

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES January 21, 2020

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	Everdina O'Connor	Absent
Morris Scott, Jr., Vice Chairman		
Laurel Napolitani, Secretary		
Robert Piazza, Treasurer		
Sidney Deutsch		
Drew Kiszonak		
Donald Niece		
Robert Nyland		

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 Chamberlain led everyone in the Pledge of Allegiance. Afterwards, he spoke of Billy Wauhop's passing and his accomplishments, both personally and professionally. He said BJ was a tremendous asset to this Board and would be missed. There was a moment of silence in memory of Billy Wauhop.

Chairman Chamberlain read the Introductory Statement.

He introduced Freeholder Director Richard Gardner, who was sitting in the audience. He is also our liaison. Mr. Gardner thanked Chairman Chamberlain.

MINUTES

Mr. Nyland moved, and Ms. Napolitani seconded to approve the minutes of the Annual Public Rate Hearing held on December 17, 2019, as presented. The motion passed. Roll call was as follows:

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

Mr. Nyland moved, and Mr. Deutsch seconded to approve the minutes of the December 17, 2019 regular meeting, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated December 19, 2019, from Kim Francisco, CFO, to Paul Ewert, CPA, Supervising Municipal Finance Auditor, NJDCA, providing two certified copies of our 2020 Budget.
- 2) A letter dated January 2, 2020, from Patricia Kaspereen, Administrative Assistant to Allen Thomas, President of New Jersey Analytical Laboratories, enclosing contracts for signature.
- 3) A memo dated January 6, 2020, from Alex Lazorisak, Warren County Administrator, to various department heads, boards, commissions and committees, enclosing reorganization meeting resolutions.
- 4) A letter dated January 8, 2020, from Brent Brad Carney, Maraziti Falcon, LLP, Attorneys at Law, to Patricia Kaspereen, enclosing their invoice, etc. regarding Jaindl.
- 5) A letter dated January 10, 2020, from Steve Donati, P.E., VP, CP Engineers, LLC to William Rosebrock, Chairman, Warren County Environmental Commission, notifying him that the WCMUA has submitted a TWA to the NJDEP for the Oxford WWTF UV Disinfection System Project.
- 6) A letter dated January 10, 2020, from Steve Donati, P.E., VP, CP Engineers, LLC to Oxford Township Mayor and Council, notifying them that the WCMUA has submitted a TWA to the NJDEP for the Oxford WWTF UV Disinfection System Project.
- 7) A letter dated January 10, 2020, from Steve Donati, P.E., VP, CP Engineers, LLC to Oxford Township Mayor and Council, enclosing a copy of the NJDEP TWA application for the proposed Oxford WWTF UV Disinfection System Project. The MUA is seeking Oxford's endorsement of the application.
- 8) A letter dated January 20, 2020, from Kevin Shoudt, Authority Consultant, to the NJDEP submitting the annual Wastewater Beneficial Reuse Report for 2019 for the Belvidere STP.
- 9) A letter dated January 20, 2020, from Kevin Shoudt, Authority Consultant, to the NJDEP submitting the annual Wastewater Beneficial Reuse Report for 2019 for the Oxford STP.

EXECUTIVE SESSION

At approximately 7:35 pm, Mr. Scott moved, and Mr. Nyland seconded to adopt Resolution #20-01, to enter an executive session to discuss personnel and contract matters. All in favor, motion carried. Returned to open session at 8:15 p.m.

CFO'S REPORT

Mr. Francisco informed the Board that the 5-year contract with the County for Financial Advisory Support Services expires next month. At the Freeholder meeting tomorrow night, the Freeholders will be voting on another 5-year contract. The fee will remain the same - \$1,000 per month.

Jaindl signed the Escrow Agreement and submitted a check for \$15,000 to establish the escrow account. Mr. Francisco opened a new account and deposited the check.

Mr. Piazza made a motion to adopt Resolution #20-02, authorizing the execution of an escrow agreement between the Authority and Jaindl Land Company for payment to the Authority's professionals for matters related to Jaindl Land Company. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Francisco summarized the final financial report for 2019. Our cash balance at the end of the year was \$5.5 million dollars. This is less than our cash balance at the end 2018 by about \$870,000, but \$675,000 of that went to Tomar. So, our cash position went down by \$195,000 for operations plus capital. In our 2019 budget, we expected to use \$531,000 plus capital. So over \$300,000 was saved. This is attributed to the great job of operating the plants. Revenues were at 102% and expenses 87%. We came in well under budget. A new page has been added to the report to keep track of the Jaindl Escrow Account. This will be sent to Jaindl every month. If the escrow gets below \$5,000, Jaindl will need to replenish the account to \$15,000.

Chairman Chamberlain asked for a motion regarding raises for the employees.

Mr. Scott moved to give a 2% raise to all employees. Mr. Piazza seconded. Ms. Kaspereen asked if this was retroactive to January 1, 2020. The motion was amended to make the raises retroactive from January 1, 2020. The motion passed, roll call was as follows:

Mr. Deutsch	Yes	Ms. O'Connor	Absent
Mr. Kiszonak	No	Mr. Piazza	Yes
Ms. Napolitani	Yes	Mr. Scott	Yes
Mr. Niece	Yes	Chairman Chamberlain	Yes
Mr. Nyland	Yes		

GENERAL COUNSEL'S REPORT

Mr. Tipton will be researching options for oversight of the Authority. He will report on this at our next meeting.

ENGINEER'S REPORT

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

Oxford UV Installation: The design has been completed and the TWA application was submitted to the State.

Interceptor Inspection: Mr. Donati and Mr. Shoudt have been discussing this project. Some of the discussion concerns how much the Authority's personnel can do to save money on the overall project, as far as the inspection oversight.

Belvidere Clarifier Restoration: By our next meeting, documents should be ready to request authorization to go out to bid.

Mr. Nyland asked Mr. Donati if he was invited to the meeting at the Township of Oxford with NJDOT regarding their Furnace Brook Bridge Project. Neither Mr. Donati nor the Authority has heard anything from DOT about this meeting. Mr. Nyland will send Mr. Donati an email tomorrow with the information.

AUTHORITY CONSULTANT

Mr. Shoudt said all the routine and scheduled maintenance was completed at both sewer plants this month.

Belvidere STP: One of the pumps at the pump station had to be removed and sent out for repair. A mixer from the aeration basin failed and is out for repair.

Oxford STP: A waste sludge pump failed and is out for repair. Repairs were done at Warren Haven Pump Station #1. There are still problems with getting the Sodium Bisulfite through the underground lines. The lines were dug up and flushed. Main Pool & Chemical was contacted and they are coming out to help with the issue. Mr. Shoudt suggested less product be stored on site.

The security system for the administration building's front door has been working for a few weeks.

The replacement doors for the Oxford plant have been ordered.

As suggested at last month's meeting, Mr. Shoudt contacted Donnelly Energy, who met with him earlier today to conduct an energy audit on both plants. Donnelly requested 12 months of our electric bills.

Paving: All Image Asphalt was able to regrade and pave the access road entrance.

CCTV: Mr. Shoudt asked the Board how much they wanted our employees to be involved in the project, in order to save money. He thought that since there is now a 5th operator, we could dedicate one operator to the project. The Board was agreeable to his suggestion.

Mr. Shoudt has started to work on a 5-year Capital Plan and suggested a subcommittee be created to discuss the plan. Chairman Chamberlain said it was a good idea. The rest of the Board agreed. We establish committees at the Reorganization Meeting in February and will look for volunteers then.

Climbing Screen: To honor Mr. Wauhop, Mr. Shoudt suggested that he and Mr. Donati review the plans that Mr. Wauhop has done already, before moving forward. Chairman Chamberlain stated Adelle Wauhop would send us whatever she had in her possession. Before our next meeting, Mr. Shoudt would like to meet with a subcommittee to discuss a plan. Chairman Chamberlain will contact Adelle to see when she can send us the information and then Mr. Shoudt can come back to the Board with his recommendations. Mr. Niece would also like to know what is not yet designed or complete and any additional costs. He would also like an opinion on how long it would last if it were to be installed. Mr. Kiszona wanted more information on how fluid would move through it.

FINANCE

Mr. Piazza moved that Resolution #20-03 (Certificate No. 402: \$71,475.42) 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 #20-04 (Certificate No. 409: \$14,772.80) 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 #20-05 (Certificate No. 001: \$2,499.00) be approved to pay all bills from the Jaindl escrow account as presented. Mr. Scott seconded. The motion passed unanimously on roll call vote.

UNFINISHED BUSINESS

Ms. Napolitani suggested changing the past practice of swearing in the same slate of people year after year for officers at our Reorganization Meeting in February, and instead have a motion from the floor. Although she would be happy to remain as Secretary, she is fine if someone else wishes the position. Mr. Niece did not see any harm in doing this. Chairman Chamberlain said it could be discussed at the next meeting.

NEW BUSINESS

There was no new business to report.

PUBLIC COMMENT

Chairman Chamberlain asked Freeholder Director Gardner if he had any comments. Mr. Gardner wished everyone well and sees that PRMUA is busy at every meeting. “No brush fires here”, he said. Mr. Kiszona asked what other Authority reduces its user rates as we have, are there any? No one knew of any. Mr. Gardner stated the County is also doing well. Department heads are like-minded, so most of the budgets are flat. Mr. Francisco said Warren County had very low debt.

Chairman Chamberlain thanked the County for allowing us to have Kim, Dan and Pete for support services. The commissioners agreed it was a wonderful relationship. Mr. Gardner appreciated that sentiment. He felt strongly that that was how government should work; shared agreements are what should be done to keep costs down. He hopes everyone has a great new year. The Board said the same.

As there was no more business to come before the Authority, Mr. Scott moved, and Mr. Nyland seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:42 p.m.

Patricia Kaspereen
Administrative Assistant