

**WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY
REORGANIZATION MEETING
MINUTES
FEBRUARY 20, 2013**

Chairman Chamberlain called the reorganization 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 at 199 Foul Rift Road, Belvidere, New Jersey.

He congratulated Ms. Napolitani and Mr. Rosenberg on their reappointments to the Board, and to Mr. Niece, a former commissioner, to his appointment.

Mr. Tipton administered the Oath of Office to Ms. Napolitani, Mr. Rosenberg and Mr. Niece.

Roll Call:

Sidney Deutsch
Drew Kiszona
Laurel Napolitani
Donald Niece
Everdina O'Connor
Robert Piazza
Philip Rosenberg
A. Morris Scott, Jr.
Chad Chamberlain

Also, in attendance were: Steve Donati, P.E., Authority Engineer and Consultant; Brian Tipton, Esq., Authority Legal Counsel; Charles L. Houck, Authority CFO; 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.

REPORTS OF COMMITTEES

Mr. Piazza, Chairman of the Finance Committee, acknowledged the help received from Mr. Houck and his staff throughout 2012. Financially, the Authority ended FY2012 with accounts at or below budget, and Mr. Piazza was hopeful this will continue in FY2013. He would especially like to see lower sludge disposal costs. Due to resignations, the committee is shorthanded and he encouraged members to join the committee.

Chairman Chamberlain, Chairman of the Personnel Committee, remarked that the biggest change was the organizational structure and the hiring of Mr. Wauhopp as an Authority Consultant. Mr. Wauhopp has rejuvenated the staff, improved training and has contributed a great deal to the Value Engineer Study (VES) for the Oxford WWTP Upgrade. He has also been working closely with our engineering firm. Work on the Personnel Policy Manual continues and will be discussed during the regular meeting.

Mr. Rosenberg reported on the Oxford WWTP Upgrade Committee. Due to changes and delays with the upgrade, things are in a flux but should get more active this year.

ELECTION OF OFFICERS

Chairman Chamberlain passed the gavel to Mr. Tipton for the Election of Officers.

Mr. Tipton opened the floor for nominations for the position of Chairperson.

Mr. Scott moved to nominate Mr. Chamberlain as Chairperson. Mr. Kiszonak seconded. Hearing no further nominations for Chairperson, Mr. Piazza moved that the nominations for Chairperson be closed. Mr. Scott seconded. The motion passed unanimously, 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	Yes	Chairman Chamberlain	Yes
Ms. O'Connor	Yes		

Chairman Chamberlain thanked his fellow members for their vote of confidence and he looks forward to another great year.

Mr. Tipton relinquished the gavel to Chairman Chamberlain, who opened the floor for nominations for Vice Chairperson.

Ms. Napolitani moved to nominate Mr. Scott for Vice Chairperson; Ms. O'Connor seconded. There were no further nominations for Vice Chairperson. The motion passed unanimously on a roll call vote.

Mr. Scott thanked his fellow board members.

Chairman Chamberlain congratulated Mr. Scott and opened the floor for nominations for Secretary.

Ms. O'Connor moved to nominate Ms. Napolitani as Secretary. Mr. Scott seconded. There were no further nominations for Secretary. The motion passed unanimously on a roll call vote.

Chairman Chamberlain congratulated Ms. Napolitani and asked for nominations for the final position – Treasurer.

Mr. Rosenberg moved to nominate Mr. Piazza as Treasurer. Ms. O'Connor seconded. There were no further nominations for Treasurer. The motion passed unanimously on a roll call vote.

Chairman Chamberlain congratulated Mr. Piazza.

APPOINTMENT OF OFFICERS

General Counsel: Mr. Tipton asked the Board to hold off on any action until next month, as his office erred in submitting one of its documents. The Board agreed to table action until next month's meeting.

Mr. Tipton stated that CP Engineers submitted all their appropriate documents.

Consulting Engineer: Chairman Chamberlain presented a resolution authorizing the award of a non-fair and open contract for professional engineering services for 2013 to CP Engineers, LLC. Mr. Piazza moved to adopt Resolution #13-05, awarding a non-fair and open contract for professional engineering services for 2013 to CP Engineers, LLC. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Donati thanked the Board.

NEW BUSINESS

Appointment of Committees for 2013 is as follows:

Finance Committee:

Robert Piazza, Chairman
Sidney Deutsch
Donald Niece
Morris Scott

Personnel Committee:

Chad Chamberlain, Chairman
Drew Kiszonak
Laurel Napolitani
Everdina O'Connor

Oxford WWTP Upgrade Committee:

Philip Rosenberg, Chairman
Drew Kiszonak
Donald Niece
Robert Piazza

Chairman Chamberlain introduced Resolution #13-06, for the appointment of the Authority's Public Agency Compliance Officer for 2013. He asked Mr. Piazza if he would like to continue as the Authority's PACO; Mr. Piazza agreed.

Mr. Scott moved to adopt Resolution #13-06, authorizing the reappointment of Mr. Piazza as the Authority's Public Agency Compliance Officer (PACO) for 2013. Mr. Niece seconded. The motion passed unanimously on a roll call vote. Chairman Chamberlain thanked Mr. Piazza.

Lastly, Chairman Chamberlain introduced resolutions for the schedule of meeting dates and official newspapers.

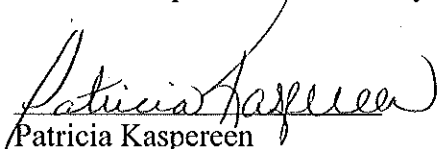
Mr. Niece moved to adopt Resolutions #13-07 and #13-08, for the establishment of meeting dates and times, and for designation of the Authority's official newspapers, respectively.

All regular meetings will continue to be on the third Wednesday of the month and will start at 7:30 p.m., with the exception of the December 2013 and February 2014 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting to be held at 7:30 p.m.

The Board designated the *Star Gazette* as the Authority's official newspaper, and with *The Express Times*, as the two newspapers to receive notices of meetings.

Mr. Scott seconded the motion; all in favor.

Mr. Rosenberg moved and Mr. Scott seconded that the Reorganization Meeting be adjourned. The motion passed unanimously and the meeting was adjourned at 7:47 p.m.


Patricia Kaspereen
Administrative Assistant

Resolution 13-05

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES, FOR 2013

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (AUTHORITY), has the need for Professional Engineering Consulting Services, on an as needed basis for various task, as set forth in detail in the attached Agreement between this Authority and CP Engineers, LLC. (CPE); 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 hourly billing rates for a defined scope of services to be provided by the Engineer, and based thereon the Authority's Chairman has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 20, 2013 to February 19, 2014; and

WHEREAS, CPE 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 CP Engineers, LLC. 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 newspapers 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 February 20, 2013.

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.

BY: 
Chad Chamberlain, Chairman

Dated: FEBRUARY 20, 2013

RESOLUTION 13-06

RESOLUTION AUTHORIZING THE APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER TO THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY.

WHEREAS, the Affirmative Action Office of the New Jersey Department of the Treasury has revised the obligations of the public contracting process set forth in N.J.A.C. 17:27 et seq., pursuant to P.L. 1975, C. 127; and

WHEREAS, the requirements require the designation of a "Public Agency Compliance Officer" (PACO) to represent the Warren County (Pequest River) Municipal Utilities Authority (WC(PR)MUA).

WHEREAS, the PACO is to be appointed annually; and

WHEREAS, the WC(PR)MUA desires to appoint Robert J. Piazza as the PACO for the WC(PR)MUA.

NOW, THEREFORE, BE IT RESOLVED by the WC(PR)MUA in the County of Warren, State of New Jersey, that:

1. Robert J. Piazza will represent the WC(PR)MUA as the PACO through the year 2013.
2. One copy of this Resolution shall be made available at the Authority's offices for public inspection.

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 A MAJORITY OF ALL MEMBERS OF THE AUTHORITY AT A MEETING OF THE AUTHORITY HELD ON FEBRUARY 20, 2013.

Dated: February 20, 2013


Laurel Napolitani, Secretary

Moved by: Mr. Scott
Seconded by: Mr. Niece
Yes 9
No 0
Abstain 0
Absent 0

RESOLUTION #13-07

RESOLUTION OF MEMBERS OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 20, 2013 ESTABLISHING THE SCHEDULE OF REGULAR MEETINGS OF THE AUTHORITY PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-18.

WHEREAS, pursuant to N.J.S.A. 10:4-18, the Authority is required to establish a schedule of its regular meetings to be conducted during the year succeeding its annual reorganizational meeting, together with the location of such meetings, and to the extent known, the time and date thereof, and,

WHEREAS, the reorganizational meeting of the Authority is being conducted on February 20, 2013 and it has been determined that all subsequent meetings to be conducted by it during the remainder of the current year, and prior to the next reorganizational meeting of the Authority on February 19, 2014, be conducted on the third Wednesday of each and every month hereafter, at the Authority's Administration Building located at 199 Foul Rift Road, Belvidere, New Jersey.

NOW, THEREFORE, IT IS RESOLVED by the WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, pursuant to the revisions embodied under N.J.S.A. 10.4-18, that the regular meetings of the Authority hereinafter conducted by it subsequent to its reorganizational meeting of February 20, 2013, be conducted at 7:30 P.M, with the exception of the December 2013 and February 2014 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting to be held at 7:30 p.m. (as noted below). All meetings will be held at the Authority's Administration Building at 199 Foul Rift Road, Belvidere, New Jersey on the dates hereinafter mentioned:

Wednesday, March 20, 2013	7:30 p.m.	
Wednesday, April 17, 2013	7:30 p.m.	
Wednesday, May 15, 2013	7:30 p.m.	
Wednesday, June 19, 2013	7:30 p.m.	
Wednesday, July 17, 2013	7:30 p.m.	
Wednesday, August 21, 2013	7:30 p.m.	
Wednesday, September 18, 2013	7:30 p.m.	
Wednesday, October 16, 2013	7:30 p.m.	
Wednesday, November 20, 2013	7:30 p.m.	
Wednesday, December 18, 2013	7:30 p.m.	Annual Rate Hearing/Regular Meeting
Wednesday, January 15, 2014	7:30 p.m.	
Wednesday, February 19, 2014	7:30 p.m.	Reorganization Meeting/Regular Meeting

FURTHER RESOLVED, that no later than February 27, 2013 the Secretary of the Authority mail:

(1) Copies of this resolution, certified by the Secretary under seal of the Authority, to the Star Gazette, designated as the official newspaper of the Authority, and the Express-Times and to such other media as the Secretary might deem appropriate.


(2) To any persons who request copies of any regular meeting scheduled, or revision referred to in N.J.S.A. 10:4-18 and who, except for the news media, have paid the fee established by the Authority therefore, pursuant to N.J.S.A. 10:4-19.

(3) Prominently post in at least one public place reserved for such or similar announcements, a copy of the notice embodying the regular monthly meeting dates, together with the location and time thereof; and

(4) File copies of the aforesaid notice of the regular meetings, embodying the location and time thereof, with the Clerk of each of the municipalities encompassed within the jurisdiction of the Authority and with the Clerk of the Board of Chosen Freeholders of the County of Warren, together with the Clerk of the County of Warren.

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipalities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 20th day of February 2013.


Laurel Napolitani, Secretary

Moved by: Mr. Niece

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0

RESOLUTION 13-08

RESOLUTION OF THE MEMBERS OF WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 20, 2013, DESIGNATING, PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-8.d, TWO NEWSPAPERS TO RECEIVE NOTICES OF THE REGULAR, SPECIAL, OR RESCHEDULED MEETINGS OF THE AUTHORITY, AND OF AN OFFICIAL NEWSPAPER.

WHEREAS, the Authority is, pursuant to N.J.S.A. 10:4-8.d of the "Open Public Meetings Act," required, among other things, to deliver to at least two newspapers within the area of jurisdiction of the Authority, one of which shall be its official newspaper upon designation by it, notices embodying the time, date, location, and to the extent known, the agenda of any regular, special or rescheduled meetings, which notices shall accurately state whether formal action may or may not be taken; and

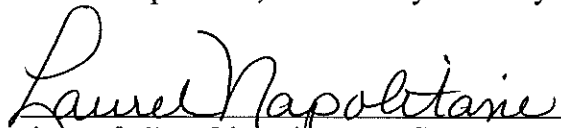
WHEREAS, the Authority is desirous of designating *The Star-Gazette*, which maintains offices in the County of Warren, as its official newspaper, pursuant to N.J.S.A. 10:4-8.d, and of establishing *The Express-Times*, which maintains offices in the City of Easton, Pennsylvania, respectively as the two newspapers to receive notices of its meetings herein before mentioned, because of the Authority's feeling that they have the greatest likelihood of informing the public within the area of the Authority's jurisdiction of such meetings.

NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority, pursuant to the provisions of N.J.S.A. 10:4-8.d, that *The Star-Gazette* be designated as the official newspaper of the Authority and that all notices giving the time, date, location, and, to the extent known, the agenda of any regular, special or rescheduled meetings, embodying whether formal action may or may not be taken, shall be given and/or delivered in the manner set forth in the aforesaid statute to *The Star-Gazette* and *The Express-Times* to the end that the public shall be afforded every opportunity of being informed relative to such prospective meetings.

FURTHER RESOLVED, that the Secretary be and is hereby authorized to disseminate additional notice, of the afore-mentioned meetings to such other newspapers published in the State of New Jersey, but circulated, among other places, throughout the County of Warren, and to such other news media as the Secretary might deem appropriate.

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original Resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 20th day February of 2013.


Laurel Napolitani, Secretary