

**WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY  
REORGANIZATION MEETING  
MINUTES  
FEBRUARY 17, 2016**

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Chairman Chamberlain called the reorganization 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.

The first order of business was the oath of office for Robert Piazza and Morris Scott, Jr., which was administered by Mr. Tipton. Chairman Chamberlain congratulated both commissioners.

Roll Call:

Sidney Deutsch  
Drew Kiszonak  
Laurel Napolitani, Secretary  
Donald Niece  
Everdina O'Connor  
Robert Piazza, Treasurer  
Philip Rosenberg  
Morris Scott, Jr., Vice Chairman  
Chad Chamberlain, Chairman

Also, in attendance were: Steve Donati, P.E., Authority Engineer; Brian Tipton, Esq., Authority Legal Counsel; Daniel Olshefski, Authority Chief Financial Officer; Kim Francisco, Authority Fiscal Officer; 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.

**REPORTS OF COMMITTEES**

Finance Committee: On behalf of the Finance Committee, Mr. Piazza, who chairs the committee, thanked Mr. Olshefski and his staff at the County for their advice and work efforts in keeping the Authority on a sound financial track. He also thanked Mr. Wauhop for his efforts in keeping a tight rein on expenditures, and all his work with in-house engineering. It is because of these efforts that the Authority could reduce the user rates by almost 11%. Financially, we are on firm footing going into 2016. However, Mr. Piazza is concerned with the costs to complete the Oxford upgrade and any possible pending litigation with Tomar. He looks forward to working again with the Finance Committee, Mr. Olshefski and Mr. Wauhop and another

financially sound year.

Personnel Committee: On behalf of the Personnel Committee, Chairman Chamberlain, who chairs the committee, said that we have had our slowest year to date, in part because of the tremendous job done by Mr. Wauhop with the staff, and in part because of the time and energy consumed by the Oxford upgrade.

The committee wants to take a more proactive role concerning the possibility of hiring a new employee, the review process, and to schedule a couple of meetings to review the personnel manual.

Oxford WWTP Upgrade Committee: Mr. Rosenberg, who chairs this committee, said the Authority is mired with issues with Tomar and potential litigation. He would like to see as much work done in-house as possible and defer what we need to. He felt Mr. Wauhop is on top of the situation.

Insurance Committee: Mr. Rosenberg, who chairs this committee, said it was kind of self-sailing and that Ms. Cooper, our risk manager, was doing a good job. Our needs are minimal.

### ELECTION OF OFFICERS

Chairman Chamberlain passed the gavel to Mr. Tipton to conduct the Election of Officers.

Mr. Tipton opened the nominations for the chairperson position.

Mr. Piazza made a motion to retain the same slate of officers as last year. Mr. Scott seconded. As there were no further nominations, nominations were closed. The motion passed unanimously on a roll call vote.

Mr. Tipton relinquished the gavel to Chairman Chamberlain.

Chairman Chamberlain thanked his fellow members for their vote of confidence and for supporting this group of officers; he could not be more proud of what this group has accomplished this past year, as well as all the professionals and employees, despite the adversity faced with the construction project, while still managing our finances to the point of reducing the user rates. He expressed his appreciation to everyone for their cooperation and collaboration, and congratulated his fellow officers for their reelections, and he looks forward to another great year.

### APPOINTMENT OF OFFICERS

General Counsel: Chairman Chamberlain asked for a motion to authorize adoption of a non-fair and open contract for professional services with Florio Perrucci Steinhardt & Fader, LLC, for legal services for the upcoming year.

Mr. Scott moved to adopt Resolution #16-05, awarding a non-fair and open contract for

professional services with Florio Perrucci Steinhardt & Fader, LLC, for legal services for one year. Ms. O'Connor seconded. The rates are the same as last year. All in favor, motion carried.

Mr. Tipton thanked the Board.

Consulting Engineer: Chairman Chamberlain asked for a motion authorizing the award of a non-fair and open contract for professional engineering consulting services to CP Engineers, LLC.

Mr. Scott moved to adopt Resolution #16-06, awarding a non-fair and open contract for professional engineering consulting services to CP Engineers, LLC, from February 17, 2016 to February 15, 2017. Mr. Piazza seconded. All in favor, motion carried.

Mr. Donati thanked the Board.

### NEW BUSINESS

Finance Committee: Mr. Piazza agreed to continue serving as its chairperson. Mr. Deutsch, Mr. Niece and Mr. Scott agreed to remain on the Finance Committee.

Personnel Committee: Chairman Chamberlain asked current members if they wished to remain on the committee. All (Ms. Napolitani, Ms. O'Connor and Mr. Kiszonak) agreed to do so. He will continue to chair this committee.

Upgrade Committee: Mr. Rosenberg agreed to stay on as the chairman of the committee. Mr. Kiszonak, Mr. Niece and Mr. Piazza agreed to remain on the committee.

Insurance Committee: Mr. Rosenberg agreed to continue chairing the committee. Mr. Deutsch, Mr. Piazza and Mr. Scott will also remain on the committee.

Chairman Chamberlain introduced a resolution for the appointment of the Authority's Public Agency Compliance Officer for 2016. Mr. Wauhopp was our PACO for 2015 and has agreed to do so again for 2016.

Ms. O'Connor moved to adopt Resolution #16-07, authorizing the reappointment of Mr. Wauhopp as the Authority's Public Agency Compliance Officer (PACO) for 2016. Mr. Scott seconded. All in favor, motion carried.

Lastly, Chairman Chamberlain introduced resolutions to establish a schedule of meeting dates and designation of the official newspaper.

Mr. Scott moved and Mr. Piazza seconded to adopt Resolution #16-08, establishing the schedule of meeting dates for 2016. All in favor, motion carried.

All regular meetings will be held on the third Wednesday of the month, with the exception of the July and November 2016 meetings, which will be held on the fourth Wednesday of July and

third Thursday of November. All regular meetings will start at 7:30 p.m., with the exception of the December 2016 and February 2017 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting that will start at 7:30 p.m.

Mr. Niece moved and Mr. Scott seconded to adopt Resolution #16-09, for designation of the Authority's official newspaper. The Board designated the *Star Gazette* as the Authority's official newspaper, and with *The Express Times*, as the two newspapers to receive notices of meetings.

All in favor, motion carried.

Ms. Napolitani moved and Mr. Scott seconded that the Reorganization Meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 7:46 p.m.

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Patricia Kaspereen  
Administrative Assistant

**RESOLUTION: 16 - 05**

**AUTHORIZING THE ADOPTION OF A  
NON FAIR AND OPEN CONTRACT FOR  
PROFESSIONAL SERVICES WITH  
FLORIO PERRUCCI STEINHARDT  
& FADER, LLC FOR LEGAL SERVICES  
FOR THE WARREN COUNTY (PEQUEST  
RIVER) MUNICIPAL UTILITIES  
AUTHORITY**

WHEREAS, there exists a need for legal advice and professional legal services to the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the "Authority"), and

WHEREAS, the Authority desires to 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 Agreement reflect an approved hourly billing rate of \$160.00 for all attorneys and \$75.00 for all paralegal services to be provided by Florio Perrucci Steinhardt & Fader, LLC, and based thereon the Authority has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 18, 2016 to February 15, 2017; and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any unauthorized reportable contributions to a an unauthorized recipient in the previous one year, and the Contractor will be prohibited from making any contribution in contravention of N.J.S.A. 19:44A-20.4 through the term of the Contract; and

WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into a contract with Florio Perrucci Steinhardt & Fader as described herein.

2. The contract is awarded without competitive bidding as a "Professional Service" because professional legal services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).

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 contract itself, shall be made available at the Authority offices for public inspection.

5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.

**CERTIFICATION**

I, Laurel Napolitano, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on February 17, 2016.

BY: Laurel Napolitano, Secretary

DATE: February 17, 2016

RESOLUTION #16-06

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR 2016

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (AUTHORITY), has the need for Professional Engineering Consulting Services, on an as needed basis for various task, as set forth in detail in the attached Agreement between this Authority and CP Engineers, LLC. (CP); and

WHEREAS, the Authority desires to 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 Agreement reflect approved hourly billing rates for a defined scope of services to be provided by the Engineer, and based thereon the Authority's Chairman has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 17, 2016 to February 15, 2017; and

WHEREAS, CP has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the County of Warren, New Jersey, in the previous one year, and that the contract will prohibit the Contractor from making any reportable contributions through the term of the contract; and

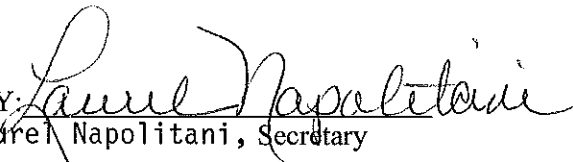
WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into a contract with CP Engineers, LLC. as described herein.
2. The contract is awarded without competitive bidding as a "Professional Service" because professional engineering services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).
3. A Notice of this resolution shall be published in the official newspapers as required by law within ten days of its passage.
4. One copy of this Resolution, and the contract itself, shall be made available at the Authority offices for public inspection.
5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.

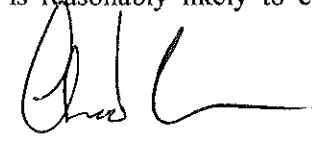
CERTIFICATION

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on February 17, 2016.

BY:   
Laurel Napolitani, Secretary

CERTIFICATION

I, Chad Chamberlain, Chairperson of the Authority, do this date certify that the contract mentioned herein exceeds, or is reasonably likely to exceed the sum of \$17,500.00 during its term.

BY:   
Chad Chamberlain, Chairperson

Dated: February 17, 2016



**RESOLUTION 16 -07**

**RESOLUTION AUTHORIZING THE APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER TO THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY.**

**WHEREAS**, the Affirmative Action Office of the New Jersey Department of the Treasury has revised the obligations of the public contracting process set forth in N.J.A.C. 17:27 et seq., pursuant to P.L. 1975, C. 127; and

**WHEREAS**, the requirements require the designation of a "Public Agency Compliance Officer" (PACO) to represent the Warren County (Pequest River) Municipal Utilities Authority (WC(PR)MUA).

**WHEREAS**, the PACO is to be appointed annually; and

**WHEREAS**, the WC(PR)MUA desires to appoint Billy J. Wauhop as the PACO for the WC(PR)MUA.

**NOW, THEREFORE, BE IT RESOLVED** by the WC(PR)MUA in the County of Warren, State of New Jersey, that:

1. Billy J. Wauhop will represent the WC(PR)MUA as the PACO through the year 2016.
2. One copy of this Resolution shall be made available at the Authority's offices for public inspection.

**CERTIFICATION**

**I, LAUREL NAPOLITANI, SECRETARY OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, DO CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY A MAJORITY OF ALL MEMBERS OF THE AUTHORITY AT A MEETING OF THE AUTHORITY HELD ON FEBRUARY 17, 2016.**

Dated: February 17, 2016

  
\_\_\_\_\_, Secretary

Moved by: Ms. O'Connor

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0

**RESOLUTION #16-08**

**RESOLUTION OF MEMBERS OF THE WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON  
FEBRUARY 17, 2016 ESTABLISHING THE SCHEDULE OF REGULAR MEETINGS  
OF THE AUTHORITY PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-18.**

**WHEREAS**, pursuant to N.J.S.A. 10:4-18, the Authority is required to establish a schedule of its regular meetings to be conducted during the year succeeding its annual reorganizational meeting, together with the location of such meetings, and to the extent known, the time and date thereof, and,

**WHEREAS**, the reorganizational meeting of the Authority is being conducted on February 17, 2016 and it has been determined that all subsequent meetings to be conducted by it during the remainder of the current year, and prior to the next reorganizational meeting of the Authority on February 15, 2017, be conducted on the third Wednesday of each and every month hereafter, with the exception of the July and November 2016 meetings, which will take place on the fourth Wednesday of July and third Thursday of November, at the Authority's Administration Building located at 199 Foul Rift Road, Belvidere, New Jersey.

**NOW, THEREFORE, IT IS RESOLVED** by the WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, pursuant to the revisions embodied under N.J.S.A. 10.4-18, that the regular meetings of the Authority hereinafter conducted by it subsequent to its reorganizational meeting of February 17, 2016, be conducted at 7:30 P.M, with the exception of the December 2016 and February 2017 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting to be held at 7:30 p.m. (as noted below). All meetings will be held at the Authority's Administration Building at 199 Foul Rift Road, Belvidere, New Jersey on the dates hereinafter mentioned:

Wednesday, March 16, 2016	7:30 p.m.	
Wednesday, April 20, 2016	7:30 p.m.	
Wednesday, May 18, 2016	7:30 p.m.	
Wednesday, June 15, 2016	7:30 p.m.	
Wednesday, July 27, 2016	7:30 p.m.	
Wednesday, August 17, 2016	7:30 p.m.	
Wednesday, September 21, 2016	7:30 p.m.	
Wednesday, October 19, 2016	7:30 p.m.	
Thursday, November 17, 2016	7:30 p.m.	
Wednesday, December 21, 2016	7:30 p.m.	Annual Rate Hearing/Regular Meeting
Wednesday, January 18, 2017	7:30 p.m.	
Wednesday, February 15, 2017	7:30 p.m.	Reorganization Meeting/Regular Meeting

**FURTHER RESOLVED**, that no later than February 24, 2016 the Secretary of the Authority mail:

(1) Copies of this resolution, certified by the Secretary under seal of the Authority, to the Star Gazette, designated as the official newspaper of the Authority, and the Express-Times and to such other media as the Secretary might deem appropriate.

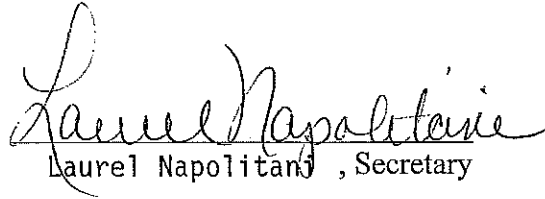
(2) To any persons who request copies of any regular meeting scheduled, or revision referred to in N.J.S.A. 10:4-18 and who, except for the news media, have paid the fee established by the Authority therefore, pursuant to N.J.S.A. 10:4-19.

(3) Prominently post in at least one public place reserved for such or similar announcements, a copy of the notice embodying the regular monthly meeting dates, together with the location and time thereof; and

(4) File copies of the aforesaid notice of the regular meetings, embodying the location and time thereof, with the Clerk of each of the municipalities encompassed within the jurisdiction of the Authority and with the Clerk of the Board of Chosen Freeholders of the County of Warren, together with the Clerk of the County of Warren.

I, Laurel Napolitano Secretary of the Warren County (Pequest River) Municipalities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 17<sup>th</sup> day of February 2016.

  
Laurel Napolitano, Secretary

Moved by: Mr. Scott

Seconded by: Mr. Piazza

Yes 9

No 0

Abstain 0

Absent 0

**RESOLUTION 16 -09**

RESOLUTION OF THE MEMBERS OF WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 17, 2016, DESIGNATING, PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-8.d, TWO NEWSPAPERS TO RECEIVE NOTICES OF THE REGULAR, SPECIAL, OR RESCHEDULED MEETINGS OF THE AUTHORITY, AND OF AN OFFICIAL NEWSPAPER.

WHEREAS, the Authority is, pursuant to N.J.S.A. 10:4-8.d of the "Open Public Meetings Act," required, among other things, to deliver to at least two newspapers within the area of jurisdiction of the Authority, one of which shall be its official newspaper upon designation by it, notices embodying the time, date, location, and to the extent known, the agenda of any regular, special or rescheduled meetings, which notices shall accurately state whether formal action may or may not be taken; and

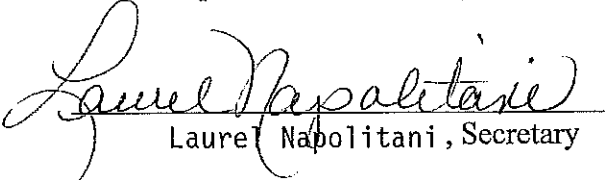
WHEREAS, the Authority is desirous of designating *The Star-Gazette*, which maintains offices in the County of Hunterdon, as its official newspaper, pursuant to N.J.S.A. 10:4-8.d, and of establishing *The Express-Times*, which maintains offices in the City of Easton, Pennsylvania, respectively as the two newspapers to receive notices of its meetings herein before mentioned, because of the Authority's feeling that they have the greatest likelihood of informing the public within the area of the Authority's jurisdiction of such meetings.

NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority, pursuant to the provisions of N.J.S.A. 10:4-8.d, that *The Star-Gazette* be designated as the official newspaper of the Authority and that all notices giving the time, date, location, and, to the extent known, the agenda of any regular, special or rescheduled meetings, embodying whether formal action may or may not be taken, shall be given and/or delivered in the manner set forth in the aforesaid statute to *The Star-Gazette* and *The Express-Times* to the end that the public shall be afforded every opportunity of being informed relative to such prospective meetings.

FURTHER RESOLVED, that the Secretary be and is hereby authorized to disseminate additional notice, of the afore-mentioned meetings to such other newspapers published in the State of New Jersey, but circulated, among other places, throughout the County of Warren, and to such other news media as the Secretary might deem appropriate.

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original Resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 17<sup>th</sup> day February of 2016.

  
Laurel Napolitani, Secretary