WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES May 16, 2017

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 Laurel Napolitani, Secretary Robert Piazza, Treasurer Sidney Deutsch Drew Kiszonak Everdina O'Connor Philip Rosenberg Morris Scott, Jr. Donald Niece Absent Absent (entered meeting at 7:33 pm)

Also, in attendance were:

Stephen Donati, Authority Engineer; Brian Tipton, Authority Legal Counsel; Billy J. Wauhop, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

Andrew Kinsey, Esq., from Florio Perrucci Steinhardt & Fader also attended the meeting.

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

MINUTES

Ms. Napolitani moved and Mr. Deutsch seconded to approve the minutes of the April 18, 2017 regular 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	Absent
Mr. Niece	Absent	Chairman Chamberlain	Yes
Ms. O'Connor	Yes		

Mr. Kiszonak moved and Ms. O'Connor seconded to approve the minutes of the April 18, 2017 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	Absent
Mr. Niece	Absent	Chairman Chamberlain	Yes
Ms. O'Connor	Yes		

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below (Mr. Niece entered the meeting):

- 1) A letter dated April 18, 2017, from Chairman Chamberlain and Mr. Wauhop to Nisivoccia LLP, in connection with the FY2016 Audit.
- 2) A letter dated April 19, 2017, from Ms. Kaspereen, Administrative Assistant, to Main Pool & Chemical Company, notifying them that they were awarded Contract #17-01 for the supply of chemicals.
- 3) A Notice dated April 20, 2017, from DSM Nutritional Products that on May 9, 2017, they would be heard before the White Township Planning Board for preliminary and final site plan approval to permit construction of a new solar array facility to be located at 2 Manunkachunk Road.
- 4) A letter dated April 21, 2017, from Nisivoccia LLP to the Authority in reference to the FY2016 Audit.
- 5) A letter dated May 5, 2017, from Mr. Tipton, Esq., Florio Perrucci Steinhardt & Fader to Nisivoccia LLC regarding the FY2016 Audit.
- 6) A letter dated May 11, 2017, from Sean Sauder, Project Manager, CP Engineers, to Mr. Wauhop, Authority Consultant, submitting Payment Request #3 from Rapid Pump & Meter Service for Contract #15-03: Warren Haven Pump Station 1 & 2 Replacement.

EXECUTIVE SESSION

At approximately 7:34 p.m., Mr. Kiszonak moved and Ms. Napolitani seconded to adopt Resolution #17-23, to enter into an executive session to discuss contract and personnel matters. All in favor, motion carried.

At 7:47 p.m., Ms. O'Connor moved and Mr. Rosenberg seconded to return to open session. All in favor, motion carried.

CFO'S REPORT

Mr. Olshefski was unable to attend the meeting and Mr. Francisco was on vacation.

The FY2016 Audit has been received and distributed to the commissioners. There were no findings or recommendations.

Chairman Chamberlain presented the resolution for the FY2016 Audit, as well as the Group Affidavit Form.

Mr. Piazza moved and Mr. Niece seconded to adopt Resolution #17-24, approving the Authority's FY2016 Audit; each board member present signed the Group Affidavit Form. The motion passed unanimously on a roll call vote.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing further to report.

ENGINEER'S REPORT

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

Belvidere Square Apartments: No additional information was received from the consultant. Mr. Donati recommended that the MUA keep an eye on the TDS at the Belvidere plant. His office is in the process of reviewing our Service Rules, in order to prepare a draft of updates needed to meet new discharge limits.

Oxford WWTP Upgrade – Phase 2: Work is ongoing and near completion. There are still changes that have been authorized but not formalized. We are waiting for paperwork from Bartha Excavating. We are in good shape with the schedule; final completion is not until June.

The Trust is scheduled to perform an onsite inspection and audit of the upgrade at the end of this month.

Warren Haven Pump Stations Rehab, Contract #15-03: Rapid Pump is staged to begin the project. The insertion valve was installed and work should begin soon. They are a little behind schedule. The Authority has requested a change to the project - to replace an existing flow meter. We are just waiting for some paperwork.

AUTHORITY CONSULTANT

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: He recapped maintenance items performed during the month. The Water Street Pump Station was vacuumed out because there was a buildup of grease in the wet well. Due to this situation, there was a high reading of Total Suspended Solids in one of our samplings. Mr. Wauhop will contact the County Health Department, to set up a meeting with one of their inspectors to go up and down the line that feeds into Water Street to find out who is dumping pure grease into our system on Sunday afternoons. In June, we will be cleaning out all of the grit and rags that have accumulated in the bottom of that wet well.

Oxford plant: Mr. Wauhop recapped maintenance items performed during the month. Warren County Locksmith replaced some of the tumblers at the Oxford WWTP. R&R Pump replaced the seals on the effluent pumps. Bartha's crew installed new fencing. Mr. Wauhop displayed photos of the fencing. Two old Oxford STP gates will be installed at the Belvidere WWTP.

Under general business, we are still working on the decant issues at the Belvidere WWTP.

An engineer contacted Mr. Wauhop about sewer capacity and sewer connection for a property located on Route 519 in White Township.

Mr. Wauhop is working on obtaining pricing for a climbing screen for the county-line grease tank, and to install poles and the old Oxford gates at the Belvidere STP.

Regarding the personnel policy manual, Mr. Piazza made a motion to allow Florio Perrucci Steinhart & Fader, LLC to update the manual for a cost of \$3,000 to \$6,000. Ms. O'Connor seconded. All in favor, motion carried.

Mr. Wauhop requested authorization from the Board to sell the two generators left over from the Warren Haven Pump Stations project, to the Town of Belvidere and Township of Oxford for \$4,000 and \$2,500, respectively.

Mr. Rosenberg moved and Mr. Kiszonak seconded to sell the generators as described above. Mr. Tipton will prepare a formal resolution memorializing this action for next month's meeting. All in favor, with the exception of Ms. Napolitani, who abstained. Motion carried.

Tom Bartha expressed interest in bartering for the two exhaust fans left over from a project. Mr. Tipton will see if this is allowed and report back at our next meeting.

FINANCE

Mr. Piazza initiated discussion on invoices from Bill Hodge Electrical. The bill for the service manual for the tractor was questioned. The commissioners wanted to know if Bill Hodge paid for the manual or just downloaded it from the internet.

Mr. Piazza moved that Resolution #17-25 (Certificate No. 370) be approved to pay all bills from the Operating Fund, with the exception of the invoice from Bill Hodge Electrical for \$159.50, which will be held until our next meeting, so that Mr. Wauhop can determine if Bill Hodge paid for the manual. Mr. Rosenberg seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #17-26 (Certificate No. 378: \$69,516.99) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. O'Connor seconded. The motion passed unanimously on roll call vote.

UNFINISHED BUSINESS

Chairman Chamberlain reminded the commissioners to file their annual Financial Disclosure Statements.

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. Niece moved and Mr. Piazza seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:13 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 Matters Personnel Matters

- 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) MUM/CIPAL UTILITIES AUTHORITY

Chad Chamberlain, Chairperson

etaur Laurel Napolitani.

DATED: May 11, 2017

40A:5A-15 FORM OF RESOLUTION #17-24

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, The Annual Report of Audit for the year 2016 has been filed by a Registered Municipal Accountant with the Secretary of the Board as per the requirements of N.J.S.A. 40A:5A-15, and a copy has been received by each member of the authority, and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, a per R.S. 52:27BB-34, and

WHEREAS, The Local Finance Board has promulgated a regulation requiring that the governing body of each authority shall by resolution certify to the Local Finance Board of the State of New Jersey all members of the authority have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments

Recommendations

and

WHEREAS, The members of the authority have personally reviewed as a minimum the Annual Report and specifically the sections of the Annual Audit entitled:

General Comments

Recommendations

as evidenced by the group affidavit form of the governing body, and

WHEREAS, Such resolution of certification shall be adopted by the Authority no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, All members of the Authority have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, Failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local authority to the penalty provisions of R.S. 52:27BB-52 – to wit:

R.S. 52:27BB-52 – "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article; shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED, That the Board of the <u>Warren County (Pequest River)</u> <u>Municipal Utilities Authority</u>, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON May 16, 2017.

Laurel Napolitani, SECRETARY

NO PHOTO COPIES OF SIGNATURE

GROUP AFFIDAVIT FORM

CERTIFICATION OF BOARD MEMBERS

STATE OF NEW JERSEY)) SS. COUNTY OF <u>WARREN</u>)

We, members of the Board of the <u>Warren County (Pequest River) Municipal Utilities Authority</u>. County of Warren, of full age, being duly sworn according to law, upon our oath depose and say:

- 1.
 We are duly elected (or appointed) member of the Board of the Warren County (Pequest River)

 Municipal Utilities Authority.
 (governing body)
- In the performance of our duties, and pursuant to the Local Finance Board Regulation, we have familiarized ourselves with the contents of the Annual Audit filed with the Secretary pursuant to N.J.S.A. 40A:5A-15 for the year <u>2016</u>.
- 3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled:

GENERAL COMMENTS RECOMMENDATIONS (L.S.) (L.S.) (L.S.) (L.S.) (L.S.) (L.S.) (L.S.) (L.S.) (L.S.) (L.S.)

Sworn to and subscribed before

me this 16th day of

,2017 May Notary Public of New Jersey

PATRICIA F. KAOF LEVEN NOTARY PUBLIC OF NEW JERSEY My Commission Expires Jan. 23, 2018

Morris Scott, Jr. absent due to prior committment

The Secretary of the Board shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Division of Local Government Services, Department of Community Affairs, Bureau of Authority Regulations, CN 803, Trenton, NJ 08625-0803

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING THE MONTH OF MAY 2017.

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

2017, regarding payment of bills from the Operating Fund were for the operating expenses and

were in accordance with the Authority's 2017 budget.

Chad Chamberlain, Chairperson

Laurel Napolitani, Secretary

Certificate No. OP 370

Dated: May 16, 2017

Moved by: Mr. Piazza

Seconded by: <u>Mr. Rosenberg</u>

Yes <u>8</u>

No <u>0</u>

Abstain 0

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: May 16, 2017

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:

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Date:

Check #17895 - #17907	4/28-5/5/17	\$4,472.57
	Due 5/16/17	92,420.61
	Total	\$96,893.18

PENTAMATION DATE: 08/03/2017 TIME: 14:02:40

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER INCLUDING SYSTEM VOIDS

8/17 PAGE NUMBER: 1 ACCTPA21 ACCOUNTING PERIOD:

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='04/28/2017'

DISTRIBUTION FUND: MUA01

TOTAL DESCRIPTION	255.00 ACCOUNTS PAYABLE CHECK 171.90 ACCOUNTS PAYABLE CHECK 269.15 ACCOUNTS PAYABLE CHECK 176.95 ACCOUNTS PAYABLE CHECK 79.96 ACCOUNTS PAYABLE CHECK 98.00 ACCOUNTS PAYABLE CHECK 109.03 ACCOUNTS PAYABLE CHECK 109.03 ACCOUNTS PAYABLE CHECK 1175.49	1175.49
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ISSUE DATE	04/28/2017 04/28/2017 04/28/2017 04/28/2017 04/28/2017 04/28/2017 04/28/2017	
CHECK NUMBER	17902 17895 17896 17898 17899 17900 17901 17902 17902	TOTAL REPORT

PENTAMATION DATE: 08/03/2017 TIME: 14:03:57

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER INCLUDING SYSTEM VOIDS

8/17 PAGE NUMBER: 1 ACCTPA21 ACCOUNTING PERIOD:

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='05/05/2017'

DISTRIBUTION FUND: MUA01

TOTAL DESCRIPTION	<pre>1302.00 ACCOUNTS PAYABLE CHECK 125.31 ACCOUNTS PAYABLE CHECK 3.32 ACCOUNTS PAYABLE CHECK 1861.45 ACCOUNTS PAYABLE CHECK 5.00 ACCOUNTS PAYABLE CHECK 3297.08</pre>	3297.08
STATUS	成成成成	
VENDOR	ABB INC. CENTURYLINK JCP&L MAIN POOL & CHEMICAL CO., ONE CALL CONCEPTS, INC.	
ISSUE DATE	05/05/2017 05/05/2017 05/05/2017 05/05/2017 05/05/2017	
CHECK NUMBER	17903 17904 17905 17905 17907 TOTAL FUND	TOTAL REPORT

hr

PENTAMATION DATE: 08/03/2017 TIME: 14:05:30

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1 ACCTPA21 ACCUNTING PERIOD: 8/17

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TOTAL DESCRIPTION

PAYABLE PAYABLE

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='05/16/2017'

DISTRIBUTION FUND: MUA01

STATUS	我 哀 哀 哀 哀 哀 哀 哀 哀 哀 哀 哀 哀 哀 哀 哀 哀 哀 哀 哀	:
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RESOLUTION RE:

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EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF MAY 2017.

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 378

Dated: May 16, 2017

Moved by: <u>Mr. Piazza</u>

Seconded by: <u>Ms. O'Connor</u>

Yes 8

No <u>0</u>

Abstain 0

Absent <u>1</u>

CAPITAL IMPROVEMENT BILLS LIST Dated: May 15, 2017

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1.	Bill Hodge Electrical Cont. Install Electric New Chemical Shed Reconnect Motor for Rake Elevator	
	Oxford WWTP Upgrade	\$1,871.53
2.	CP Engineers, LLC Period: April 2017 Engineering Services Warren Haven Pump Stations Rehab	3,766.60
3.	CP Engineers, LLC Period: April 2017 Engineering Services Doc Prep & NJEIFP App. Oxford WWTP Upgrade	194.55*
4.	CP Engineers, LLC Period: April 2017 Tomar Litigation Assistance Oxford WWTP Upgrade	155.00*
5.	Florio Perrucci Steinhardt & Fader Period: April 2017 Legal Services Oxford WWTP Upgrade	16.00*
6.	Rapid Pump & Meter Service Co., Inc. Payment #3 Contract #15-03	
	Warren Haven Pump Station Replace.	<u>63,513.31</u>
		\$69,516.99

* Bills to be submitted by CPE at a date TBD, to request reimbursement from the NJEIT Financing Program

PAGE NUMBER: 1 ACCTPA21

> PENTAMATION DATE: 05/26/2017 TIME: 14:22:30

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.ck_date='05/15/2017' ACCOUNTING PERIOD: 5/17

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