# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

# MINUTES August 21, 2013

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

Robert Piazza, Treasurer

Sidney Deutsch

Drew Kiszonak

Donald Niece

Everdina O'Connor

Philip Rosenberg

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer; Brian Tipton, Esq., Authority Legal Counsel; Billy J. Wauhop, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

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

#### **MINUTES**

Mr. Piazza moved and Mr. Niece seconded to approve the minutes of the July 17, 2013 regular meeting, as presented. The motion passed; roll call was as follows:

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

#### **CORRESPONDENCE**

Vice Chairman Scott recapped the correspondence and asked if there was any discussion on the items listed below; none heard:

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- 1. A letter dated July 26, 2013, from Mr. Mikulka, CPM, Senior Project Manager, CP Engineers to Ms. Lyons, Director, Office of Equal Opportunity and Contract Assistance, NJDEP, requesting a response to the revised SED Utilization Plan for the Oxford WWTF Upgrade Project.
- 2. A letter dated August 1, 2013, from Mr. Guida, Collection System Operator for the Township of Oxford, submitting the township's monthly collection system report.
- 3. A letter dated August 2, 2013, from Mr. Pontoriero, Supervising Engineer, Division of Water Quality, Bureau of Construction and Connection Permits, NJDEP, enclosing a revised Treatment Works Approval for the Oxford WWTP Upgrade.
- 4. A letter dated August 12, 2013, from Mr. Withers, Russell Reid Environmental Compliance Manager, enclosing copies of the Passaic Valley Sewage Commission Agreement.

#### CFO'S REPORT

Mr. Piazza commented on the monthly financial reports prepared by our CFO, Mr. Houck. The Authority is still on firm footing financially.

#### GENERAL COUNSEL'S REPORT

Earlier this evening Mr. Wauhop gave Mr. Tipton an agreement, sent to the Authority by Russell Reid (corr. #4). Passaic Valley Sewage Commission prepared the agreement and it is between PVSC and Russell Reid. They are looking for our endorsement as the generator of the waste to be disposed of at PVSC. It is a standard agreement. Mr. Tipton will review it and have a response for the Authority to give to Russell Reid.

#### **ENGINEER'S REPORT**

Oxford Upgrade Permitting: Mr. Donati believes the SED plan has been approved. He has not seen the Environmental Decision Document but he believes it is ready to go. Authorization from the Trust allowing us to advertise was caught up in a confusion of different cost estimates and dollar values. As of this afternoon, the Trust did confirm that everything is okay and they are going with the higher number. The person who gives final approval is on vacation until next week. Based on an email, authorization to advertise should be received by early next week.

CPE received the Office of State Comptroller's comments on the bid documents. Mr. Tipton's office was instrumental in getting that to happen quickly. His office also performed a comprehensive review of the front-end documents.

Mr. Donati realized that everyone was concerned about scheduling but, due to the economy, he felt that we might receive bids that are more favorable. Most of the delays have been DEP requirements or delays on their end. He felt confident that we would receive a permit extension. The delay is also deferring the expense. Mr. Donati said we should be out to bid by the next

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meeting. It will probably take about  $2\frac{1}{2}$  months from when we advertise to issuing a Notice to Proceed.

#### **AUTHORITY CONSULTANT**

Mr. Wauhop distributed his report before the meeting. He recapped some of the maintenance items performed in-house within the last month. For example, work continues on the storage room in the service building at Belvidere. Painting in the sand-filter building has been completed.

At the Oxford facility, the water meter was installed on the #2 Final Sludge Thickener in order to monitor the recycled water flow. All the concrete buildings were pressure washed.

Pumping Services had to install a new air compressor and transducer at the Oxford STP.

Under general business, monitoring the performance of the Oxford plant continues. As he did last month, Mr. Wauhop displayed and explained updated charts he created to track, on a daily basis, phosphate, TDS and turbidity in the effluent, as well as the daily flow including what is received from the PCFA. Starting tomorrow, future charts will also include TDS in the influent, as well as ammonia coming in and going out, and the amount of recycled water. Starting sometime in September, we will attempt to accept more leachate from PCFA, while increasing the amount of recycled water to see how this affects the plant and the above parameters. PCFA would like the MUA to accept more leachate.

As mentioned last meeting, the flow rate has been decreased on the backwash water volume for the sand-filter. Sand will be added to the system, in order to get it back to its original condition.

Mr. Houck had asked Mr. Wauhop to report on the following: Mr. Houck signed an agreement with the New Jersey American Water company, for them to provide us with the monthly water meter readings for the Village Square Mall. The cost is about \$26.00 per month. There has been an ongoing issue in gaining access to read the meters. Vice Chairman Scott said this was a good idea.

Regarding the contract discussed earlier by Mr. Tipton, there is a clause stating that PVSC will no longer accept rags. Therefore, PVSC will not accept the waste pumped out of our grease tank because it contains rags. Mr. Wauhop has a quote for disposal elsewhere, but it will cost more than we currently pay. It will cost about \$24,000 per year. He is seeking permission from the Board to go out for bid for a vertical bar screen for the tank. (We could delay the Axford Avenue Pump Station project until next spring.) The cost for the bar screen would be approximately \$59,000, freight and installation not included. There is not much involved with installation.

Discussion ensued as to the source (i.e. the jail) of the rags, and why the county should not pick up the costs, or a portion of the costs, associated with disposal, or put their own system in place to capture the rags (e.g. blankets, sheets, etc.) before they enter the sewer line. After further discussion on what the additional disposal costs might be versus the purchase of a vertical bar

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screen, the Board decided to table any action and revisit it next month. Meanwhile, Mr. Wauhop will contact the County to set up a meeting to discuss the matter.

#### **FINANCE (TREASURER)**

Mr. Piazza reminded the Finance Committee that within the next few weeks there will be a meeting with Mr. Houck to review the proposed FY2014 budget, the date and time to be determined.

Mr. Piazza moved that Resolution #13-31 (Certificate No. 325: \$65,577.59) be approved to pay all bills from the Operating Fund. Mr. Rosenberg seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #13-32 (Certificate No. 333: \$61,011.56) be approved to pay all bills from the Capital Improvements Fund. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

#### **UNFINISHED BUSINESS**

There was no unfinished business.

#### **NEW BUSINESS**

There was no new business.

#### PUBLIC COMMENT

There was no public present.

#### **EXECUTIVE SESSION**

None.

As there was no more business to come before the Authority, Mr. Rosenberg moved and Ms. O'Connor seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:18 p.m.

Patricia Kaspereen Administrative Assistant

## **RESOLUTION RE:**

# EXPENDITURES FROM THE OPERATING FUND DURING THE MONTH OF AUGUST 2013.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of August 21, 2013, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2013 budget.

Morris Scott, Jr., Vice Chairperson

Laurel Napolitani, Secretary

Certificate No. OF 325

Dated: August 21, 2013

Moved by: Mr. Piazza

Seconded by: Mr. Rosenberg

Yes \_\_7\_\_

No <u>0</u>

Abstain 0

Absent 2

## APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

# Meeting: August 21, 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 # 15696 -15707 7/24-8/5/13 \$10,825.03

Due 8/21/13 <u>54,752.56</u>

Total \$65,577.59

PENTAMATION DATE: 07/24/2013 TIME: 11:00:37

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PENTAMATION DATE: 08/05/2013 TIME: 11:15:09

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MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

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PENTAMATION DATE: 08/16/2013 TIME: 10:32:39

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# MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

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# **RESOLUTION RE:**

# EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF AUGUST 2013.

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

Laurel Napolitani, Secretary
Certificate No. CI 333
Dated: August 21, 2013
Moved by: Mr. Piazza
Seconded by: Ms. 0'Connor
Yes7
No <u>0</u>
Abstain 0
Absent 2

## CAPITAL IMPROVEMENT BILLS LIST August 21, 2013

1.	CP Engineers, LLC Period: July 2013 Engineering Services Value Engineering Study Phase 2 Implementation Oxford WWTP Upgrade	\$38,547.68
2.	CP Engineers, LLC	
	Period: July 2013 Engineering Services	
	Vertical Screen Design	
	Oxford WWTP Upgrade	2,100.00
3.	CP Engineers, LLC Period: July 2013 Engineering Services	
	Construction Service Oxford WWTP Upgrade	14,911.50
4.	Florio Perrucci Steinhardt & Fader Period: July 2013 Legal Service	
	Oxford WWTP Upgrade	<u>5,452.38</u>
	Total	\$61,011.56