

**WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY
REORGANIZATION MEETING
MINUTES
FEBRUARY 18, 2020**

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 located at 199 Foul Rift Road, Belvidere, New Jersey.

Chad Chamberlain and Donald Niece were reappointed by the Warren County Freeholders. Chairman Chamberlain asked Mr. Tipton to administer the oath of office. Mr. Tipton did so and congratulated them.

Roll Call:

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

Also, in attendance were: Steve Donati, P.E., Authority Engineer; Brian Tipton, Esq., Authority Legal Counsel; Kim Francisco, Authority Chief Financial Officer; Kevin Shoudt, 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

Finance Committee: Mr. Niece stated we had a good year and stayed within the budget. Chairman Chamberlain said, as always, our finances have been fantastic.

Personnel Committee: Chairman Chamberlain, who chairs the committee, said transitioning from Mr. Wauhopp will be a challenge and the Board is looking for a more permanent solution. The Authority will get back to doing performance appraisals. He felt it was important for the employees to know where they stand, and to keep good records.

ELECTION OF OFFICERS

Chairman Chamberlain turned the meeting over to Mr. Tipton to conduct the Election of Officers.

Mr. Tipton opened the nominations for chairperson.

Ms. O'Connor made a motion to nominate Donald Niece for the position of chairperson. Mr. Nyland seconded. Mr. Tipton asked if there were any other nominations. Mr. Scott made a motion to nominate Chad Chamberlain for the position. Mr. Kiszonak seconded. There were no further nominations, so nominations for chairperson were closed. After a brief discussion on the matter of how to handle the votes, it was decided to vote by secret ballots. Mr. Tipton tallied the votes; the results were 5 for Don and 2 for Chad. Mr. Tipton congratulated Mr. Niece on becoming Chairman and turned over the meeting to him.

Chairman Niece opened the nominations for Vice Chairperson.

Mr. Nyland nominated Ms. O'Connor for vice chairperson. Ms. Napolitani seconded. There were no further nominations for vice chairperson, so nominations were closed. The motion passed. Roll call was as follows:

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

Chairman Niece congratulated Ms. O'Connor, who in turned thanked everyone for their trust in her.

Chairman Niece opened nominations for Secretary.

Mr. Kiszonak nominated Chad Chamberlain for Secretary. Mr. Nyland seconded. Chairman Niece asked if there were any other nomination for Secretary. Ms. O'Connor nominated Ms. Napolitani. Hearing no second, nominations were closed. The motion passed. Roll call for Chad Chamberlain as Secretary were as follows:

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

Chairman Niece opened nominations for Treasurer.

Mr. Chamberlain nominated Robert Piazza for Treasurer. Mr. Nyland seconded. Hearing no other nominations, the nominations were closed. The motion passed, roll call was as follows:

Mr. Chamberlain	Yes	Ms. O'Connor	Yes
Mr. Kiszonak	Yes	Mr. Scott	Yes
Ms. Napolitani	Yes	Chairman Niece	Yes
Mr. Nyland	Yes	Mr. Deutsch & Mr. Piazza	were absent

APPOINTMENT OF OFFICERS

General Counsel: Chairman Niece presented a resolution to award a non-fair and open contract for professional services to Florio Perrucci Steinhardt & Cappelli, LLC, for legal services for the upcoming year. The rates are \$170.00 per hour, blended rate, for any attorney in the firm, and \$75.00 per hour for paralegals.

Mr. Scott moved to adopt Resolution #20-06, awarding a non-fair and open contract for professional services to Florio Perrucci Steinhardt & Cappelli, LLC, for legal services from February 18, 2020 to February 19, 2021. Mr. Chamberlain seconded. The motion passed unanimously on a roll call vote.

Mr. Chamberlain	Yes	Ms. O'Connor	Yes
Mr. Kiszonak	Yes	Mr. Scott	Yes
Ms. Napolitani	Yes	Chairman Niece	Yes
Mr. Nyland	Yes	Mr. Deutsch & Mr. Piazza	were absent

Mr. Tipton thanked the Board.

Consulting Engineer: Chairman Niece presented a resolution authorizing the award of a non-fair and open contract for professional engineering consulting services to CP Engineers, LLC for the upcoming year. Various rates are in the agreement.

Mr. Nyland moved to adopt Resolution #20-07, awarding a non-fair and open contract for professional engineering consulting services to CP Engineers, LLC, from February 19, 2020 to February 16, 2021. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Chamberlain	Yes	Ms. O'Connor	Yes
Mr. Kiszonak	Yes	Mr. Scott	Yes
Ms. Napolitani	Yes	Chairman Niece	Yes
Mr. Nyland	Yes	Mr. Deutsch & Mr. Piazza	were absent

Mr. Donati thanked the Board.

NEW BUSINESS

Finance Committee: Bob Piazza, Morris Scott and Sidney Deutsch will remain on the committee. Chairman Niece asked Chad Chamberlain if he would like to serve on the Finance Committee. Mr. Chamberlain agreed to do so, so Chairman Niece, who had previously served on this committee, replaced himself with Mr. Chamberlain.

Personnel Committee: Chairman Niece placed himself on this committee in place of Chad Chamberlain. Ms. Napolitani, Ms. O'Connor and Mr. Kiszonak agreed to serve on the Personnel Committee for another year.

Capital Improvements Committee: Chairman Niece asked for clarification on this newly proposed committee. Mr. Shoudt felt 3 members would be sufficient to help plan for the needs of both plants within the next five years. The committee would then come to the Board with its recommendations. Chairman Niece asked for volunteers to serve on the new committee. Ms. Napolitani, Mr. Kiszonak and Mr. Nyland volunteered.

Chairman Niece introduced a resolution for the appointment of the Authority's Public Agency Compliance Officer for 2020. Mr. Shoudt agreed to be the PACO for 2020.

Chairman Niece moved to adopt Resolution #20-08, authorizing the appointment of Mr. Shoudt as the Authority's Public Agency Compliance Officer (PACO) for 2020. Mr. Kiszonak seconded. The motion passed unanimously on a roll call vote.


Lastly, Chairman Niece introduced resolutions to establish a schedule of meeting dates and designation of the official newspapers.

Ms. O'Connor moved, and Mr. Chamberlain seconded to adopt Resolutions #20-09 and #20-10, establishing the schedule of meeting dates for 2020, and for designation of the Authority's official newspapers. All in favor, motion passed.

All regular meetings will be held on the third Tuesday of the month. All regular meetings will start at 7:30 p.m., with the exception of the December 2020 and February 2021 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting that will start 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 moved, and Mr. Kiszonak seconded that the Reorganization Meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 7:51 p.m.


Patricia Kasperéen
Administrative Assistant

RESOLUTION: 20-06

**AUTHORIZING THE ADOPTION OF A
NON-FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES WITH
FLORIO PERRUCCI STEINHARDT
& CAPPELLI, LLC FOR LEGAL SERVICES
FOR THE WARREN COUNTY (PEQUEST
RIVER) MUNICIPAL UTILITIES
AUTHORITY**

WHEREAS, there exists a need for legal advice and professional legal services to the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the “Authority”), 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 an approved hourly billing rate of \$170.00 for all attorneys and \$75.00 for all paralegal services to be provided by Florio Perrucci Steinhardt & Cappelli, LLC, and based thereon the Authority 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 18, 2020 to February 19, 2021; and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any unauthorized reportable contributions to an unauthorized recipient in the previous one year, and the Contractor will be prohibited from making any contribution in contravention of N.J.S.A. 19:44A-20.4 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 Florio Perrucci Steinhardt & Cappelli as described herein.

2. The contract is awarded without competitive bidding as a "Professional Service" because professional legal services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).

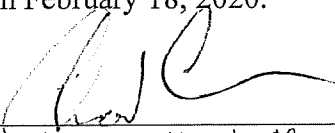
3. A Notice of this resolution shall be published in the official newspaper as required by law within ten days of its passage.

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, Chad Chamberlain, 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 18, 2020.

BY: 
Secretary Chad Chamberlain

DATE: February 18, 2020

RESOLUTION #20-07

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES, FOR 2020

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 tasks, as set forth in detail in the attached Agreement between this Authority and CP Engineers, LLC. (CP); 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 19, 2020 to February 16, 2021; and

WHEREAS, CP 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.

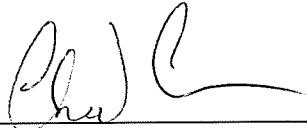
NOW THEREFORE, BE IT RESOLVED that:

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

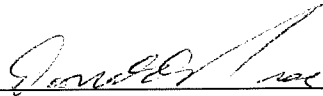
Chad Chamberlain

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 18, 2020.

BY: 
~~Laurel Napolitani, Secretary~~
Chad Chamberlain

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~~
Donald Niece,

Dated: *2/18/2020*

RESOLUTION 20 -08

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 Kevin Shoudt as the PACO for the WC(PR)MUA.

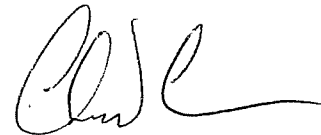
NOW, THEREFORE, BE IT RESOLVED by the WC(PR)MUA in the County of Warren, State of New Jersey, that:

1. Kevin Shoudt will represent the WC(PR)MUA as the PACO through the year 2020.
2. One copy of this Resolution shall be made available at the Authority's offices for public inspection.

CERTIFICATION

I, Chad Chamberlain, 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 18, 2020.

Dated: February 18, 2020



Secretary, Chad Chamberlain

Moved by: Mr. Niece
Seconded by: Mr. Kiszonak
Yes 7
No 0
Abstain 0
Absent 2

RESOLUTION #20-09

RESOLUTION OF MEMBERS OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 18, 2020 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 18, 2020 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 16, 2021, be conducted on the third Tuesday of each and every month hereafter, which will take place 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 18, 2020, be conducted at 7:30 P.M, with the exception of the December 2020 and February 2021 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:

Tuesday, March 17, 2020	7:30 p.m.	
Tuesday, April 21, 2020	7:30 p.m.	
Tuesday, May 19, 2020	7:30 p.m.	
Tuesday, June 16, 2020	7:30 p.m.	
Tuesday, July 21, 2020	7:30 p.m.	
Tuesday, August 18, 2020	7:30 p.m.	
Tuesday, September 15, 2020	7:30 p.m.	
Tuesday, October 20, 2020	7:30 p.m.	
Tuesday, November 17, 2020	7:30 p.m.	
Tuesday, December 15, 2020	7:30 p.m.	Annual Rate Hearing/Regular Meeting
Tuesday, January 19, 2021	7:30 p.m.	
Tuesday, February 16, 2021	7:30 p.m.	Reorganization Meeting/Regular Meeting

FURTHER RESOLVED, that no later than February 25, 2020 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.

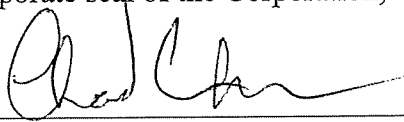
(2) To any persons who request copies of any regular meeting scheduled, or revision referred to in N.J.S.A. 10:4-18 and who, except for the news media, have paid the fee established by the Authority therefore, pursuant to N.J.S.A. 10:4-19.

(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, Chad Chamberlain, Secretary of the Warren County (Pequest River) Municipalities 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 18th day of February 2020.



Secretary, Chad Chamberlain

Moved by: Ms. O'Connor

Seconded by: Mr. Chamberlain

Yes: 7

No: 0

Abstain: 0

Absent: 2

RESOLUTION 20 -10

RESOLUTION OF THE MEMBERS OF WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 18, 2020, 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

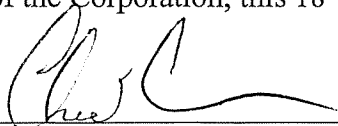
WHEREAS, the Authority is desirous of designating *The Star-Gazette*, which maintains offices in the County of Hunterdon, as its official newspaper, pursuant to N.J.S.A. 10:4-8.d, and of establishing *The Express-Times*, which maintains offices in the City of Easton, Pennsylvania, respectively as the 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, Chad Chamberlain, 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 18th day February of 2020.



Secretary, Chad Chamberlain