

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES November 19, 2019

Vice Chairman Scott 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:

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

Also, in attendance: Katharine Fina, Esq., Authority Legal Counsel; Kim Francisco, Authority CFO; Billy Wauhop and Kevin Shoudt, Authority Consultants; and Patricia Kaspereen, Administrative Assistant.

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

MINUTES

Mr. Niece moved, and Ms. Napolitani seconded to approve the minutes of the October 15, 2019 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Ms. Napolitani moved, and Mr. Niece seconded to approve the minutes of the October 15, 2019 executive session, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A Safety Recall dated October 2019 from Ford regarding the 2019 F-250 Truck. (*This work has been completed*)
- 2) A letter dated October 14, 2019, from US EPA to the plant manager for the Oxford Area WTF regarding a National Study of Nutrient Removal and Secondary Technologies at publicly owned treatment works.
- 3) A letter dated October 14, 2019, from US EPA to the plant manager for the Belvidere Area WTF regarding a National Study of Nutrient Removal and Secondary Technologies at publicly owned treatment works.
- 4) A letter dated October 16, 2019, from Kim Francisco, CFO, to the Division of Local Government Services, Bureau of Authority Regulation, enclosing copies of the 2020 Operating and Capital Budget for the WC(PR)MUA.
- 5) A memo dated October 24, 2019, from the NJUA Joint Insurance Fund to Ms. Kaspereen, Fund Commissioner, regarding the Loss Control Survey conducted at both plants.
- 6) A memo dated October 30, 2019, from Alex Lazorisak, Warren County Administrator, to department heads informing them of the deadline to submit all agenda items and copies for the November meetings.
- 7) A letter dated October 31, 2019, from First Environment to Bill Wauhopp regarding the annual environmental audit
- 8) A memo dated November 8, 2019, from the NJUA JIF to member authorities requesting confirmation of 2019 dividends.

CFO'S REPORT

Mr. Francisco submitted the FY2020 budget to the State, who reviewed it. A few minor corrections (typos) were needed and submitted. The numbers looked good and it can be adopted at our December meeting.

As discussed at our last meeting, Mr. Francisco looked into getting credit cards; one card for each plant. However, the bank informed him that a card would have to be obtained for each employee with their name as well as the Authority's. The consensus of the Board was to table action on the matter.

Mr. Francisco summarized the monthly financial report. Our cash balance at the end of October was approximately \$5.3 million dollars. Quarterly sewerage treatment payments were due November 1st. Payment from Belvidere and Oxford arrived just after November 1st, so those

numbers are not reflected in the cash balance. He believes we will end the year with about \$5.5 million dollars. Expenses are about 10% below budget. We are in good shape. No surprises.

Mr. Francisco distributed information for 2020 user billing. He met with the Finance Committee last week to review the numbers and the proposed user rate. Overall, the amount collected from our rate payers will remain the same - \$2,174,744. He explained how the billing for individual users is calculated in more detail. The Authority's meters are calibrated quarterly. The Authority received 60,000,000 more gallons of flow this base year than in the previous base year. It was an extremely wet year, and we did not get any additional users. The I&I factor used in the past was 11%, but because of the increased flow, the I&I factor for 2020 billing will be 14%. A four-year average of flow will be used as was in the past year. The user rate will go down to \$10.30 per billing unit versus \$11.31. The Town of Belvidere will see a slight increase (1%) in billing and Oxford will see a 4% increase, other users will see small decreases. At next month's meeting, a resolution will be adopted setting the user rate at \$10.30 for residential users and \$20.60 for industrial. The connection fee will also have to be set at that meeting. Using the State's formula, the Authority could charge \$9,643 per EDU for the connection fee. However, the committee and Mr. Francisco recommended the fee remain the same at \$6,642.

Mr. Niece expressed concern about cutting the user rate. Ms. Napolitani reminded everyone that each town is responsible to build up its own sewer surplus fund, which means that a town's billing to individual users might not decrease even though the Authority decreased its user rate.

GENERAL COUNSEL'S REPORT

Ms. Fina had nothing to report.

ENGINEER'S REPORT

Mr. Donati was not present but his report was included in the agenda packets. Mr. Wauhop summarized the report.

Oxford UV Installation: Mr. Donati had a 60% design meeting with Mr. Shoudt. It should be ready by December's meeting for consideration by the Board to go out to bid. The plans for the shelter were just finalized.

AUTHORITY CONSULTANT

Mr. Shoudt gave an update on the day-to-day matters: Belvidere's #3 Clarifier is back online. He is working with Mr. Donati to go out to bid next spring on its restoration. The process pit pumps were greased and the county-line grease pit discharge pump was unclogged.

The anoxic mixer at the Oxford plant was pulled and rags removed. The bollards and dumpster were painted, and garage door seals were installed. ABB calibrated meters. A new sludge judge was made. The Warren Haven #1 generator was cleaned out.

Mr. Shoudt said that the operators' computers have Windows 7 and the laptop has Windows 10.

As previously discussed, he has been working on obtaining quotes for centralized wastewater maintenance management and asset management computer programs for both plants. He recommended going with the company with the lowest price; he was impressed with their software for both programs. The cost for both is \$6,225.00 (includes both plants, training, and tech support for 1 year).

Ms. Napolitani moved and Ms. O'Connor seconded to authorize the purchase of both computer programs from AllMax Software for a total cost of \$6,225.00. The motion passed unanimously on a roll call vote.

Mr. Shoudt is working with Mr. Donati on creating a new Collection System Maintenance Manual so that we can go out to bid for CCTV work.

Mr. Wauhoh obtained a proposal from All Image Asphalt, to regrade and pave the access road from the entrance at Pequest Road to almost halfway back to the fence for \$17,499. He requested authorization from the Board.

Mr. Niece moved and Ms. O'Connor seconded to have All Image Asphalt regrade and pave the Oxford WWTP access road, from the entrance at Pequest Road to almost halfway back up to the fence for \$17,499. The motion passed unanimously on a roll call vote.

Work continues on the climbing screen.

Mr. Wauhoh would like to redesign the wasting skimmers' valves located on top of the aeration basins at the Belvidere plant.

Mr. Wauhoh requested authorization to spend \$9,000 for a mixer at the Oxford plant. He felt it would pay for itself in time.

Ms. Napolitani moved, and Mr. Niece seconded to authorize the above expenditure on the mixer for the Oxford plant. The motion passed unanimously on a roll call vote.

Mr. Niece initiated further discussion on the climbing screen and its TWA status. Mr. Wauhoh brought everyone up to date.

FINANCE

Mr. Niece moved that Resolution #19-44 (Certificate No. 400: \$57,944.75) be approved to pay all bills from the Operating Fund, as presented. Mr. Kiszonak seconded. The motion passed unanimously on a roll call vote.

Mr. Niece moved that Resolution #19-45 (Certificate No. 407: \$21,069.10) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. Napolitani seconded. The motion passed unanimously on roll call vote.

UNFINISHED BUSINESS

There was no unfinished business.

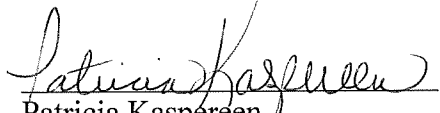
NEW BUSINESS

Mr. Wauhop gave an update on this health. He will be at our December meeting.

PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Mr. Niece moved, and Ms. O'Connor seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:17 p.m.


Patricia Kaspereen

Administrative Assistant

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTH OF NOVEMBER 2019.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of November 19, 2019, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2019 budget.



Chad Chamberlain, Chairperson



Laurel Napolitani, Secretary

Certificate No. OP 400

Dated: November 19, 2019

Moved by: Mr. Niece

Seconded by: Mr. Kiszonak

Yes 5

No 0

Abstain 0

Absent 4

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: November 19, 2019

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 #19389 - #19399

10/30/19	\$4,423.01
Due 11/19/19	<u>53,521.74</u>
Total	\$57,944.75

PENTAWATION
 DATE: 08/30/2020
 TIME: 11:25:57

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 8/20

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='10/30/2019'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19389	10/30/2019	CENTRAL JERSEY EQUIPMENT	R	123.34 ACCOUNTS PAYABLE CHECK
19390	10/30/2019	CENTURYLINK	R	65.46 ACCOUNTS PAYABLE CHECK
19391	10/30/2019	COMCAST	R	499.24 ACCOUNTS PAYABLE CHECK
19392	10/30/2019	JCP&L	R	3.10 ACCOUNTS PAYABLE CHECK
19393	10/30/2019	MAIN POOL & CHEMICAL CO.,	R	1483.95 ACCOUNTS PAYABLE CHECK
19394	10/30/2019	NEW JERSEY ANALYTICAL LAB	R	917.00 ACCOUNTS PAYABLE CHECK
19395	10/30/2019	ONE CALL CONCEPTS, INC.	R	6.80 ACCOUNTS PAYABLE CHECK
19396	10/30/2019	RAW POWER GENERATOR SERVI	R	646.10 ACCOUNTS PAYABLE CHECK
19397	10/30/2019	SANICO INC.	R	439.51 ACCOUNTS PAYABLE CHECK
19398	10/30/2019	THE COUNTY OF WARREN	R	116.79 ACCOUNTS PAYABLE CHECK
19399	10/30/2019	VERIZON WIRELESS	R	121.72 ACCOUNTS PAYABLE CHECK
TOTAL FUND				4423.01

TOTAL REPORT 4423.01

PENTAMATION
 DATE: 08/30/2020
 TIME: 11:26:35

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 8/20

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='11/19/2019'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION	CHECK
19402	11/19/2019	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE	CHECK
19403	11/19/2019	C & M AUTO PARTS	R	62.96 ACCOUNTS PAYABLE	CHECK
19404	11/19/2019	CENTURYLINK	R	134.14 ACCOUNTS PAYABLE	CHECK
19405	11/19/2019	CINTAS CORPORATION #101	R	480.32 ACCOUNTS PAYABLE	CHECK
19406	11/19/2019	COMCAST	R	251.12 ACCOUNTS PAYABLE	CHECK
19407	11/19/2019	COPPOLA SERVICES INC	R	5300.00 ACCOUNTS PAYABLE	CHECK
19408	11/19/2019	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE	CHECK
19409	11/19/2019	CP ENGINEERS, LLC	R	4424.75 ACCOUNTS PAYABLE	CHECK
19410	11/19/2019	CRISTAL ASSOCIATES, LLC	R	191.95 ACCOUNTS PAYABLE	CHECK
19411	11/19/2019	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE	CHECK
19412	11/19/2019	FASTENAL COMPANY	R	810.73 ACCOUNTS PAYABLE	CHECK
19413	11/19/2019	FLORIO FERRUCCI STEINHARD	R	464.00 ACCOUNTS PAYABLE	CHECK
19414	11/19/2019	GERO, WAYNE	R	315.21 ACCOUNTS PAYABLE	CHECK
19415	11/19/2019	INDUSTRIAL CHEM LABS & SE	R	209.50 ACCOUNTS PAYABLE	CHECK
19416	11/19/2019	JCP&L	R	12534.28 ACCOUNTS PAYABLE	CHECK
19417	11/19/2019	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE	CHECK
19418	11/19/2019	L.E. RITTER LUMBER CO.	R	62.07 ACCOUNTS PAYABLE	CHECK
19419	11/19/2019	LIN SUPPLY INC.	R	135.49 ACCOUNTS PAYABLE	CHECK
19420	11/19/2019	MAIN POOL & CHEMICAL CO.,	R	6397.25 ACCOUNTS PAYABLE	CHECK
19421	11/19/2019	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE	CHECK
19422	11/19/2019	NEW JERSEY AMERICAN WATER	R	18.29 ACCOUNTS PAYABLE	CHECK
19423	11/19/2019	NEW JERSEY ANALYTICAL LAB	R	1113.00 ACCOUNTS PAYABLE	CHECK
19424	11/19/2019	NIECE, DONALD L.	R	166.67 ACCOUNTS PAYABLE	CHECK
19425	11/19/2019	NISIVOCCTA CONSULTING LLC	R	1310.00 ACCOUNTS PAYABLE	CHECK
19426	11/19/2019	NJ ADVANCE MEDIA	R	35.35 ACCOUNTS PAYABLE	CHECK
19427	11/19/2019	NJ MOTOR VEHICLE COMMISSI	R	46.50 ACCOUNTS PAYABLE	CHECK
19428	11/19/2019	NYLAND, ROBERT F.	R	166.67 ACCOUNTS PAYABLE	CHECK
19429	11/19/2019	OFFICE, CONCEPTS GROUP, IN	R	71.72 ACCOUNTS PAYABLE	CHECK
19430	11/19/2019	ONE CALL CONCEPTS, INC.	R	5.44 ACCOUNTS PAYABLE	CHECK
19431	11/19/2019	PASSAIC VALLEY SEWERAGE C	R	3360.00 ACCOUNTS PAYABLE	CHECK
19432	11/19/2019	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE	CHECK
19433	11/19/2019	RAW POWER GENERATOR SERVI	R	2398.20 ACCOUNTS PAYABLE	CHECK
19434	11/19/2019	REP PUMP SERVICES, LLC	R	652.69 ACCOUNTS PAYABLE	CHECK
19435	11/19/2019	RIGO GENERAL HARDWARE	R	287.84 ACCOUNTS PAYABLE	CHECK
19436	11/19/2019	RUSSELL REID INC.	R	2093.75 ACCOUNTS PAYABLE	CHECK
19437	11/19/2019	SANICO INC.	R	508.17 ACCOUNTS PAYABLE	CHECK
19438	11/19/2019	SHERWIN-WILLIAMS CO.	R	126.09 ACCOUNTS PAYABLE	CHECK
19439	11/19/2019	SHOUDT, KEVIN	R	225.00 ACCOUNTS PAYABLE	CHECK
19440	11/19/2019	STAPLES CREDIT PLAN	R	162.58 ACCOUNTS PAYABLE	CHECK
TOTAL FUND				53521.74	

TOTAL REPORT 53521.74

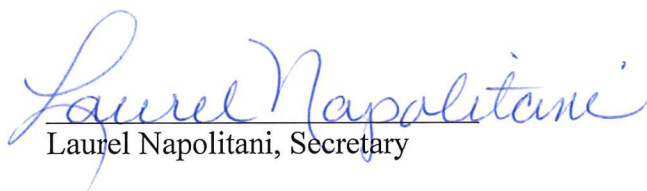
RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF NOVEMBER 2019.

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 407

Dated: November 19, 2019

Moved by: Mr. Niece

Seconded by: Ms. Napolitani

Yes 5

No 0

Abstain 0

Absent 4

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: November 18, 2019

1. CP Engineers, LLC Engineering Services UV System October 2019 Oxford WWTP\$8,368.10
2. Warren Heating & Cooling HVAC Rooftop Unit Belvidere Admin Bldg. <u>12,701.00</u>
Total\$21,069.10

PENTAFAMATION
DATE: 11/14/2019
TIME: 12:22:22

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 11/19

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
19400	10101	11/18/19	292 CP ENGINEERS, LLC	19050	ENG SERV UV SYSTEM	8,368.10
19401	10101	11/18/19	2224 WARREN HEATING & COOLING,	19001	INSTALL HVAC ADMIN BLDG	12,701.00
TOTAL FUND						21,069.10
TOTAL REPORT						21,069.10