

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES July 16, 2019

Chairman Chamberlain 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:

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

Also, in attendance were: Brian Tipton, Esq., Authority Legal Counsel; Stephen Donati, Authority Engineer; Kim Francisco, Authority CFO; Billy J. Wauhop and Kevin Shoudt, Authority Consultants; and Patricia Kaspereen, Administrative Assistant.

Bradley Price was also present.

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

MINUTES

Mr. Nyland moved, and Mr. Niece seconded to approve the minutes of the June 18, 2019 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Ms. Napolitani moved, and Mr. Nyland seconded to approve the minutes of the June 18, 2019 executive session, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated June 14, 2019, from J.P. Morgan to the Authority regarding a security incident involving banking for Covanta Energy.
- 2) A letter dated June 19, 2019, from Robert Dixon, Principal Consultant, ERM, providing legal notification to the Authority that an application has been made for a Freshwater Wetlands General Permit 4 and Individual Flood Hazard Area Permit, to excavate and remove contaminated soils, replace to original grade with clean fill and native plantings, at the former Roche (Vitamins) Shooting Range.
- 3) A letter dated June 20, 2019, from John Ruschke, P.E., VP, Mott MacDonald, LLC to Billy Wauhup, Authority Consultant, providing a proposal for preparation of a TWA Permit for the climbing screen to be located at the Belvidere plant.
- 4) A memo dated July 2, 2019, from Christopher Pessolano, QPA to all Warren County Coop members announcing the date of the County's annual auction.
- 5) A Notice of Public Hearings submitted by Alex Lazorisak, Warren County Administrator/Clerk of the Board to be heard at the Township of White Municipal Building on August 14, 2019, and at the Wayne Dumont Jr., Administration Building on August 28, 2019, regarding the proposed sale by public auction of County owned property located in the Township of White..

EXECUTIVE SESSION

At approximately 7:34 pm, Ms. O'Connor moved, and Mr. Scott seconded to adopt Resolution #19-27, to enter an executive session to discuss litigation and personnel matters. All in favor, motion carried. Mr. Donati was asked to step out of the executive session during the litigation discussion.

At 7:51 p.m., Mr. Scott moved, and Mr. Kiszona seconded to return to open session. All in favor, motion carried. Mr. Donati reentered the meeting.

Mr. Scott made a motion to settle the litigation with Tomar Construction Services for \$675,000. Mr. Kiszona seconded. The motion passed unanimously on a roll call vote.

Mr. Scott made a motion to hire Bradley Price fulltime as our 5th Operator. Ms. Napolitani seconded. He will be paid \$17.00 per hour. The motion passed unanimously on a roll call vote.

CFO'S REPORT

Regarding the letter from J.P. Morgan (corr. #1), Mr. Francisco assured the Board that the County is always vigilant about our banking. They checked our account and found no problems; the accounts are checked online almost every day.

Audit: The auditor was still waiting for a final number from the State regarding post-retirement benefits. Mr. Francisco hopes to have the audit report for approval at our August meeting.

At last month's meeting, action was taken to purchase a truck. Mr. Francisco prepared and presented Resolution #19-28, which formalizes the action taken by the Board at the June meeting.

Mr. Niece moved and Ms. Napolitani seconded to adopt Resolution #19-28, which memorializes action taken at the June 18, 2019 meeting, to purchase a 2019 Ford F250 Truck with a trade-in value from Smith Motor Company for \$30,734. The motion passed unanimously on a roll call vote.

Monthly financial report: We are halfway through the year. Our cash balance will decrease once the Authority pays Tomar and a scheduled Bond payment due at the end of July. We are on target regarding Revenues and under budget with Expenditures. Once again, no surprises.

GENERAL COUNSEL'S REPORT

Mr. Tipton reviewed the bids for Chemical Contract No. 19-01 and determined that the lowest responsible and responsive bidder is Main Pool & Chemical Company for \$56,467. They were the only responsive bidder.

Mr. Scott moved to adopt Resolution #19-29, authorizing the award of Chemical Contract No. 19-01 to the lowest responsible and responsive bidder, Main Pool & Chemical Company, for a Total Delivery Price of \$56,467.00. Mr. Nyland seconded. The motion passed unanimously on a roll call vote.

ENGINEER'S REPORT

Mr. Donati's report was included in the agenda packets.

Regarding sewer extensions, the meeting with the developer of the proposed warehouses (Jaindl Development) in White Township took place on June 19th. Mr. Donati gave a summary of the

discussion that took place at that meeting. One of the reasons for their request for a meeting with the Authority was to discuss the possibility of locking in treatment capacity. The developer was informed that our Service Rules state that a Developer's Agreement is required to lock in treatment capacity. Mr. Donati stressed that the first order of business is to have the developer establish an Escrow Account with the Authority to pay for professional fees for anything moving forward from this point. Afterwards, we could look into a Developer's Agreement. He suggested requesting \$10,000 from the developer to set up the escrow account.

Mr. Tipton stated that as far as the legal side of the above matter, he has a conflict in participating in anything related to Jaindl for various reasons. Therefore, he recused himself from participating with anything related to Jaindl.

With the respect to the need for legal counsel for the Developer's Agreement, Mr. Wauhop will be the contact person for other attorneys for consideration by the Board at our next meeting. They would be paid through the escrow account, so there would be no additional costs to the Authority.

Clarifier Restoration: Mr. Donati stated that Mr. Wauhop asked CPE to prepare a Request for Quotes.

UV: Options are being considered.

Interceptor System Inspection: Mr. Donati noticed again that the average flow at the Belvidere plant for the month of June was 430,000 gpd. This is very high. He believes there is extraneous flow getting into the system. Mr. Wauhop stated that this is largely attributed to sump pumps illegally hooked up into the system. Ms. Napolitani said Belvidere DPW is investigating this situation.

AUTHORITY CONSULTANT

Mr. Wauhop brought to the Board's attention, certain line items in the monthly financial report. So far, expenditures for line items for sludge disposal and sewerage disposal are below budget and can be attributed to the way the operators are running the plants and the extra effort they put forth. If this continues until the end of the year, a great deal of money will have been saved and he will ask the Board to give the guys small bonuses for going over and above what they would be normally doing.

Mr. Wauhop's report was distributed prior to the meeting.

Belvidere WWTP: He recapped maintenance items performed during the month. Replaced one of the two lamps each in the No. 1 and No. 2 UV banks. Rags were removed from the butterfly valve in the wasting line. Serviced lawn maintenance equipment and greased all the process pit pumps. Charlie Cavanaugh from the NJDEP made an on-site visit and said everything was fine.

Oxford WWTP: He recapped maintenance items performed during the month. New signs were placed around the plant for Right-to-Know. New labels were placed on cans for Right-to-Know. Changed the oil and cleaned the filters on the Kaesar Blowers and cleaned all the air filters on the blower MCCs. Cleaned out the return pumps, the Warren Haven #1 wet well, and the hoses on the DO meters. Changed out the new tubes on the Alum pumps. Charlie Cavanaugh from the NJDEP visited the site and said everything was fine.

General Business: Mr. Shoudt continues to do a good job as Mr. Wauhopp's backup.

Capital Projects: Mr. Wauhopp and Mr. Donati are working on the concepts for the UV installation, so we can get bids. He informed the Board of his plans for painting the aeration basins at the Belvidere plant.

Mr. Wauhopp recommended only paving the little gravel driveway to the chemical shed, which cost about \$5,054. He asked for the Board's permission to move forward with this work.

Work continues on the climbing screen. Mr. Wauhopp is meeting with Mott MacDonald regarding the proposal (corr. #3) for the TWA application. The contract will be between Mott MacDonald and Mr. Wauhopp. So far, he has spent \$9,000 on the climbing screen and their proposal is for about \$6,000.

We are waiting for delivery of the new truck. It should be here within 2-3 weeks.

We received two quotes for installing security at the Administration Building, but one of the quotes was received at 4:00 pm today, so Mr. Wauhopp has not had time to review it. We should have something for the next meeting.

FINANCE (Treasurer)

Mr. Piazza has been coming into the office about 3-4 times a month to sign Purchase Orders since Mr. Wauhopp is away. Mr. Piazza reviews the invoices for anything questionable or unusual, so far everything has been in order.

Mr. Piazza moved that Resolution #19-30 (Certificate No. 396: \$58,621.22) be approved to pay all bills from the Operating Fund, as presented. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #19-31 (Certificate No. 403: \$307.07) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Scott seconded. The motion passed unanimously on roll call vote.

Regarding Mr. Wauhopp's earlier request for permission to pave the little gravel driveway to the chemical shed, Mr. Scott moved to allow Mr. Wauhopp to spend \$5,000 for the project. Ms. Napolitani seconded. She asked Mr. Wauhopp if he was still planning to explore the paving of the Service Road. He said yes. All in favor, motion carries.

UNFINISHED BUSINESS

There was no unfinished business.

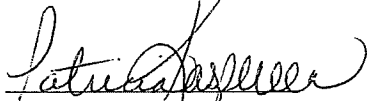
NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Mr. Scott moved, and Mr. Nyland seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:44 p.m.



Patricia Kaspercen

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:

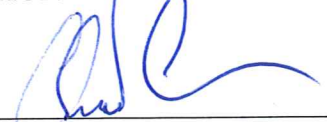
1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The General nature of the subject matter to be discussed is as follows:

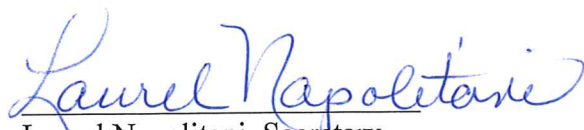
Litigation

Personnel

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)
MUNICIPAL UTILITIES AUTHORITY



Chad Chamberlain, Chairperson

Laurel Napolitani, Secretary

DATED: July 16, 2019

RESOLUTION #19-28

WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION AUTHORIZING THE PURCHASE OF A 2019 FORD F-250 TRUCK WITH
TRADE-IN VALUE TO SMITH MOTOR COMPANY, INC. FOR THE AMOUNT OF
\$30,734.00

BE IT RESOLVED, that the Warren County (Pequest River) Municipal Utilities Authority
is authorized to issue a purchase order for one 2019 Ford F-250 truck with trade in to :

Smith Motor Company, Washington, NJ

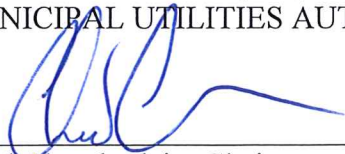
in the amount of \$30,734.00

this price is 10% less than State contract

funding for this purchase is provided in MUA01 - 19003

BE IT FURTHER RESOLVED, that resolution memorializes action taken at the PRMUA
meeting on June 18, 2019 regarding the purchase of the truck.

WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY



Chad Chamberlain, Chairman


Laurel Napolitani, Secretary

Date: July 16, 2019

RESOLUTION #19-29

AUTHORIZING THE AWARD TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER FOR CONTRACT NO. 19-01 FOR THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY.

WHEREAS, as publicly advertised in the Star Gazette and The Express Times, the Warren County (Pequest River) Municipal Utilities Authority, hereinafter "Authority" sought bids For Contract No. 19-01, "Chemical Bid Specifications" for the Authority's Belvidere and Oxford Water Pollution Control Facilities; and

WHEREAS, sealed bids therefore were received and opened by the Authority on May 21, 2019 at 11:00 A.M. in accordance with the provisions of said legal advertisements; and

WHEREAS, funds are available for the contract and have been so certified by the Treasurer; and

WHEREAS, the Authority has selected procurement of "Combined Chemicals" under Contract No. 19-01, instead of the aggregate procurement of separate chemicals, in the best interests of the Authority; and

WHEREAS, the Authority desires to designate Main Pool & Chemical Co., Inc., as the lowest responsible and responsive bidder and award to them Contract No. 19-01 in accordance with the cumulative total delivery price for all chemicals of \$56,467.00 as set forth in their Bid Proposal.

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 Authority Contract No. 19-01 for the furnishing and delivery of "Combined Chemicals" to the Warren County (Pequest River) Municipal Utilities Authority is hereby awarded to Main Pool & Chemical Co., as the lowest responsible and responsive bidder in accordance with the cumulative total delivery price of \$56,467.00 as set forth in their Bid Proposal.
2. The proper officers of this Authority, its employees, attorney and engineer are hereby instructed and directed to proceed with the preparation and execution of a formal contract with Main Pool & Chemical Co., as set forth above, pursuant to the terms and conditions of the bid previously submitted by said Main Pool & Chemical Co., and specifications in connection herewith.
3. This award is contingent upon review of the Bid Documents and recommendations for award by the Authority's Attorney and Engineer.

4. This award is subject to the contractor's compliance with the requirements of P.L. 1975 and the regulation adopted thereunder.
5. This Resolution shall take effect as herein provided.

**CERTIFIED AS A TRUE COPY OF THE RESOLUTION ADOPTED BY THE
AUTHORITY AT ITS REGULAR MEETING HELD ON WEDNESDAY, JULY 16, 2019.**



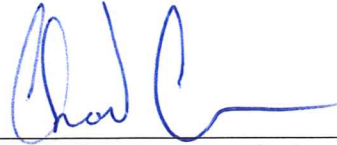
Chad Chamberlain, Chairperson


Laurel Napolitani, Secretary

RESOLUTION RE:

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

I HEREBY CERTIFY, that the bills listed on the attached Resolution of July 16, 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 396

Dated: July 16, 2019

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: July 16, 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 #19199 - #19207

6/27/19 \$3,938.17

Due 7/16/19 54,683.05

Total \$58,621.22

PENTAMATION
DATE: 10/03/2019
TIME: 10:34:38

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 10/19

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='06/27/2019'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19199	06/27/2019	CENTURYLINK	R	65.59 ACCOUNTS PAYABLE CHECK
19200	06/27/2019	COMCAST	R	247.45 ACCOUNTS PAYABLE CHECK
19201	06/27/2019	JCP&L	R	3.10 ACCOUNTS PAYABLE CHECK
19202	06/27/2019	MAIN POOL & CHEMICAL CO.,	R	1160.20 ACCOUNTS PAYABLE CHECK
19203	06/27/2019	NEW JERSEY ANALYTICAL LAB	R	1282.00 ACCOUNTS PAYABLE CHECK
19204	06/27/2019	NJWEA	R	36.00 ACCOUNTS PAYABLE CHECK
19205	06/27/2019	ONE CALL CONCEPTS, INC.	R	5.44 ACCOUNTS PAYABLE CHECK
19206	06/27/2019	PUMPING SERVICES, INC.	R	1022.00 ACCOUNTS PAYABLE CHECK
19207	06/27/2019	VERIZON WIRELESS	R	116.39 ACCOUNTS PAYABLE CHECK
TOTAL FUND				3938.17
TOTAL REPORT				3938.17

PENTAMATION
DATE: 10/03/2019
TIME: 10:38:25

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 10/19

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='07/16/2019'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19209	07/16/2019	AFA PROTECTIVE SYSTEMS, I	R	255.00 ACCOUNTS PAYABLE CHECK
19210	07/16/2019	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
19211	07/16/2019	C & M AUTO PARTS	R	140.59 ACCOUNTS PAYABLE CHECK
19212	07/16/2019	CENTURYLINK	R	123.95 ACCOUNTS PAYABLE CHECK
19213	07/16/2019	CINTAS CORPORATION #101	R	331.36 ACCOUNTS PAYABLE CHECK
19214	07/16/2019	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
19215	07/16/2019	CP ENGINEERS, LLC	R	3087.00 ACCOUNTS PAYABLE CHECK
19216	07/16/2019	CP ENGINEERS, LLC	R	4293.00 ACCOUNTS PAYABLE CHECK
19217	07/16/2019	CP ENGINEERS, LLC	R	2083.50 ACCOUNTS PAYABLE CHECK
19218	07/16/2019	CRISTAL ASSOCIATES, LLC	R	226.40 ACCOUNTS PAYABLE CHECK
19219	07/16/2019	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
19220	07/16/2019	FLORIO PERRUCCI STEINHARD	R	496.00 ACCOUNTS PAYABLE CHECK
19221	07/16/2019	GERO, WAYNE	R	315.21 ACCOUNTS PAYABLE CHECK
19222	07/16/2019	JCP&L	R	4464.41 ACCOUNTS PAYABLE CHECK
19223	07/16/2019	JCP&L	R	4943.20 ACCOUNTS PAYABLE CHECK
19224	07/16/2019	JCP&L	R	617.03 ACCOUNTS PAYABLE CHECK
19225	07/16/2019	JEFCO EQUIPMENT SUPPLIES	R	995.00 ACCOUNTS PAYABLE CHECK
19226	07/16/2019	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
19227	07/16/2019	LIN SUPPLY INC.	R	70.04 ACCOUNTS PAYABLE CHECK
19228	07/16/2019	MAIN POOL & CHEMICAL CO.,	R	3380.05 ACCOUNTS PAYABLE CHECK
19229	07/16/2019	MAYBERRY SALES & SERVICE	R	4999.00 ACCOUNTS PAYABLE CHECK
19230	07/16/2019	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE CHECK
19231	07/16/2019	NEW JERSEY ANALYTICAL LAB	R	824.00 ACCOUNTS PAYABLE CHECK
19232	07/16/2019	NIECE, DONALD L.	R	166.67 ACCOUNTS PAYABLE CHECK
19233	07/16/2019	NYLAND, ROBERT F.	R	166.67 ACCOUNTS PAYABLE CHECK
19234	07/16/2019	PASSAIC VALLEY SEWERAGE C	R	4200.00 ACCOUNTS PAYABLE CHECK
19235	07/16/2019	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
19236	07/16/2019	RD BOOTS	R	348.00 ACCOUNTS PAYABLE CHECK
19237	07/16/2019	RIGO GENERAL HARDWARE	R	53.57 ACCOUNTS PAYABLE CHECK
19238	07/16/2019	SPECTRASERV INC	R	5985.00 ACCOUNTS PAYABLE CHECK
19239	07/16/2019	SPS ENGINEERING, INC	R	2175.00 ACCOUNTS PAYABLE CHECK
19240	07/16/2019	SPS ENGINEERING, INC	R	435.00 ACCOUNTS PAYABLE CHECK
19241	07/16/2019	WAUHOP, BILLY	R	508.39 ACCOUNTS PAYABLE CHECK
TOTAL FUND				54683.05

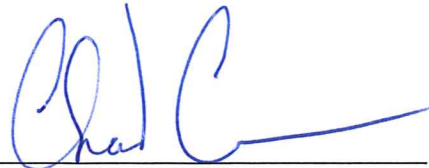
TOTAL REPORT

54683.05

RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF JULY 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 403

Dated: July 16, 2019

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0

CAPITAL IMPROVEMENT BILLS LIST

Dated: July 15, 2019

1. Florio Perrucci Steinhardt Cappelli	
Legal Services - June 2019	
Oxford Upgrade WWTP <u>\$307.07</u>
Total \$307.07

PENTAMATION
DATE: 07/11/2019
TIME: 10:23:54

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 7/19

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
19208	10101	07/15/19	539	FLORIO PERRUCCI STEINHARD	19006	LEGAL SERVICES OXF UPGRAD
TOTAL FUND						307.07
TOTAL REPORT						307.07