

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES November 17, 2020

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Chairman Niece called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:40 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, Chairman	Robert Piazza, Treasurer - Absent
Everdina O'Connor Vice Chairman (via conference call)	Robert Nyland - Absent
Chad Chamberlain, Secretary (via conference call)	Morris Scott, Jr - Absent
Drew Kiszonak	
Laurel Napolitani (via conference call)	
Sidney Deutsch	

Also, in attendance: Kim Francisco, Authority CFO; Kevin Shoudt, Authority Consultant; and Susan Wright, Administrative Assistant.

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

### MINUTES

Regarding the Minutes from the October 20, 2020 Regular Meeting, Chairman Niece inquired whether the error that was noted prior to the meeting had been corrected (tally for the motion to pay Mr. Wasser a retroactive payment for his C2 License was 6 in favor, not 7). Ms. Wright advised that the correction had been made. Also, Ms. Napolitani noted an error under Correspondence, addressing Mr. Chamberlain as Ms. Chamberlain.

Mr. Kiszonak moved, and Mr. Deutsch seconded to approve the minutes of the October 20, 2020 regular meeting, with the aforementioned corrections. The motion passed, roll call was as follows:

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

Regarding the Executive Session Minutes from October 20, 2020, Chairman Niece inquired whether the error that was noted prior to the meeting had been corrected (Board did not vote during the Executive Session). Ms. Wright advised that the correction had been made.

Ms. Napolitani moved, and Mr. Deutsch seconded to approve the Executive Session minutes from October 20, 2020, with the aforementioned correction. The motion passed, roll call was as follows:

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

### CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Letter dated October 22, 2020, from Kim Francisco, CFO, to the Division of Local Government Services, Bureau of Authority Regulation, enclosing copies of the 2021 Operating and Capital Budget for the WC(PR)MUA.
2. Memo dated October 26, 2020, from Alex Lazorisak, Warren County Administrator, to department heads informing them of the deadline to submit all agenda items and copies for the November 10<sup>th</sup> and November 24<sup>th</sup> meetings.
3. Notice of Public Hearing to be conducted on November 10, 2020, from the Attorney for Jaindl Land Company, who is seeking White Township Planning Board preliminary site plan approval to permit the construction of two high cube warehouses and associated offices, consisting of approximately 2,691,200 sq. ft, for properties front on Foul Rift Road, South Foul Rift Road and/or County Route 519.
4. Memo dated November 6, 2020, from NJUA JIF to member authorities requesting confirmation of 2020 dividends.
5. Memo dated November 2, 2020, from PERMA Risk Management Services, regarding the 2021 Proposed Budget for the NJUA JIF.
6. Letter dated November 9, 2020 to WC(PR)MUA from First Environment regarding the annual environmental audit.

Mr. Chamberlain did make mention of the audit from First Environment in which it mentions the need for a Spill Prevention, Control and Countermeasure plan because we exceed the number of gallons of diesel fuel that are allowed for the generators. Mr. Shoudt advised that he and Mr. Donati

have discussed the issue and that he requested Mr. Donati look into exactly how many gallons each generator at the Oxford Plant holds. Mr. Shoudt advised that we do need the have the Spill Prevention Plan and training and most likely a spill kit.

### CFO'S REPORT

Mr. Francisco summarized the monthly financial report. Our cash position is down approximately \$409,000 from the beginning of the year. We received final payments for the year from our customers. Revenue is at 83%, all expenditures lines are well under budget, except the plant maintenance, which has been discussed at several past meetings. As for the Jaindl Escrow, we are now down below \$5,000.00 and Mr. Francisco will be requesting Jaindl to replenish back to \$15,000.00.

Mr. Francisco submitted the FY2021 Budget to the State and received word that it was approved. We will be able to adopt the same at the December 15, 2020 public hearing.

Mr. Francisco advised that at the December 15, 2020 meeting the rates will be adopted for 2021. As discussed at previous meetings, the rates will remain the same as they have been for the past five years. We will collect \$2,174,744.00.

Mr. Francisco summarized the flow worksheet which tracts the monthly flow for each customer and uses a four-year average that is applied to a formula. He met with the Finance Committee last week to review and discuss the numbers and the proposed user rate. The Authority took in, for both plants, approximately 53,000,000 gallons less than the year before as last year was an extremely wet year. This year it was back to an average flow. Belvidere and White stayed consistent while Oxford has an increase, even though we did not add any new customers. Oxford's I&I infiltration to the system is high so their share goes up every year, while others are staying the same or decreasing. Therefore, Belvidere and White will see a slight decrease from last year and Oxford will increase. The user rate will decrease in 2021 to \$10.06 per billing unit versus \$10.30 in 2020. At next month's meeting, a resolution will be adopted setting the user rate at \$10.06 for residential users. The connection fee will also have to be set at the meeting. Using the State's formula, the Authority could charge around \$9,000.00 per EDU for the connection fee. However, the Committee and Mr. Francisco recommended the fee remain the same at \$6,642.00.

Ms. Napolitani questioned Mr. Francisco as to Mr. Wasser's pay increase for his C2 License in 2020. Mr. Francisco advised that the lump sum Mr. Wasser received included 2020. The \$300.00 will be included in his annual pay and his hourly wage will reflect the same beginning in 2021.

### GENERAL COUNSEL'S REPORT

Mr. Tipton was not in attendance.

ENGINEER'S REPORT

Mr. Donati was not in attendance; however, his report was included in the agenda packets and reviewed with no comments.

AUTHORITY CONSULTANT

Mr. Shoudt distributed his report prior to the meeting.

Belvidere: With regard to the roof at the FST building, Mr. Shoudt spoke with Walter Gross who advised that he still will require the up-front payment of half, as does DC Williams. Therefore, Mr. Shoudt advised that he will be looking to get three more quotes from contractors.

Mr. Shoudt was advised by Mr. Donati late in the afternoon that we received approval for the Belvidere Pretreatment Screen to go out for bid. No Resolution as been prepared as he just received the notice of approval, so he requested a vote to go out for bid.

Mr. Kiszonak moved to approve a Resolution to advertise for bid, Ms. O'Connor seconded. The motion passed, roll call was as follows:

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

Mr. Shoudt advised that there are two operators who have tested positive for Covid-19. They are both currently quarantining at home and will not be allowed to come back to work until they have tested negative. He advised that the Warren County Health Department has been notified.

Mr. Shoudt also mentioned that next month's meeting will mostly likely be via Zoom. We will need to do a couple of trial runs prior to the meeting.

Mr. Shoudt requested a Personnel Committee Meeting prior to the next month's meeting. A tentative date was scheduled for Wednesday, December 2, 2020 at 10:00 A.M. at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

Chairman Niece inquired as to what is happening with R&L regarding payroll. Ms. Wright advised that she received a list from them and will be contacting the individual from R&L to go over it.

FINANCE (Treasurer)

Mr. Kiszonak moved that Resolution #20-59 (Certificate No. OP 411: \$53,677.49) be approved to pay all bills from the Operating Fund, as presented. Mr. Deutsch seconded. The motion passed unanimously on a roll call vote.

Mr. Kiszonak moved that Resolution #20-60 (Certificate No. CI 417: \$2,080.72) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Deutsch seconded. The motion passed unanimously on roll call vote.

Mr. Kiszonak moved that Resolution #20-61 (Certificate No. ESC 010: \$672.00) be approved to pay all bills from the Escrow Fund as presented. Ms. O'Connor 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 comment.

As there was no more business to come before the Authority, Mr. Kiszonak moved, and Mr. Deutsch seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:16 p.m.



Susan Wright  
Administrative Assistant