# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

# MINUTES March 20, 2018

Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:32 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 Sidney Deutsch Drew Kiszonak Everdina O'Connor Philip Rosenberg Donald Niece Absent

Also, in attendance were:

Brian Tipton, Esq., Authority Legal Counsel; Stephen Donati, P.E., Authority Engineer; 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. Piazza moved, and Ms. O'Connor seconded to approve the minutes of the February 20, 2018 Annual Reorganization Meeting, as presented. The motion passed. Roll call was as follows:

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

Ms. O'Connor Yes

Mr. Scott moved, and Mr. Deutsch seconded to approve the minutes of the February 20, 2018 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Mr. Scott moved, and Ms. O'Connor seconded to approve the minutes of the February 20, 2018 executive session, as presented. The motion passed. Roll call was as follows:

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

### CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated February 15, 2018, from David Clark, P.E., Senior Project Manager, CP Engineers to Billy Wauhop, Authority Consultant, enclosing four copies of a revised detail plan sheet for the sanitary connection of NJ American Water Oxford VOC line.
- A letter dated February 16, 2018, from Eugene Chebra, P.E., Assistant Director, Municipal Finance & Construction Element, Division of Water Quality, NJDEP, to John Wasser, Licensed Operator in Charge, recommending approval of the final payment requisition (#34) for the Oxford WWTF Upgrade.
- 3) A letter dated February 21, 2018, from Billy Wauhop, Authority Consultant to the NJDEP, submitting the Annual Wastewater Beneficial Reuse Report for the Belvidere STP.
- 4) A letter dated February 28, 2018, from Daniel Olshefski, CFO to Depositories, requesting acknowledgement of receipt of the Authority's Cash Management Plan.
- A letter dated February 28, 2018, from Gary Centifonti, New Jersey Department of Health, to the Authority, regarding submittal of the 2017 Right to Know Surveys.
- 6) Letters dated March 1, 2018, from Michele Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, Laboratory Manager, regarding the renewal applications for the Environmental Laboratory Certification Program for FY2019 for the Oxford and Belvidere Facilities.
- 7) A letter dated March 2, 2018, from Patricia Kaspereen, Administrative Assistant, to the NJ Department of Treasury, Division of Purchase & Property, Contract Compliance

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- Audit Unit, EEO Monitoring Program, enclosing a copy of the resolution designating the appointment of the 2018 Public Agency Compliance Officer for the Authority.
- 8) An Air Pollution Control General Permit dated March 6, 2018, from Michael Adhanom, Section Chief, Bureau of Stationary Sources, NJDEP, to the Authority, granting permission to operate the emergency generator located at the Belvidere STP.
- 9) A letter dated March 8, 2018, from Melanie Bulmer, Technical Assistant, Warren County Personnel Department, to the Authority, regarding CDL holders.
- 10) A memo received on March 15, 2018, from the Steve Marvin, Warren County Administrator, to Patricia Kaspereen, enclosing instructions for completing Financial Disclosure Statements.
- 11) A letter dated March 15, 2018, from Stephen Donati, P.E., VP, CP Engineers, to Bryan Slota, P.E., Senior Project Engineer, New Jersey American Water, approving the connection application for their Oxford Well Station No. 1.

#### **EXECUTIVE SESSION**

At approximately 7:39 p.m., Mr. Scott moved and Ms. O'Connor seconded to adopt Resolution #18-14, to enter into an executive session to discuss litigation. All in favor, motion carried.

At 7:43 p.m., Mr. Rosenberg moved and Mr. Scott seconded to return to open session. All in favor, motion carried.

#### CFO'S REPORT

Mr. Francisco was filling in for Mr. Olshefski and summarized the monthly financial report. It has been an uneventful month. All users have paid their first quarter sewer treatment bills. Expenses are on target.

As discussed at last month's meeting, we notified the DEP that we were ready to close out the loan for the Oxford WWTF Upgrade. DEP has begun the process.

#### GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

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

Mr. Donati distributed his report prior to the meeting.

New Jersey American Water – Oxford Well Connection: They provided all the necessary information and fees. CP Engineers approved their drawings.

Oxford WWTP NJPDES Permit Renewal: As discussed last month, NJDEP issued the Draft Major Permit Modification, which removes two limits. The Final Permit is effective April 1, 2018. There are some lab modifications to the lab testing requirements that need to be done. There are also seasonal limit changes.

Emergency Generators: CP assisted with the update of the Air Permit for the Belvidere WWTP generator. They also reviewed the status of all air permits for all the generators. The renewal of the air permit for the South Water Street Pump Station generator is due in June 2018.

Asset Management: As previously discussed at prior meetings, Mr. Donati initiated discussion on the matter. He says it is on the forefront of regulatory agencies. For now, it is only required for water utilities. Mr. Wauhop stated that about a year and a half ago, a newly formed group that looks at asset management, asked the Authority to start an asset management program. At that time, he said we would have a planned schedule within two years, which would be this summer.

#### **AUTHORITY CONSULTANT**

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: He recapped maintenance items performed during the month. Two level sensors were replaced in the sand filter; one on the #1 cell, the other in the clear water well. A contractor replaced the well pump and pipe. The same thing was done last month at the Oxford STP.

Oxford plant: Mr. Wauhop recapped maintenance items performed during the month. A contractor serviced the new generator; this should be done every year. A new tube was installed in the aluminum chloride pump. Using the new tractor, the operators graded the ground that was disturbed last month by a driver from Main Pool.

Under general business, PCFA submitted their SIU renewal permit application and included our raw leachate acceptance Pilot Study. A committee will need to be formed. Mr. Wauhop suggested Mr. Piazza, because he is our treasurer, and one other commissioner, plus himself and Mr. Donati, to meet with PCFA to work out the details of what PCFA is going to pay the MUA in the future if we take raw leachate. Mr. Scott offered to be part of the committee. The bench test was discussed briefly. Other issues related to accepting raw leachate were discussed.

Climbing Screen: Still working with Mr. Donati on this matter for the Belvidere facility.

Collection System Inspection: Mr. Donati is working on obtaining quotes.

Last month, Mr. Wauhop requested authorization to purchase two ventilation louvers for the emergency generators at each plant. The quote for both was \$10,250. After several commissioners expressed concern about the price, Mr. Wauhop obtained another quote for \$10,000. He will be seeking more quotes.

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Mr. Wauhop presented the resolution and agreements for fire alarm services for the Oxford plant.

Mr. Scott moved to adopt Resolution #18-15, authorizing the Chairman to execute the agreements between the Authority and AFA Protective Systems for 24 months, for fire alarm system monitoring and inspections. Mr. Piazza seconded. The motion passed unanimously on a roll call vote.

#### FINANCE (Treasurer)

The bills were reviewed and Mr. Rosenberg questioned the two bills from Colaluce Well & Pump Service. Mr. Wauhop explained that the depth of each well resulted in a difference in charges.

Mr. Piazza moved that Resolution #18-16 (Certificate No. 388: \$15,887.86) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Rosenberg seconded. The motion passed unanimously on roll call vote.

Mr. Piazza moved that Resolution #18-17 (Certificate No. 380: \$44,758.26) be approved to pay all bills from the Operating Fund, as presented. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

#### **UNFINISHED BUSINESS**

There was no unfinished business.

#### **NEW BUSINESS**

Instructions for processing Financial Disclosure Statements were distributed to the commissioners. A couple of commissioners said they were unable to file online. A message was received that filing could begin on April 5. The filing deadline is April 30, 2018.

#### PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Mr. Scott moved and Ms. O'Connor seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:07 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:

Litigation

- 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) MUNIÇIPAL MILITIES AUTHORITY

Chad Chamberlain, Chairperson

Daurel Napolitani, Secretary

DATED: March 20, 2018

#### **RESOLUTION 18-15**

# AUTHORIZING THE CHAIRMAN OF THE AUTHORITY TO EXECUTE AGREEMENTS BETWEEN THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY AND AFA PROTECTIVE SYSTEMS, INC., FOR THE FIRE ALARM SYSTEM MONITORING AND ANNUAL INSPECTION

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (the "Authority") has the need for services to monitor and inspect the fire alarm system located at 148 Pequest Road, Oxford, NJ; and

**NOW, THEREFORE**, be it resolved, by the Warren County (Pequest River) Municipal Utilities Authority in the County of Warren, State of New Jersey, as follows:

- 1. The Chairman of the Authority is authorized to executive both two-year agreements with AFA Protective Systems
- 2. The terms of the agreement are the following: \$35.00 per month for 24 months, paid quarterly, for monitoring services; and \$50.00 per month for 24 months, paid quarterly, for inspection services.
- 3. A copy of these agreements and resolution shall be made available at the Authority offices for public inspection.
- 4. This resolution memorializes action taken by the Authority at its regular meeting held on March 20, 2018.

WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL (UTIDITIES AUTHORITY

Chad Chamberlain, Chairman

#### CERTIFICATION

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do certify the foregoing to be a true copy of a resolution adopted by the Authority.

Laurel Napolitani, Secretary

**RESOLUTION RE:** 

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF MARCH 2018.

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

Chad Chamberlain, Chairperson

Certificate No. CI 388

Dated: March 20, 2018

Moved by: Mr. Piazza

Seconded by: Mr. Rosenberg

Yes 8

No 0

Abstain \_0\_

Absent 1

# CAPITAL IMPROVEMENT BILLS LIST

**Dated: March 19, 2018** 

1.	Colaluce Well & Pump Service Replace Well Pump Oxford WWTP		\$7,171.58
2.	Colaluce Well & Pump Service Replace Well Pump Belvidere WWTP		6,414.28
3.	CP Engineers, LLC Period: February 2018 Engineering Services Tomar Litigation Assistance Oxford WWTP Upgrade		691.00
4.	CP Engineers, LLC Period: February 2018 Engineering Services Warren Haven PS Rehab		<u>1,611.00</u>
		Total	\$15,887.86

PENTAMATION DATE: 03/15/2018 TIME: 10:35:11

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 3/18

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

CHECK NUMB	CHECK NUMBER CASH ACCT	DATE ISSUED		VENDOR	- ACCT	DESCRIPTION	AMOUNT
1.8441	10101	03/19/18	272	COLALUCE WELL & PUMP SERV	19002	REPLACE WELL PUMP OXF STP	7,171.58
18442	10101	03/19/18	272	COLALUCE WELL & PUMP SERV	19002	REPLACE WELL PUMP BEL STP	6,414.28
18443	10101	03/19/18	292	CP ENGINEERS, LLC	90061	ENG SERV TOMAR LITIGATION	691.00
18444	10101	03/19/18	292	CP ENGINEERS, LLC	19050	ENGR'G SERV WRN HVN REHAB	1,611.00
TOTAL F	FUND						15,887.86
TOTAL F	REPORT						15.887.86

## **RESOLUTION RE:**

# EXPENDITURES FROM THE OPERATING FUND DURING THE MONTH OF MARCH 2018.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of March 20, 2018, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2018 budget.

Chad Chamberlain, Chairperson

Fourel Mapolit
Laurel Napolitani, Secretary
Certificate No. OP 380
Dated: March 20, 2018
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: March 20, 2018

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 #18432 - #18440

3/2/18

\$8,113.71

Due 3/20/18

36,644.55

Total

\$44,758.26

PENTAMATION DATE: 03/05/2018 TIME: 09:03:15

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHKII ACCOUNTING PERIOD: 3/18

AMOUNT	1,320.00	9.95 35.05 19.90 64.90	39.80 161.44 201.24	65.65	3.32	163.90 1,021.80 1,185.70	4,920.00	115.78	237.12	8,113.71	8,113.71
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PENTAMATION DATE: 03/15/2018 TIME: 10:39:44

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 3/18

AMOUNT	173.49	147.07	41.99 74.00 48.27 29.99 110.96	40.11 34.79 50.10 125.00	200 200 44 180 204 204 180 244 180 244 124 124 124 124 124 124	198.92	1,000.00	583.50 1,004.54 630.75 1,317.50 505.86 116.86 1332.50 4,390.90	166.66	516.34	128.19 487.73 480.15 8,974.91 3.32 686.47 7,017.50	61.22	1,280.00
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PENTAMATION DATE: 03/15/2018 TIME: 10:39:44

# MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 2 VENCHK11 ACCOUNTING PERIOD: 3/18

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

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PENTAMATION DATE: 03/15/2 TIME: 10:39:4

3/18								
PAGE NUMBER: 3 VENCHK11 ACCOUNTING PERIOD:		AMOUNT	835.00	835.00	107.75	36,644.55	36,644.55	
7		DESCRIPTION	LAB CERT PRG ID 21017	LAB CERT PRG ID 21708	OXYGEN & CRADLE RENTALS			
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		1985	1985	2280				
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