

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES August 18, 2020

Chairman Niece 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:

Donald Niece, Chairperson
Everdina O'Connor, Vice Chairperson
Robert Piazza, Treasurer
Drew Kiszona
Laurel Napolitani
Robert Nyland
Morris Scott, Jr.

Chad Chamberlain, Secretary (entered at 7:36 pm)
Sidney Deutsch, Absent

Also, in attendance: Stephen Donati, P.E., Authority Engineer; Brian Tipton, Esq., Authority Legal Counsel; Kim Francisco, Authority CFO; Kevin Shoudt, Authority Consultant and Patricia Kaspereen, Administrative Assistant. Brent "Brad" Carney, Esq. (Special Conflict Counsel) was also present.

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

MINUTES

Mr. Nyland moved, and Ms. O'Connor seconded to approve the minutes of the July 21, 2020 regular meeting, as presented. All in favor, except one abstention by Mr. Scott. The motion passed.

Ms. O'Connor moved, and Mr. Nyland seconded to approve the Executive Session minutes from July 21, 2020, as presented. All in favor, except one abstention by Mr. Scott. The motion passed.

Mr. Scott moved, and Ms. O'Connor seconded to approve the minutes of the August 5, 2020 Special Meeting, as presented. All in favor, except one abstention by Mr. Nyland. The motion passed.

Mr. Scott moved, and Mr. Piazza seconded to approve the Executive Session minutes from August 5, 2020, as presented. All in favor, except one abstention by Mr. Nyland. The motion passed.

CORRESPONDENCE

Mr. Chamberlain was not present yet. Chairman Niece did not notice anything notable in the correspondence listed below:

- 1) A letter dated July 21, 2020, from Stephen Donati, PE, Vice President, CP Engineers, LLC to Chairman Niece, reporting on the bid evaluation and award recommendation for Contract #20-01: Oxford WWTF UV Disinfection.
- 2) A Notice of Award dated July 27, 2020, from Stephen Donati, PE, Vice President, CP Engineers, LLC to DeMaio Electric Company for Contract #20-01: Oxford WWTF UV Disinfection.
- 3) A letter dated July 27, 2020 from Cathleen Kiernan, E.D., Perma Risk Management Services, New Jersey Utility Authorities Joint Insurance Fund to Patricia Kaspereen, Fund Commissioner, regarding membership renewal. (Mr. Shoudt met with our Risk Manager, Sharon Cooper, to review some insurance information. He recommended tabling any action on renewals until our next meeting.)
- 4) A Notice from the attorneys for MAM Enterprises, Inc., c/o Tom Schiano, who has applied to the White Township Planning Board for minor site plan approval and other variances and/or waivers regarding property known as Bella Giorno. The applicant is to be heard at the White Township Planning Board meeting on August 31, 2020.

EXECUTIVE SESSION

At approximately 7:35 pm, Mr. Piazza moved, and Mr. Scott seconded to adopt Resolution #20-40, to enter into an executive session to discuss a contract negotiation/attorney-client privilege and personnel matter. All in favor, motion carried. Mr. Tipton and Mr. Kiszonak recused themselves from the portion of the Executive Session concerning a contract negotiation/attorney-client matter due to conflict reasons. Mr. Chamberlain entered the meeting at 7:36 pm and Mr. Carney left the meeting before the portion of the executive session about a personnel matter began.

At 8:07 p.m., Mr. Scott moved, and Mr. Nyland seconded to return to open session. All in favor, motion carried.

CFO'S REPORT

Mr. Francisco and Helen Corbett, an accountant, from his office, met with Mr. Shoudt and Ms. Kaspereen to review the list of her duties for transition of her position once she retires. The meeting was very productive. Ms. Kaspereen emailed Mr. Francisco and Ms. Corbett some of her computer files. There will be another meeting before she retires.

Mr. Francisco summarized the monthly financial report. Our cash position was down because we made our final debt service payment for the year. All third quarter payments from our users have been received. We are 58% through the year; revenue is at 73%, expenses 55%. One line

item, maintenance, is a little bit high but there has been the need for mixers and pumps this year. Overall, we are in good shape. The last page is an accounting of the Jaindl escrow account, which has a good balance.

For bookkeeping purposes, Mr. Francisco presented a resolution regarding post-retirement health benefits for Ms. Kaspereen and her spouse. The State will deduct Ms. Kaspereen's contribution for her health benefits directly from her pension and bill the Authority the remaining amount. He recommended the Board pass the resolution. This will also apply to certain other retirees who were hired before September 1, 2015, per the Authority's Personnel Policy. Spouse coverage only applies as long as the retiree is still alive.

Mr. Chamberlain moved, and Mr. Scott seconded to adopt Resolution #20-41, adopting the Provisions of Chapter 48 under which a public employer agrees to pay for a portion of the cost for health benefits coverage for certain retirees. The motion passed unanimously on a roll call vote.

Mr. Francisco will have the County send the resolution to the State.

Mr. Francisco reminded everyone that it is time to start thinking about the FY2021 Budget. He would like to schedule a meeting with the Finance Committee about this matter before the September regular meeting. He asked Mr. Donati and Mr. Shoudt to think about upcoming Capital Projects.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

Chairman Niece asked Mr. Tipton if he had a chance to review the Personnel Policy for any needed updates, as discussed at last month's meeting. Mr. Tipton said he assigned it to his employment person, but has not heard anything from him at this time.

ENGINEER'S REPORT

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

Sewer Extensions: As requested at last month's meeting, Mr. Donati reviewed his past files on Beckett Development's proposed project and explained its history. He assumed their TWA is still active.

Operations: The Authority received a Preliminary Draft of PCFA's SIU Permit renewal from DEP. Once the Draft comes out, the Authority can submit comments. Mr. Donati spoke with Mr. Shoudt on the matter and recommended the Authority request more protection in that permit.

Belvidere Climbing Screen: The permit application has been submitted to the NJDEP. Bid documents are being finalized, so that we are ready to go out to bid once DEP has approved of our application.

Oxford UV Installation: DeMaio Electric submitted bond and insurance documents to the Authority; they were reviewed and found acceptable. DeMaio has signed the contracts. Mr. Donati presented the signed contracts to Chairman Niece and Mr. Chamberlain to sign on behalf of the Authority. They did so and now Mr. Donati can issue a Notice to Proceed to DeMaio Electric.

Mr. Chamberlain inquired about DSM. DSM has not contacted Mr. Donati since our last meeting.

Mr. Kiszonak asked about the opposition to having a portion of Route 46 sewerred, since there are failing septic systems in that area. Chairman Niece, Mr. Chamberlain and Mr. Piazza gave him a brief synopsis of past opposition from White Township and DEP officials because they did not want further development.

AUTHORITY CONSULTANT

Mr. Shoudt recapped his report.

Belvidere STP: There was a power failure at the South Water Street pump station and something happened to knock out the generator transfer switch. Parts for it could not be found; it is obsolete. The only way for power to be restored was to do it manually, which creates a high-risk situation for the operators. So, Mr. Shoudt ordered a new transfer switch and it should be in by the end of the week. In the meantime, he told the operators that if there was another power failure to call him immediately because he has the proper training and PPE to do the manual transfer.

Since he still has not received quotes from the local electricians for new LED lights for the garage and generator room, he has reached out to Wire Electric to obtain a quote.

The roof at the South Water Street Pump Station is leaking. It is under warranty, so he called the warranty company, who contacted the roofer to make the repairs.

Oxford STP: The replacement of the doors has been completed.

Under General Business, Mr. Shoudt has contacted R & L Payroll to set up payroll. He requested authorization from the Board to send R&L the first 2 quarters of this year's payroll information, in order to get a quote for full-service payroll. Ms. Napolitani moved and Ms. O'Connor seconded, granting Mr. Shoudt authorization to provide R&L with the above-mentioned payroll information. All in favor, motion carried.

The Board will need to appoint a Fund Commissioner for the NJUA JIF. Ms. Kaspereen is the current Fund Commissioner.

Mr. Shoudt requested authorization to conduct a Reverse Online Auction for an Electrical Supplier. The auction will be on the morning of our next meeting, with a resolution for consideration by the Board. The Board is not bound by the results of the auction. Mr. Scott

moved, and Mr. Nyland seconded to grant Mr. Shoudt authorization to conduct a Reverse Online Auction for an Electrical Supplier. All in favor, motion carried.

All the Right-to-Know Surveys are done.

Mr. Donati gave a brief update on the status of the Capital Projects.

Ms. Napolitani asked Mr. Shoudt about the progress on his request for payroll information. He said we are still working on it. She asked Ms. Kaspereen for a timeframe for completion and said it is critical for the budget. Ms. Kaspereen said the information requested goes a long way back, and she might need a little more detail. Ms. Napolitani told Ms. Kaspereen that she could not keep ignoring the request. Ms. Kaspereen stressed that she is not ignoring it but will try to make it a priority.

FINANCE

Mr. Piazza moved that Resolution #20-42 (Certificate No. 408: \$56,978.79) be approved to pay all bills from the Operating Fund, as presented. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #20-43 (Certificate No. 007: \$115.00) be approved to pay all bills from the Jaindl escrow account as presented. Mr. Scott seconded. The motion passed unanimously on roll call vote.

UNFINISHED BUSINESS

There was no unfinished business.

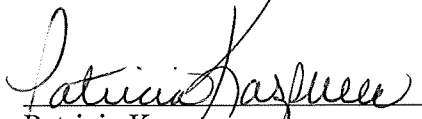
NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Mr. Nyland moved, and Mr. Scott seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:34 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.

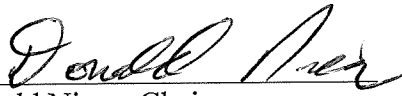
NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority of the Township of White, County of Warren and State of New Jersey, as follows:

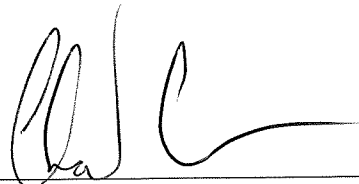
1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The General nature of the subject matter to be discussed is as follows:

Contract Negotiation/Attorney-Client Privilege

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


Donald Niece, Chairperson


Chad Chamberlain, Secretary

DATED: August 18, 2020

HR-0426-0919



State Health Benefits Program (SHBP)
School Employees' Health Benefits Program (SEHBP)
RESOLUTION

A Resolution to Adopt the Provisions of Chapter 48 (N.J.S.A. 52:14.17.38) Under Which a Public Employer May Agree to Pay for the SHBP and/or SEHBP Coverage of Certain Retirees.

BE IT RESOLVED:

1. The Warren County Pequest River Municipal Utilities Authority 023301000 1743-00
Corporate Name of Employer *SHBP/SEHBP Employer Location Number*

hereby elects to adopt the provisions of N.J.S.A. 52:14-17.38 and adhere to the rules and regulations promulgated by the State Health Benefits Commission and School Employees' Health Benefits Commission to implement the provisions of that law.

2. This resolution affects employees as shown on the attached Chapter 48 Resolution Addendum. It is effective on the 1st day of October, 2020.
Month *Year*

3. We are aware that adoption of this resolution does not free us of the obligation to pay for post-retirement medical benefits of retirees or employees who qualified for those payments under any Chapter 88 Resolution or Chapter 48 Resolution adopted previously by this governing body.

4. We agree that this resolution will remain in effect until properly amended or revoked with the SHBP and/or SEHBP. We recognize that while we participate with the SHBP and/or SEHBP, we are responsible for providing the payment for post-retirement medical coverage as listed in the attached Chapter 48 Resolution Addendum for all employees who qualify for this coverage while this resolution is in force.

5. We understand that we are required to provide the New Jersey Division of Pensions & Benefits (NJDPB) complete copies of all contracts, ordinances, and resolutions that detail post-retirement medical payment obligations we undertake. We also recognize that we may be required to provide the NJDPB with information needed to carry out the terms of this resolution.

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

Warren County Pequest River Municipal Utilities Authority 08 / 18 / 2020
Corporate Name of Employer *mm dd yyyy*
199 Foul Rift Road PO Box 159 Belvidere NJ 07823
Street Address *City* *State* *Zip Code*
908 475-5412
Area Code *Telephone Number*

Donald Anic
Signature

Chairman
Official Title

6
Number of Employees

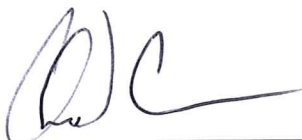
22-2235427
Employer's State Employer Identification Number (EIN)

Mail Completed Resolution to: New Jersey Division of Pensions & Benefits
Health Benefits Bureau
P.O. Box 299
Trenton, NJ 08625-0299

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTHS OF AUGUST 2020.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of August 18, 2020, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2020 budget.



Chad Chamberlain, Secretary



Donald Niece, Chairperson

Certificate No. OP 408

Dated: August 18, 2020

Moved by: Mr. Piazza

Seconded by: Ms. O'Connor

Yes 8

No 0

Abstain 0

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: August 18, 2020

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 #19869 - #19876

7/31/20 \$2,893.43

8/18/20 54,085.36

Total \$56,978.79

PENTAMATION
 DATE: 09/25/2020
 TIME: 12:59:18

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 9/20

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='07/31/2020'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19869	07/31/2020	ALL PETS	R	500.77 ACCOUNTS PAYABLE CHECK
19870	07/31/2020	CENTURYLINK	R	65.57 ACCOUNTS PAYABLE CHECK
19871	07/31/2020	COMCAST	R	289.02 ACCOUNTS PAYABLE CHECK
19872	07/31/2020	JCP&L	R	3.10 ACCOUNTS PAYABLE CHECK
19873	07/31/2020	NEW JERSEY AMERICAN WATER	R	20.20 ACCOUNTS PAYABLE CHECK
19874	07/31/2020	NEW JERSEY ANALYTICAL LAB	R	1898.00 ACCOUNTS PAYABLE CHECK
19875	07/31/2020	ONE CALL CONCEPTS, INC.	R	1.43 ACCOUNTS PAYABLE CHECK
19876	07/31/2020	VERIZON WIRELESS	R	115.34 ACCOUNTS PAYABLE CHECK
TOTAL FUND				2893.43
TOTAL REPORT				2893.43

PENTAMATION
 DATE: 09/25/2020
 TIME: 12:57:53

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 9/20

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='08/18/2020'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19878	08/18/2020	ADT COMMERCIAL LLC	R	20.00 ACCOUNTS PAYABLE CHECK
19879	08/18/2020	ALL PETS	R	10.22 ACCOUNTS PAYABLE CHECK
19880	08/18/2020	BELVIDERE NAPA AUTO PARTS	R	59.03 ACCOUNTS PAYABLE CHECK
19881	08/18/2020	C & M AUTO PARTS	R	181.78 ACCOUNTS PAYABLE CHECK
19882	08/18/2020	CENTURYLINK	R	136.00 ACCOUNTS PAYABLE CHECK
19883	08/18/2020	CINTAS CORPORATION	R	409.98 ACCOUNTS PAYABLE CHECK
19884	08/18/2020	COMCAST	R	317.18 ACCOUNTS PAYABLE CHECK
19885	08/18/2020	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
19886	08/18/2020	CRISTAL ASSOCIATES, LLC	R	167.40 ACCOUNTS PAYABLE CHECK
19887	08/18/2020	D.W. MARTINE & ASSOCIATES	R	901.68 ACCOUNTS PAYABLE CHECK
19888	08/18/2020	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
19889	08/18/2020	FASTENAL COMPANY	R	125.62 ACCOUNTS PAYABLE CHECK
19890	08/18/2020	GERO, WAYNE	R	314.26 ACCOUNTS PAYABLE CHECK
19891	08/18/2020	GLASCO UV LLC	R	2949.61 ACCOUNTS PAYABLE CHECK
19892	08/18/2020	JCP&L	R	10767.51 ACCOUNTS PAYABLE CHECK
19893	08/18/2020	KASPEREEN, PATRICIA	R	183.28 ACCOUNTS PAYABLE CHECK
19894	08/18/2020	KEVIN SHOUDT & ASSOCIATES	R	5416.66 ACCOUNTS PAYABLE CHECK
19895	08/18/2020	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
19896	08/18/2020	LIN SUPPLY INC.	R	10.25 ACCOUNTS PAYABLE CHECK
19897	08/18/2020	MAIN POOL & CHEMICAL CO.,	R	4100.70 ACCOUNTS PAYABLE CHECK
19898	08/18/2020	NAPOLITANI, LAUREL	R	166.67 ACCOUNTS PAYABLE CHECK
19899	08/18/2020	NEW JERSEY AMERICAN WATER	R	970.00 ACCOUNTS PAYABLE CHECK
19900	08/18/2020	NEW JERSEY ANALYTICAL LAB	R	20.20 ACCOUNTS PAYABLE CHECK
19901	08/18/2020	NIECE, DONALD L.	R	333.34 ACCOUNTS PAYABLE CHECK
19902	08/18/2020	NJ ADVANCE MEDIA	R	117.25 ACCOUNTS PAYABLE CHECK
19903	08/18/2020	NYLAND, ROBERT F.	R	166.67 ACCOUNTS PAYABLE CHECK
19904	08/18/2020	PASSAIC VALLEY SEWERAGE C	R	3920.00 ACCOUNTS PAYABLE CHECK
19905	08/18/2020	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
19906	08/18/2020	RAW POWER GENERATOR SERVI	R	1038.50 ACCOUNTS PAYABLE CHECK
19907	08/18/2020	REP PUMP SERVICES, LLC	R	10133.00 ACCOUNTS PAYABLE CHECK
19908	08/18/2020	REP PUMP SERVICES, LLC	R	2354.59 ACCOUNTS PAYABLE CHECK
19909	08/18/2020	RIGO GENERAL HARDWARE	R	46.73 ACCOUNTS PAYABLE CHECK
19910	08/18/2020	SANICO INC.	R	260.62 ACCOUNTS PAYABLE CHECK
19911	08/18/2020	SHOUDT, KEVIN	R	1275.62 ACCOUNTS PAYABLE CHECK
19912	08/18/2020	SPECTRASERV INC	R	5586.00 ACCOUNTS PAYABLE CHECK
TOTAL FUND				54085.36

TOTAL REPORT

54085.36

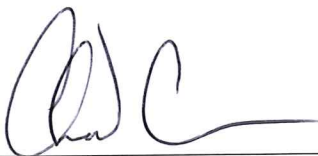
RESOLUTION RE:

EXPENDITURES FROM THE ESCROW FUND FOR THE MONTHS OF AUGUST 2020.

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



Donald Niece, Chairperson



Chad Chamberlain, Secretary

Certificate No. ESC 007

Dated: August 18, 2020

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 8

No 0

Abstain 0

Absent 1

**ESCROW FUND
BILLS LIST
Dated: August 17, 2020**

1. Maraziti Falcon, LLP Special Legal Counsel Jaindl Land Company June 2020 Jaindl Escrow Account <u>\$115.00</u>
Total\$115.00

PENTAMATION
DATE: 08/13/2020
TIME: 10:20:59

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 8/20

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
19877	10101	08/17/20	1221 MARAZITI FALCON, LLP	20500	SPECIAL LGL SERV JAINDL	115.00
TOTAL FUND						115.00
TOTAL REPORT						115.00