

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES January 19, 2021

Chairman Niece called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:32 p.m. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey, as well as Conference Call.

Roll Call:

Donald Niece, Chairman

Everdina O'Connor, Vice Chairperson

Chad Chamberlain, Secretary (via conference call)

Robert Piazza, Treasurer

Sidney Deutsch

Drew Kiszonak

Lauren Napolitani

Robert Nyland

Morris Scott, Jr. (via conference call from 7:32 pm – 8:08 pm)

Also, in attendance were:

Brian Tipton, Esq., Authority Legal Counsel (via conference call); Kim Francisco, Authority Chief Financial Officer; Stephen Donati, Authority Engineer (via conference call); 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

Mr. Nyland moved, and Mr. Deutsch seconded to approve the minutes of the December 15, 2020 Annual Public Rate Hearing, as presented. The motion passed. Roll call was as follows:

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

Mr. Nyland moved, and Mr. Deutsch seconded to approve the minutes of the December 15, 2020 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Mr. Piazza moved, and Mr. Deutsch seconded to approve the minutes of the December 15, 2020 Executive Session, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Letter dated December 16, 2020 from Kim Francisco, CFO, to Paul Ewert, CPA, Supervising Municipal Finance Auditor, NJDCA, providing two certified copies of our 2021 Budget.
2. Letter dated December 18, 2020 from Brian Tipton, Esquire to Alex Lazorisak, Warren County Administrator, requesting the transfer of ownership of the interconnector to the Authority.
3. Memorandum dated January 4 2021, from Alex Lazorisak, Warren County Administrator, to various department heads, boards, commissions and committees, enclosing reorganization meeting resolutions.
4. Letter dated January 12, 2021 from Susan Wright, Administrative Assistant to Allen Thomas, President of New Jersey Analytical Laboratories, enclosing contracts for signatures.
5. Email from Kim Francisco, CFO, to Howard Kutzler dated January 14, 2021, attaching the Jaindl Escrow Account Summary Activity report and requesting, a second time, that the account be replenished.

EXECUTIVE SESSION

At approximately 7:39 pm, Ms. O'Connor moved, and Mr. Deutsch seconded to adopt Resolution #21-01, to enter into an executive session to discuss personnel matters. All in favor. The motion passed.

At 8:08 p.m., Ms. O'Connor moved, and Mr. Deutsch seconded to return to open session. All in favor, motion carried.

CFO'S REPORT

Mr. Francisco advised that we received our 2021 Financial Budget back from Trenton, which has been approved.

Monthly Financial Report: As of December 31, 2020, our cash balance is down \$391,744.00 for the year. We ended the year at 5.1 million dollars. Our budgeted reduction was \$560,000.00 plus capital and we are only down \$391,000.00 including capital, so we had good year.

Operating Expenses as of the end of the year, we received 98% of our budgeted revenue. Expenses, salary and fringe benefits we budgeted \$737,000.00 and we only came in at 83%. All other lines came in under budget, except plant maintenance, which we have discussed during several of our meetings.

Jaindl: Last month they fell under budget and Mr. Francisco did request that they replenish the account, which we have not received yet so he did send them another request last week. He will reach out to our Special Counsel to discuss the matter.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

ENGINEER'S REPORT

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

Jaindl: Received a request from a design engineer regarding the force main, mostly interested in details for air releases and clean outs.

Sewer Connections: Received three different requests for potential connections, one from Choose NJ regarding a property on Foul Rift Road. Mr. Donati called them back but has not received a return call as of yet. Another one from Ferriero Engineering regarding property in White Township, did not specify exactly where, but was looking for information on how to connect and calculate a connection fee. Mr. Donati called and left a message on how that could be achieved, but has not heard back yet. The last one is regarding a medical marijuana firm that is looking to relocate to an existing property in Belvidere. Mr. Donati was contacted by Suburban Consultant Engineers, he advised them to provide the information in an email and then they can discuss establishing an escrow account. Nothing has been sent to him yet.

Operations: Preparing the annual Effluent Report for the DRBC for both the Belvidere and Oxford plants. He is working with Mr. Shoudt to get that information together. It is due at the end of January, 2021.

Mr. Donati advised that he is still working with Mr. Shoudt on the Spill Prevention Control and Countermeasure report for Oxford, which is required by the JIF Environmental Audit.

Construction Projects: Belvidere Pretreatment Tank Screen, the bid was advertised January 7, 2021. A pre-bid meeting is scheduled for January 21, 2021. Bids to open on February 4, 2021, and then the recommendation of award at our February meeting.

The Oxford UV project is going slowly as there were a lot of COVID-19 issues. Notice to Proceed was issued on August 19, 2020 and the shop drawing were received in mid-September, and then it took a couple of months to get the UV equipment approved. It is in production; however, there is a 16-20 week lead time. Looking at late March into April to begin the construction phase.

Interceptor System Inspection project, the bid was advertised on January 7, 2021 with the bid opening on February 4, 2021. Recommendation of award at our February meeting as well.

Oxford Access Road Paving project, Mr. Donati advised that his firm is starting to put the bid documents together.

Belvidere Clarifier Restoration, Mr. Donati advised that they are still waiting for the Authority's authorization. This project needs to be done in the nicer weather, so looking at starting it in the summer, which means the Authority needs to make a decision by the next meeting.

AUTHORITY CONSULTANT

Mr. Shoudt recapped his report.

Belvidere: Mr. Shoudt has requested quotes from three electricians regarding the lights in the garage and the generator. The roof is leaking and Mr. Shoudt received a few quotes which requested half of the money up front. He will request more quotes to repair it, in the meantime, the operators did some repairs.

Oxford: One of the underground valves for the Clarifier broke (pin). Hired an excavator to come out and dig it up, and a stainless-steel pin was installed. And while the excavator was there, had him dig up the second valve and install new pins as well.

Two pumps went out at the Influent pump station, not at the same time. All three are working now. Had to rebuild the one. Chairman Niece inquired whether there were other brand pumps we can use as the pumps we have are not that old and should not be failing. Mr. Shoudt will speak with the contractor who works on them and find out the information on those pumps, and then he and Mr. Donati can look into either rebuilding the existing pumps or purchases new one. Mr. Kiszonak inquired if we have a spare pump and whether we should have one on hand. Mr. Shoudt agreed to look into what that would cost.

Mr. Shoudt advised that we are receiving more and more grey water at the Belvidere plant and our price has not increased since at least 2005. We are currently charging less than 2 cents per gallon. He inquired whether we need a hearing to increase the rate for the grey water or if it is contractual issue. It was determined that it is a contractual issue. Mr. Shoudt will look into the value of the grey water and then discuss the same at our February meeting.

Capital Projects: The Interceptor project, Mr. Shoudt spoke with the two younger operators and advised that he will have them, one at a time, conducting manhole inspections and preparing the reports. Ms. O'Connor inquired if that is considered confined space. Mr. Shoudt advised that it will be done from the top with a camera and that they will not be entering the manhole at all.

Ms. Napolitani inquired about the computer system. Mr. Shoudt advised that he is the one who puts the data into the system; however, he will be training the operators on how to input the data.

Ms. O'Connor moved to adopt Resolution #21-02, reappointing Sharon Cooper of Public Entity Advocates as our Risk Management Consultant from January 1, 2021 through December 31, 2023. Mr. Piazza seconded. The motion passed. Roll call as follows:

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

Mr. Piazza moved to give a 2% raise to Mr. Berger, Mr. M. Codis and Mr. Wasser, and a \$3.00 an hour raise to Mr. N. Codis and Mr. Price to be retroactive to January 1, 2021. Ms. Wright is still in the probationary stage and will not receive a raise this year. Mr. Nyland seconded. The motion passed. Roll call was as follows:

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

FINANCE (Treasurer)

Mr. Piazza moved that Resolution #21-03 (Certificate No. 413: \$95,560.72) be approved to pay all bills from the Operating Fund, as presented. Mr. Nyland seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #21-04 (Certificate No. 419: \$2,716.81) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Nyland seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #21-05 (Certificate No. 012: \$613.60) be approved to pay all bills from the Escrow Fund as presented. Mr. Nyland seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

Ms. O'Connor advised that the Personnel Manual has not been updated in at least two years. The Personnel Committee will need to meet to go through the changes. A meeting was then scheduled for Thursday, February 4, 2021 at 10:00 A.M.

Mr. Piazza questioned why the Belvidere sludge removal cost is double what the Oxford plant spends. Mr. Shoudt advised that a sludge thickener is necessary and will keep on top of it.

Ms. Napolitani moved to post RFP's on our website this month for our reorganization meeting in February, keeping with our good business practices. Ms. O'Connor seconded the motion. All in favor, motion carried.

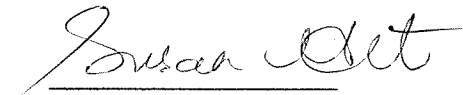
NEW BUSINESS

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. Nyland seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:43 p.m.



Susan Wright
Administrative Assistant