the July meeting.

Now that the new Oxford plant is complete and is in operation, Mr. Wauhop would like to send a letter to PCFA asking them to increase their leachate flow, incrementally. We would monitor the plant for TDS. The Board agreed to his suggestion.

#### FINANCE (TREASURER)

Mr. Piazza moved that Resolution #16-27 (Certificate No. 359: \$56,275.86) 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 #16-28 (Certificate No. 367: \$15,559.91) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. O'Connor seconded. The motion passed unanimously on roll call vote.

Mr. Piazza expressed his appreciation to Mr. Wauhop for the work he does that is outside his scope of work as a consultant, thereby saving the Authority considerable money.

#### **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, Mr. Scott moved and Ms. O'Connor seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:31 p.m.

Patricia Kaspereen Administrative Assistant

#### RESOLUTION

**WHEREAS,** Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

**NOW, THEREFORE, BE IT RESOLVED** by the Warren County (Pequest River) Municipal Utilities Authority of the Township of White, County of Warren and State of New Jersey, as follows:

- 1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
- 2. The General nature of the subject matter to be discussed is as follows:

#### Contract Matters

- 3. It is anticipated at this time that the above subject matter will be made public when appropriate.
- 4. This Resolution shall take effect immediately.

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

Chad Chamberlain, Chairman

aurel Napolitani, Secretary

DATED: June 15, 2016

## **RESOLUTION RE:**

# EXPENDITURES FROM THE OPERATING FUND DURING THE MONTH OF JUNE 2016.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of June 15, 2016, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2016 budget.

Chad Chamberlain, Chairman

Laurel Napolitani, Secretary
Certificate No. OF 359
Dated: June 15, 2016
Moved by: Mr. Piazza
Seconded by: Mr. Scott
Yes <u>8</u>
No <u>0</u>
Abstain 0
Absent 1

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

Meeting: June 15, 2016

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 #17300-17308

5/26-6/10/16

\$3,876.04

Due 6/15/16

52,399.82

Total

\$56,275.86

PENTAMATION DATE: 05/26/2016 TIME: 13:54:41

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 5/16

AMOUNT	51.53	33.86 19.90 29.41 316.73	324.68	1,918.20 393.75 2,311.95	13.60	73.37	106.77	237.12	3,518.92	3,518.92
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PENTAMATION DATE: 06/10/2016 TIME: 09:57:57

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 6/16

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

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PENTAMATION DATE: 06/15/2016 TIME: 13:17:07

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.ck\_date='06/15/2016' ACCOUNTING PERIOD: 6/16

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

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MUNICIPAL UTILITY AUTHORITY CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.ck\_date='06/15/2016' ACCOUNTING PERIOD: 6/16

PENTAMATION DATE: 06/15/2016 TIME: 13:17:07

FUND - MUAO1 - MUN UTILITY AUTH GEN FUND

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MUNICIPAL UTILITY AUTHORITY CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.ck\_date='06/15/2016' ACCOUNTING PERIOD: 6/16

DATE: 06/15/2016 TIME: 13:17:07

PENTAMATION

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

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**RESOLUTION RE:** 

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF JUNE 2016.

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

Chad Chamberlain, Chairman

Laurel Napolitani, Secretary

Certificate No. CI 367

Dated: June 15, 2016

Moved by: Mr. Piazza

Seconded by: Ms. 0'Connor

Yes \_\_8\_

No \_0\_

Abstain 0

Absent 1

## CAPITAL IMPROVEMENT BILLS LIST June 14, 2016

1.	CP Engineers, LLC Period: May 2016 Engineering Services Warren Haven Pump Stations Rehab		\$5,851.84
2.	CP Engineers, LLC Period: May 2016 Engineering Services Construction Services Oxford WWTP Upgrade		2,093.96*
3.	CP Engineers, LLC Period: May 2016 Engineering Services Phase 2 Doc Prep & NJEIFP App. Oxford WWTP Upgrade		1,357.32*
4.	Florio Perrucci Steinhardt & Fader Period: May 2016 Legal Services Oxford WWTP Upgrade		596.79*
5.	Servicemaster by RTC Scrub & Seal Floor Tile Oxford WWTP Upgrade		660.00
6.	Tom Bartha & Son Excavating Piping Installation Oxford WWTP Upgrade		<u>5,000.00</u>
		Total	\$15,559.91

<sup>\*</sup> Bills to be submitted by CPE at a date TBD, to request reimbursement from the NJEIT Financing Program

PENTAMATION DATE: 06/10/2016 TIME: 10:10:12

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

# MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

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PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD:

2,093.96 1,357.32 3,451.28 5,000.00 660.00 15,559.91 15,559.91 AMOUNT 5,851.84 596.79 LEGAL SERVICES OX UPGRADE PIPING WORK FOR STORMWATE ENG SERV WRN HAVEN REHAB SCRUB AND SEAL TILE OXF ----DESCRIPTION----ENG SERV OXF UPGRD CO ENG SERV OXF UP PH2 19006 19006 TOM BARTHA & SON EXCAVATI 19006 19050 19006 ACCT FLORIO PERRUCCI STEINHARD SERVICEMASTER BY RTC CP ENGINEERS, LLC CP ENGINEERS, LLC CP ENGINEERS, LLC --VENDOR--1840 1956 292 539 292 292 DATE ISSUED 10101 06/14/16 10101 06/14/16 TOTAL CHECK 06/14/16 06/14/16 06/14/16 06/14/16 CHECK NUMBER CASH ACCT 10101 10101 10101 10101 TOTAL REPORT TOTAL FUND 17309 17309 17310 17312 17313 17311