WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES July 18, 2017

Sidney Deutsch

Absent

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 Laurel Napolitani, Secretary Robert Piazza. Treasurer Drew Kiszonak **Donald Niece** Everdina O'Connor Philip Rosenberg

Also, in attendance were:

Stephen Donati, Authority Engineer; Brian Tipton, Authority Legal Counsel; Daniel Olshefski, Authority CFO; 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.

MINUTES

Mr. Scott moved and Ms. Napolitani seconded to approve the minutes of the June 20, 2017 regular meeting, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Absent	Mr. Piazza	Yes
Mr. Kiszonak	Abstain	Mr. Rosenberg	Yes
Ms. Napolitani	Yes	Mr. Scott	Yes
Mr. Niece	Yes	Chairman Chamberlain	Yes
Ms O'Connor	$\mathbf{V}_{\mathbf{e}\mathbf{c}}$		

Mr. Scott moved and Ms. O'Connor seconded to approve the minutes of the June 20, 2017 executive session, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- a & b: Letters dated June 1, 2017, from Ms. Potter, Manager, Office of Quality Assurance, NJDEP, to the Laboratory Manager of the Belvidere and Oxford facilities, notifying him that the FY2018 laboratory certification renewal applications have been processed and an Annual Certified Parameter List issued.
- 2) A letter dated June 21, 2017, from Mr. Gimigliano, P.E., Dystra Walker Design Group to the Authority, regarding a Treatment Works Approval (TWA) permit for construction of a sanitary sewer connection from the project known as Becrett located on Route 46 to the existing sewer system located on Route 620.
- A letter dated June 28, 2017, from Ms. Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, laboratory manager, notifying him that the laboratory located at the Belvidere WWTP performed acceptably on all parameters in the 2017 Non-Potable Water Proficiency Test Study.
- 4) A letter dated June 28, 2017, from Ms. Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, laboratory manager, notifying him that the laboratory located at the Oxford WWTP performed acceptably on all parameters in the 2017 Non-Potable Water Proficiency Test Study.
- 5) A letter dated June 30, 2017, from Ms. Agudosi, Esq., Director, Office of Equal Opportunity & Public Contract Assistance, NJDEP to Mr. Wauhop, Authority Consultant, officially closing out Project No. S340454-04, Contract No. 12-01.
- 6) A letter dated July 6, 2017, from Sean Sauder, Project Manager, CP Engineers, to Tim Mathews, Tom Bartha & Son Excavating, Inc., enclosing the Substantial Completion Certificate for Contract #16-01: Oxford WWTF Upgrade Phase 2.
- 7) A letter dated July 7, 2017, from Christopher Pessolano, QPA, Purchasing Department, County of Warren, regarding the annual auction.
- 8) A letter dated July 12, 2017, from Sean Sauder, Project Manager, CP Engineers, to Billy Wauhop, Authority Consultant, submitting Payment Request #5 from Rapid Pump & Meter Service for Contract #15-03: Warren Haven Pump Station 1 & 2 Replacement.

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9) A letter dated July 14, 2017, from Mr. VandeRydt, President, Rydt Consulting, LLC, regarding submission of a Freshwater Wetlands General Permit application to the NJDEP for property located at 6 Lommason Glen Road in White Township.

EXECUTIVE SESSION

At approximately 7:35 p.m., Ms. O'Connor moved and Mr. Kiszonak seconded to adopt Resolution #17-32, to enter into an executive session to discuss contract and personnel matters. All in favor, motion carried.

At 8:36 p.m., Mr. Rosenberg moved and Mr. Scott seconded to return to open session. All in favor, motion carried.

CFO'S REPORT

Mr. Olshefski summarized the monthly financial report. We are halfway thru the year and there are no surprises, except for revenues collected from the two industrial users. We have received only 28% and 26% of anticipated revenue from PCFA and Covanta, respectively. Expenses are only at 46%.

In August, he will begin planning for next year's budget. He will review the flows through June to see where we are at with the rate. In the next month or so, he would like to meet with Mr. Wauhop and the Finance Committee.

Mr. Olshefski and Mr. Francisco left the meeting.

GENERAL COUNSEL'S REPORT

Mr. Tipton discussed his report in executive session.

Regarding the resolution for the sale of two generators, Mr. Wauhop informed the Board that the Town of Belvidere would not be purchasing the generator, so that one will be offered up at auction. Oxford Township cannot purchase the other generator until next year because it is not in this year's budget. Mr. Tipton will revise the resolution and present it at our next meeting.

Mr. Tipton presented a resolution and agreement for the award of a non-fair and open contract for professional consulting services.

Mr. Kiszonak move to adopt Resolution #17-33, authorizing the award of a non-fair and open contract for professional consulting services to Billy Wauhop & Associates, LLC, from August 15, 2017 to August 14, 2018 for an annual cost of \$85,000 to be paid in equal monthly installments. Mr. Scott seconded. The motion carried, roll call was as follows:

Mr. Deutsch	Absent	Mr. Piazza	Yes
Mr. Kiszonak	Yes	Mr. Rosenberg	Yes

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Ms. Napolitani Yes Mr. Scott Yes Mr. Niece No Chairman Chamberlain Yes

Ms. O'Connor Yes

ENGINEER'S REPORT

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

Becrett of White Twp. LLC: Correspondence #2 was sent by the engineer for this project. Mr. Donati has not seen the current package from the engineer, but as he recalls from their prior application in 2008, this is an application for a project to be located on Route 46 behind Luigi's Ranchero. At that time, there was a great deal of discussion because the developer was only going to install a low-pressure 2" force main. It was felt that area of Route 46 needed sewers due to failing septics, and maybe this was an opportunity for the Authority to expand its sewer service area, which could increase the user base thereby possibly lowering the rate and servicing an area of need.

Mr. Piazza reminded Mr. Donati about the meeting with reps from DEP to discuss the need to sewer the Route 46 corridor, but they were not in favor of the idea at that time.

Previously, the developer had agreed to put in a 4" line. Mr. Donati was unsure how far along they are in the project.

Mr. Wauhop said they submitted the same drawings as in 2008, with the 2" line. He spoke to the White Township Clerk, who said they received the same packet and as far as she knew the developer is just renewing the TWA application.

At this time, no action will be taken by this Authority regarding Becrett.

Service Rules Update: Mr. Donati sent the proposed draft to Mr. Wauhop and Mr. Tipton for review and comments. Mr. Tipton reviewed them and thought they were good. Mr. Donati explained the changes to the Board, such as: updated discharge limitations based on the updated permit requirements, additional requirements set forth by the DRBC, refinement of the requirements for connection to the system, tightening up language relative to connection fees, removal of references to "Executive Director", and miscellaneous wording cleanups including language on flow meters and grease interceptors.

Mr. Kiszonak moved to adopt the changes to the Service Rules as Mr. Donati has outlined. Mr. Scott seconded. All in favor, motion carried.

NJ American Water: They originally wanted to connect to the interceptor, but the Authority prefers that they tap into the Warren Haven line that crosses NJAW's easement, where a manhole is, rather than the big interceptor. When Mr. Donati sends NJAW the final location for connection he will send a letter regarding our connection fee.

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Oxford WWTP Upgrade – Phase 2: This project is basically finished. The Authority is holding \$10,940 until the grass is established. The contractor also needs to submit some paperwork.

Warren Haven Pump Stations Rehab, Contract #15-03: Warren Haven #2 is 90% done. The contractor is working on #1. There will be a slight change to improve that site. Mr. Wauhop explained that the locations of the generator and the electrical supply will be switched around.

AUTHORITY CONSULTANT

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: After the July 7th rain event, the operators removed a fallen tree and repaired the fence at the Brookfield Pump Station. They also cleaned up the South Water Street Pump Station after the same rain event. He recapped other maintenance items performed during the month. Regarding wasting, the motor starter and everything was removed down at the vault between the two FSTs. They started pressure washing all the Belvidere WWTP buildings.

The operators prepped the South Water Street Pump Station to get ready for the work to be done by Pumping Services as discussed at last month's meeting. (Replace the shut-off valve on the #2 wet well and evacuate the grit.)

As previously discussed, the contractor who removed some posts and two gates at the Oxford facility will be installing those gates at the Belvidere facility for \$1,500.

Oxford plant: Mr. Wauhop recapped maintenance items performed during the month.

Under general business, we continue working on wasting and decanting at the Belvidere WWTP to keep sludge hauling down. Mr. Wauhop will present a chart at the next meeting showing the number of trucks removing sludge many years ago versus the number of truckloads now.

The price he received for a climbing screen for the county-line grease tank is approximately \$68,000, but he is attempting to negotiate a better price.

The same fence contractor who performed the work for the Oxford WWTF Upgrade quoted a price of \$3,200 to install the new fencing and two new gates at the Warren Haven #2 Pump Station. Mr. Wauhop requested authorization from the Board to move forward with this work. Tree removal was discussed.

Mr. Scott moved and Ms. Napolitani seconded to have the contractor install the new fencing and new gates at the Warren Haven #2 Pump Station for \$3,200. All in favor, motion carried.

Summer Projects. We still have to install the handrails on the storage tank at Belvidere and move the old caustic shed closer to the anoxic zone to store the polymer drums in the winter. The old generator room in the service building at the Oxford WWTP will be painted, and the walls in the two new buildings will be painted and sealed.

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The new Personnel Policy Manual should be completed next week. The next step would be to get together with Mr. Kinsey, from Florio Perrucci Steinhardt & Fader, for review and then present it to the full Board for consideration.

FINANCE

Mr. Piazza moved that Resolution #17-34 (Certificate No. 372: \$61,888.75) 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 #17-35 (Certificate No. 380: \$84,354.37) 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 commented on the improvement of morale amongst the employees under Mr. Wauhop's direction.

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, Ms. O'Connor moved and Mr. Kiszonak seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 9:15 p.m.

Patricia Kaspereen Administrative Assistant

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 Matters
Personnel Matters

- 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: July 18, 2017

RESOLUTION #17-33: AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL CONSULTING SERVICES, FOR 2017 - 2018

WHEREAS, there exists a need for professional consulting services relative to engineering and management of the business and supervision of the Warren County (Pequest River) Municipal Utilities Authority (Authority), as set forth in detail in the attached Agreement between this Authority and Billy Wauhop & Associates, L.L.C. (Contractor); 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 monthly fees for a defined scope of services, and based thereon the Authority has determined that the annual cost for the services is \$85,000.00, which value will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from August 15, 2017 to August 14, 2018; and

WHEREAS, Contractor 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 Billy Wauhop & Associates, L.L.C. 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 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 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 July 18, 2017.

BY: Laurel Napolitani, Secretary

CERTIFICATION

I, Chad Chamberlain, Chairman 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.

Dated: July 18, 2017

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING THE MONTH OF JULY 2017.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of July 18, 2017, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2017 budget.

Chad Chamberlain, Chairperson

Laurel Napolitani, Secretary

Certificate No. OP 372

Dated: July 18, 2017

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes <u>8</u>

No <u>0</u>

Abstain 0

Absent __1_

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: July 18, 2017

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 #18007 - #18022

6/28-7/7/17

\$15,192.16

Due 7/18/17

46,696.59

Total

\$61,888.75

PENTAMATION DATE: 08/29/2017 TIME: 13:00:38

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER INCLUDING SYSTEM VOIDS

8/17

PAGE NUMBER: 1
ACCIPA21
ACCOUNTING PERIOD:

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='06/28/2017'

DISTRIBUTION FUND: MUA01

TOTAL DESCRIPTION	6456.00 ACCOUNTS PAYABLE CHECK 108.61 ACCOUNTS PAYABLE CHECK 202.87 ACCOUNTS PAYABLE CHECK 200.00 ACCOUNTS PAYABLE CHECK 610.00 ACCOUNTS PAYABLE CHECK 610.00 ACCOUNTS PAYABLE CHECK 118.50 ACCOUNTS PAYABLE CHECK 2380.70 ACCOUNTS PAYABLE CHECK 98.00 ACCOUNTS PAYABLE CHECK 106.70 ACCOUNTS PAYABLE CHECK 106.70 ACCOUNTS PAYABLE CHECK	10891.38
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ISSUE DATE	06/28/2017 06/28/2017 06/28/2017 06/28/2017 06/28/2017 06/28/2017 06/28/2017 06/28/2017	
CHECK NUMBER	18007 18008 18009 18010 18011 18012 18013 18015 18016	TOTAL REPORT

PENTAMATION DATE: 08/29/2017 TIME: 13:03:26

PAGE NUMBER: 1
ACCIPA21
ACCOUNTING PERIOD: 8/17

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='07/07/2017'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18017 18018	07/07/2017	CENTURYLINK FASTENAL COMPANY	ድድ	123.90 ACCOUNTS PAYABLE CHECK 196.31 ACCOUNTS PAYABLE CHECK
18019	07/07/2017	JCP&L	œ	PAYABL
18020	07/07/2017	NEW JERSEY ANALYTICAL LAB	멊	PAYABL
18021	07/07/2017	NJWER	ជ	34.00 ACCOUNTS PAYABLE CHECK
18022	07/03/2017	ONE CALL CONCEPTS, INC.	æ	5 ACCOUNTS PAYABL
TOTAL FUND				4300.78
TOTAL REPORT				4300.78

PENTAMATION DATE: 08/29/2017 TIME: 13:05:21

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1 ACCTPA21 ACCOUNTING PERIOD: 8/17

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='07/18/2017'

DISTRIBUTION FUND: MUA01

TOTAL DESCRIPTION	ACCOUNTS PAYABLE	67.77 ACCOUNTS PAYABLE CHECK 162.84 ACCOUNTS PAYABLE CHECK 97.00 ACCOUNTS PAYABLE CHECK 46696.59
STATUS	民民民民民民民民民民民民民民民民民民民民民民民民民民民民民民民民民民民民民民民	೧೭ ೧೭ ೧೭
VENDOR		STADLES CREDIT PLAN WARREN COUNTY SERVICE CEN WILSON PRODUCTS
ISSUE DATE	07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017 07/18/2017	07/18/2017 07/18/2017 07/18/2017
CHECK NUMBER	118880 118880 118880 118880 118880 118880 11880	18056 18057 18058 TOTAL FUND

46696.59

TOTAL REPORT

RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF JULY 2017.

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

Chad Chamberlain, Chairperson

Laurel Napolitani, Secretary

Certificate No. CI 380

Dated: July 18, 2017

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes <u>8</u>

No ___0

Abstain <u>0</u>

Absent 1

CAPITAL IMPROVEMENT BILLS LIST

Dated: July 17, 2017

1.	CP Engineers, LLC Period: June 2017 Engineering Services Warren Haven Pump Stations Rehab	\$6,092.95
2.	CP Engineers, LLC Period: June 2017 Engineering Services Doc Prep & NJEIFP App. Oxford WWTP Upgrade	1,778.30*
3.	Rapid Pump & Meter Service Co., Inc. Payment #5 Contract #15-03 Warren Haven Pump Station Replace.	<u>76,483.12</u>
		\$84,354.37

^{*} Bills to be submitted by CPE at a date TBD, to request reimbursement from the NJEIT Financing Program

PENTAMATION DATE: 07/13/2017 TIME: 10:08:42

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 7/17

ENG SERV OXF UPGRADE ENG SERV WRN HVN REHAB CONT 15-03 WRN HVN REHAB	
ACCT 19006 19050 19050	
CP ENGINEERS, LLC CP ENGINEERS, LLC CP ENGINEERS, LLC RAPID PUMP & METER SERVIC	
GEN FUND 292 292 1725	
TILLITY AUTH DATE ISSUED 07/17/17 07/17/17	
FUND - MUAO1 - MUN UTILITY AUTH HECK NUMBER CASH ACCT DATE ISSUEL 10101 07/11/17 10101 07/11/17 10101 07/11/17 TOTAL FUND	L REPORT
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