

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES June 19, 2013

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
Drew Kiszonak
Donald Niece
Everdina O'Connor
Philip Rosenberg

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer; Charles L. Houck, Authority Chief Financial Officer; Brian Tipton, Esq., Authority Legal Counsel; Billy J. Wauhup, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

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

MINUTES

Mr. Scott moved and Ms. Napolitani seconded to approve the minutes of the May 15, 2013 regular meeting, as presented. The motion passed, roll call was as follows.

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence:

1. A letter dated May 31, 2013, from the NJDEP to public entities concerning the Diesel Retrofit Law.
2. A letter dated June 4, 2013, from Mr. Guida, Collection System Operator for the Township of Oxford, submitting the township's monthly collection system report.
3. A letter dated June 5, 2013, from Ms. Luchansky, Bureau of Construction & Connection Permits, NJDEP, confirming Administrative Completeness of the modification to the Treatment Works Approval application for the Oxford WWTP Upgrade.
4. A letter dated June 14, 2013, from Mr. Aiello, Chief, Office of Quality Assurance, NJDEP, to Mr. Wasser, Laboratory Manager, informing him that the Belvidere WWTP laboratory performed acceptably on all parameters in the March 2013 Water Pollution Proficiency Testing Study.
5. A letter dated June 14, 2013, from Mr. Aiello, Chief, Office of Quality Assurance, NJDEP, to Mr. Schnorrbusch, Laboratory Manager, informing him that the Oxford WWTP laboratory performed acceptably on all parameters in the March 2013 Water Pollution Proficiency Testing Study.

CFO'S REPORT

Mr. Houck announced that he had nothing to report and then left the meeting.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

ENGINEER'S REPORT

Regarding the anomaly experienced last month at the Oxford plant, CPE assisted with compliance matters. Mr. Donati commended Mr. Wauhop and the operations staff for the great job of immediately addressing the situation. They were able to avoid violating the permit.

Oxford Upgrade Design: The redesign to accommodate the vertical screen is complete. CPE is "conforming" all of the various disciplines and performing QA and "constructability" reviews.

One issue has recently developed with the design. The electrical consultant, who CPE has used for a long time, has split into two separate companies and CPE was not getting responses to repeated phone calls. CPE is meeting with the president of one of the firms on Monday for an update. Mr. Donati assured the Board that CPE will get the matter resolved but it results in another delay. However, the good news is now CPE has electrical in-house, so, from the day the project goes to bid the other consultant will no longer be involved.

There was a final design meeting held at CPE's office last week.

Mr. Donati distributed an updated schedule for the upgrade. The schedule has been pushed back due to numerous regulatory and funding issues. For example, the State Comptroller's office has to review all the bid documents before we can go out to bid. Mr. Tipton will also need to review the final "front end" specs. The bid documents need to be submitted to the DRBC and application has to be made to the DCA for local construction permits. Depending on how the schedule plays out, a special meeting may need to be held.

Mr. Donati sought authorization to advertise for bids once ready.

Mr. Rosenberg moved to grant authorization to advertise for bids for the Oxford WWTP Upgrade Project. Ms. O'Connor seconded, all in favor, motion carried.

Mr. Wauhop displayed a document labeled "Maintenance of Plant Operations", which lists all areas of construction for the upgrade, as well as a list of stages of activity. This will enable a contractor to know what work may or may not interfere with the process of the plant. This document is part of the bulk drawings in the bid specs, and he would like to see it highlighted in the specs. Mr. Rosenberg suggested using a table of contents listing each drawing. Mr. Wauhop wants the contractor to know beforehand that they cannot shut down the plant.

AUTHORITY CONSULTANT

Mr. Wauhop distributed his report before the meeting. He recapped the list of some of the maintenance items performed in-house within the last month. The operators installed the ragbag brackets at the Belvidere facility to catch debris coming down the county line.

Rhino liners have been installed on both trucks.

The jet rodder was called out twice this month, once for Oxford Township and the second by the correctional facility. In Oxford, the water company was digging and hit our sewer line, making a hole in the line and stones entered the line while backfilling. The jail had a line clogged with strips of sheets, etc. causing a backup.

The jet truck needs some work and we will be getting a quote from Smith Motors.

Under general business, CPE is putting together bid specs for the new pump station at Axford Avenue in Oxford.

The DEP was notified (verbally) that all discharge limits were met for the month of May, despite the anomaly experienced at the Oxford plant last month. A formal notification will also be sent.

Mr. Wauhop presented the completed 2014 JIF data renewal application for signature by Chairman Chamberlain. While Mr. Daly was here earlier this morning to review the application, he recommended the Authority obtain its own Builder's Risk policy for the upgrade in lieu of

having the general contractor obtain the coverage. The pros and cons of his recommendation were discussed.

A meeting will be held with officials from the jail to discuss the extra costs incurred by the Authority for disposal of debris coming down the county line.

Mr. Wauhop explained an idea (similar to a rain event) he had to handle the leachate so that the Oxford plant would operate more smoothly. The Oxford plant was not originally designed to handle leachate.

FINANCE (TREASURER)

Mr. Piazza said the financials are in good shape. Several expenditure items are well below budget. He commended Mr. Wauhop and the staff for keeping tight control on expenditures.

Mr. Piazza moved that Resolution #13-25 (Certificate No. 331: \$71,869.20) be approved to pay all bills from the Capital Improvements Fund. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #13-26 (Certificate No. 323: \$66,025.56) be approved to pay all bills from the Operating Fund. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Chairman Chamberlain will be out of town on business in August and will not be at the August regular meeting. Mr. Scott will preside over the meeting.

PUBLIC COMMENT

There was no public present.

EXECUTIVE SESSION

Chairman Chamberlain requested the Board enter into executive session to discuss Mr. Wauhop's professional services contract that expires in August.

At approximately 8:22 p.m., Mr. Scott moved to enter into executive session for the purpose of discussing contract negotiations. Mr. Piazza seconded. All in favor, motion carried.

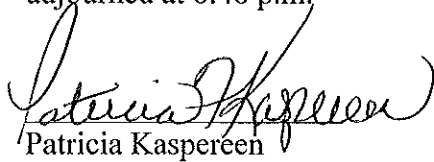
At approximately 8:44 p.m., Mr. Scott moved to return to open session. Mr. Rosenberg seconded. All in favor, motion carried.

Chairman Chamberlain requested a motion to renew our current agreement with Billy Wauhop & Associates for another year, commencing at the end of the existing one. The terms are to be the same, with a modified rate of \$75,000 a year.

Mr. Piazza made a motion as stated above by the Chairman; Mr. Scott seconded. The motion passed unanimously on a roll call vote.

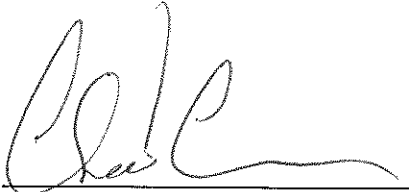
Mr. Niece asked Mr. Wauhop about correspondence no. 1. Mr. Wauhop stated it did not apply to the Authority and he will respond accordingly.

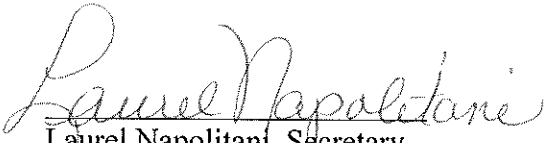
As there was no more business to come before the Authority, Ms. Napolitani moved and Mr. Scott seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:48 p.m.


Patricia Kasperen
Administrative Assistant

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF JUNE 2013.

I HEREBY CERTIFY that the bills listed for CAPITAL IMPROVEMENTS are in
accordance with the Authority's June 2013 budget.


Chad Chamberlain, Chairperson


Laurel Napolitani, Secretary

Certificate No. CI 331

Dated: June 19, 2013

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0


**CAPITAL IMPROVEMENT
BILLS LIST
June 19, 2013 Meeting**

1. CP Engineers, LLC Period: May 1, 2013 to May 31, 2013 Engineering Services Value Engineering Study Phase 2 Implementation Oxford WWTP Upgrade\$47,502.45
2. CP Engineers, LLC Period: May 1, 2013 to May 31, 2013 Engineering Services Vertical Screen Design Oxford WWTP Upgrade24,352.25
3. Florio Perrucci Steinhardt & Fader Period: May 2013 Legal Services Bid specs and comptroller app Oxford WWTP Upgrade <u>14.50</u>
Total\$71,869.20

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTH OF JUNE 2013.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of June 19, 2013, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2013 budget.


Chad Chamberlain, Chairperson


Laurel Napolitani, Secretary

Certificate No. OF 323

Dated: June 19, 2013

Moved by: Mr. Piazza

Seconded by: Ms. O'Connor

Yes 9

No 0

Abstain 0

Absent 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: June 19, 2013

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 # 15611-15627	5/20-6/4/13	\$24,052.29
	Due 6/19/13	<u>41,973.27</u>
	Total	\$66,025.56

PENTAGON
 DATE: 05/20/2013
 TIME: 10:14:13

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 5/13

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15611	10101	05/20/13	239	5076	TELE/ALRM BRKFLD	19.90
15611	10101	05/20/13	239	5076	TELE/ALRM S WTR ST PS	31.63
15611	10101	05/20/13	239	5076	TELE/FAX	25.72
15611	10101	05/20/13	239	5076	TELE/ALRM BEL	308.07
			TOTAL CHECK			385.32
15612	10101	05/20/13	590	5024	MISC MAINT SUPPLIES	286.60
15613	10101	05/20/13	935	5071	ELECTRIC WH 2 PS	405.11
15614	10101	05/20/13	1440	5024	ONE CALL LOCATES APRIL	4.56
15615	10101	05/20/13	1850	5024	PAINT	243.71
15616	10101	05/20/13	1985	5049	ANNL PERMIT FEE 47059	4,777.17
15617	10101	05/20/13	1985	5049	ANNL PERMIT FEE 47060	5,641.09
			TOTAL FUND			11,743.56
			TOTAL REPORT			11,743.56

PENTAMATION
DATE: 05/20/2013
TIME: 10:14:22

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 5/13

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER - FUND TOTALS

FUND	FUND TITLE	AMOUNT
MUA01	MUN UTILITY AUTH GEN FUND	11,743.56
TOTAL REPORT		11,743.56

PENTAMATION
 DATE: 06/04/2013
 TIME: 10:24:18

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 6/13

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15618	10101	06/04/13	CENTURYLINK	5076	TELE/ALRM AXF AVE PS	34.47
15618	10101	06/04/13	CENTURYLINK	5076	TELE/FAX/ALRM OXF	95.03
15618	10101	06/04/13	CENTURYLINK	5076	TELE/FAX WH1 PS	31.11
15618	10101	06/04/13	CENTURYLINK	5076	TELE/ALRM WH2 PS	42.25
			TOTAL CHECK			202.86
15619	10101	06/04/13	JCP&L	5071	ELECT S WTR ST PS	694.72
15619	10101	06/04/13	JCP&L	5071	ELECT BRKFLD MTR	3.25
			TOTAL CHECK			697.97
15620	10101	06/04/13	JCP&L	5071	ELECT BEL STP	6,759.87
15621	10101	06/04/13	JIORLE'S OFFICE SUPPLIES	5030	OFFICE SUPPLIES	198.51
15622	10101	06/04/13	L.E. RITTER LUMBER CO.	5024	LUMBER	10.74
15623	10101	06/04/13	LICON LIGHTING & SUPPLY C	5024	CHROMALOX THERMO DISK	62.50
15624	10101	06/04/13	PUMPING SERVICES, INC.	5024	ANNUAL PUMP INSPECTIONS	653.20
15625	10101	06/04/13	RICOH USA, INC.	5026	MTHLY COPIER LEASE	73.64
15626	10101	06/04/13	UNIVAR USA INC	5521	CHEMICALS	2,792.52
15626	10101	06/04/13	UNIVAR USA INC	5521	CAUSTIC SODA	754.97
			TOTAL CHECK			3,547.49
15627	10101	06/04/13	VERIZON WIRELESS	5076	MOBILE PHONES & OCCS	101.95
			TOTAL FUND			12,308.73
			TOTAL REPORT			12,308.73

PENTAMATION
DATE: 06/04/2013
TIME: 10:24:25

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 6/13

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER - FUND TOTALS

FUND	FUND TITLE	AMOUNT
MUA01	MUN UTILITY AUTH GEN FUND	12,308.73
TOTAL REPORT		12,308.73

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15628	10101	06/19/13	BILL HODGE ELECTRICAL CON	5024	SERV FANS & HEATER	614.15
15629	10101	06/19/13	BILLY WAUHOP & ASSOCIATES	5029	MGMT/OPER SUPER OWNER REP	5,978.93
15630	10101	06/19/13	C & M AUTO PARTS	5024	SPARK PLUGS & FILTER	6.68
15631	10101	06/19/13	CENTURYLINK	5076	TELE/FAX BEL	26.00
15632	10101	06/19/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL 5/13	7.24
15632	10101	06/19/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL 5/13	7.24
15632	10101	06/19/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL 5/13	12.24
15632	10101	06/19/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL 5/13	12.24
15632	10101	06/19/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL 5/13	7.24
15632	10101	06/19/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL 5/13	12.24
15632	10101	06/19/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL 5/13	7.24
15632	10101	06/19/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL 5/13	12.24
15632	10101	06/19/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL 5/13	7.24
15632	10101	06/19/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL 5/13	85.16
TOTAL CHECK						
15633	10101	06/19/13	COUNTY OF WARREN	5028	SUPP SERV FINANCE OFFICE	800.00
15634	10101	06/19/13	CP ENGINEERS, LLC	5545	ENGR'G SERV 5/13	502.00
15634	10101	06/19/13	CP ENGINEERS, LLC	5545	ENGR'G SERV 5/13	1,204.88
15634	10101	06/19/13	CP ENGINEERS, LLC	5545	ENGR'G SERV 5/13	751.00
15634	10101	06/19/13	CP ENGINEERS, LLC	5545	ENGR'G SERV 5/13	2,457.88
TOTAL CHECK						
15635	10101	06/19/13	DEUTSCH, SIDNEY	5011	STIPEND JUNE	166.63
15636	10101	06/19/13	FLORIO PERRUCCI STEINHARD	5027	LEGAL SERV 5/13	406.00
15637	10101	06/19/13	GERO, WAYNE	5092	REIMB HEALTH BENEFITS	456.36
15638	10101	06/19/13	JCP&L	5071	ELECT - AXF AVE	53.36
15638	10101	06/19/13	JCP&L	5071	ELECT WTR ST PS	4.14
15638	10101	06/19/13	JCP&L	5071	ELECT OXF STP	4,710.45
15638	10101	06/19/13	JCP&L	5071	ELECT OXF STP	4,767.95
TOTAL CHECK						
15639	10101	06/19/13	JCP&L	5071	ELECT WH2 PS	337.29
15640	10101	06/19/13	KISZONAK, DREW	5011	STIPEND JUNE	167.07
15641	10101	06/19/13	KUSTOM CONTROL SOLUTIONS	5024	SERV BLOWER BEL WWTP	105.00
15642	10101	06/19/13	KUSTOM CONTROL SOLUTIONS	5024	REPAIR PUMP DRIVE BEL	157.50
15643	10101	06/19/13	LJN SUPPLY INC.	5024	MISC PLUMBING SUPPLIES	4.39
15644	10101	06/19/13	MAYBERRY SALES & SERVICE	5024	LAWN EQUIP PARTS	201.66
15645	10101	06/19/13	NAPOLITANI, LAUREL	5011	STIPEND JUNE	292.07
15646	10101	06/19/13	NIECE, DONALD L.	5011	STIPEND JUNE	167.07
15647	10101	06/19/13	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISP 4/16-5/15	6,720.00
15648	10101	06/19/13	PIAZZA, ROBERT	5011	STIPEND JUNE	291.63

PENNA
DATE: 06/14/2013
TIME: 10:51:49

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 6/13

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15649	10101	06/19/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	257.70
15649	10101	06/19/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	56.00
15649	10101	06/19/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	220.00
15649	10101	06/19/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15649	10101	06/19/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15649	10101	06/19/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	48.00
15649	10101	06/19/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	204.50
15649	10101	06/19/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	72.00
15649	10101	06/19/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15649	10101	06/19/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
			TOTAL CHECK			908.20
15650	10101	06/19/13	R & R PUMP & CONTROL SERV	5024	WARREN HAVEN PS #2 SERV	1,445.92
15651	10101	06/19/13	RHINO LININGS OF WASHINGT	5025	2 TRUCK BED LINERS	1,000.00
15652	10101	06/19/13	RIGO GENERAL HARDWARE	5024	ROUND UP	51.69
15652	10101	06/19/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	9.11
15652	10101	06/19/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	69.14
15652	10101	06/19/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	10.29
			TOTAL CHECK			140.23
15653	10101	06/19/13	ROSENBERG, PHILIP H.	5011	STIPEND JUNE	167.07
15654	10101	06/19/13	RUSSELL REID INC.	5024	PUMP OUT TANK	1,700.00
15654	10101	06/19/13	RUSSELL REID INC.	5079	SLUDGE HAULING BEL	3,998.40
15654	10101	06/19/13	RUSSELL REID INC.	5079	SLUDGE HAULING OXF	2,665.60
			TOTAL CHECK			8,364.00
15655	10101	06/19/13	RUSSELL REID INC.	5024	SEED SLUDGE PORT/ FOR	1,450.00
15656	10101	06/19/13	THE COUNTY OF WARREN	5070	GASOLINE - APRIL	315.90
15657	10101	06/19/13	UNIVAR USA INC	5521	CAUSTIC SODA	800.73
15657	10101	06/19/13	UNIVAR USA INC	5521	ALMN CHLORIDE	397.66
15657	10101	06/19/13	UNIVAR USA INC	5521	CHEMICALS	1,254.86
			TOTAL CHECK			2,453.25
15658	10101	06/19/13	WATER WORKS SUPPLY CO., I	5024	FROST FREE HYDRANTS	1,519.28
			TOTAL FUND			41,973.27
			TOTAL REPORT			41,973.27

PENNA01
DATE: 06/14/2013
TIME: 10:51:56

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 6/13

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER - FUND TOTALS

FUND	FUND TITLE	AMOUNT
MUA01	MUN UTILITY AUTH GEN FUND	41,973.27
	TOTAL REPORT	41,973.27

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 negotiations

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, Chairperson


Laurel Napolitani, Secretary

DATED: June 19, 2013