### WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

#### MINUTES March 16, 2016

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 Robert Piazza, Treasurer Laurel Napolitani, Secretary Sidney Deutsch Drew Kiszonak Everdina O'Connor Donald Niece (entered at 7:40) Philip Rosenberg (entered at 7:37)

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer; Daniel Olshefski, Authority Chief Financial Officer; Kim Francisco, Authority Fiscal Officer; Katharine Fina, Esq., Authority Legal Counsel; Billy J. Wauhop, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

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

#### **MINUTES**

Mr. Scott moved and Mr. Deutsch seconded to approve the minutes of the Reorganization Meeting held on February 17, 2016, as presented. The motion passed. Roll call was as follows:

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

Mr. Scott moved and Ms. O'Connor seconded to approve the minutes of the February 17, 2016 regular meeting, as presented. Mr. Piazza apologized to Mr. Donati for expressing displeasure last month about the grit removal system not being part of the Oxford upgrade; he thought it was

a \$500,000 project rather than a \$100,000 project. The motion passed. Roll call was as follows:

WCMUA minutes 1 March 16, 2016

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

Mr. Scott moved and Ms. Napolitani seconded to approve the minutes of the February 17, 2016 executive session, as presented. The motion passed. Roll call was as follows:

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

#### CORRESPONDENCE

Ms. Napolitani recapped the correspondence:

- 1. A letter dated February 10, 2016, from Mr. Chebra, P.E., Assistant Director, Municipal Finance & Construction Element, Division of Water Quality, NJDEP to Mr. Wasser, Licensed Operator, approving payment requisition #20 (MUA's #21), with regard to the Oxford WWTF Upgrade.
- 2. A memo dated February 15, 2016, from Mr. Grubb, Executive Director, Municipal Excess Liability Joint Insurance Fund to Fund members regarding the 2017-2018 Employment Practices Liability (EPL) Program and 2015-2016 Elected Officials Online Training Instructions.
  - Ms. Napolitani stressed the importance of each commissioner completing the online training, because the Authority receives a \$250 credit towards its liability premium for each commissioner who completes the course by May 1.
- 3. A letter dated February 18, 2016, from Mr. Mikulka, C.P.M., Senior Project Manager, CP Engineers to Ms. Martin, Municipal Finance & Construction Element, NJDEP, enclosing Payment Requisition (reimbursement) #22 (State's #21) for the NJEIT for the Oxford WWTF Upgrade.
- 4. A letter dated February 22, 2016, from Mr. Cannon, Chairman of PCFA, announcing his new position as chairman.
- 5. A letter dated February 22, 2016, from Mr. Tipton to Ms. Thomas, President, Tomar Construction Services, with regard to payment #25.

WCMUA minutes 2 March 16, 2016

- 6. A letter dated February 23, 2016, from Ms. Kaspereen, Administrative Assistant, to Ms. Cobb, Division Director, Equal Employment Opportunity Compliance, Division of Public Contracts Compliance, NJ Department of the Treasury.
- 7. A letter dated February 29, 2016, from Ms. Kaspereen, Administrative Assistant, to Mr. Speis, President, Eurofins QC Inc., enclosing laboratory analysis agreements for signature.
- 8. A letter dated March 1, 2016, from Ms. Potter, Interim Manager, Office of Quality Assurance, NJDEP to the laboratory manager, enclosing the FY2017 renewal application package for the Belvidere facility.
- 9. A letter dated March 1, 2016, from Ms. Potter, Interim Manager, Office of Quality Assurance, NJDEP to the laboratory manager, enclosing the FY2017 renewal application package for the Oxford facility.
- 10. A letter dated March 4, 2016, from Mr. Olshefski, CFO, to Cash Management Plan recipients, submitting the 2016 plan and requesting acknowledgment of receipt.
- 11. A letter dated March 2, 2016, from Mr. Chebra, P.E., Assistant Director, Municipal Finance & Construction Element, Division of Water Quality, NJDEP to Mr. Wasser, Licensed Operator, approving payment requisition #21 (MUA's #22), with regard to the Oxford WWTF Upgrade.
- 12. A letter dated March 14, 2016, from Mr. Sauder, Project Manager, CPE to Ms. Thomas, President, Tomar Construction Services, regarding the closeout of Contract #12-01: Oxford WWTF Upgrade.

#### **EXECUTIVE SESSION**

At approximately 7:36 p.m., Mr. Scott moved and Ms. O'Connor seconded to adopt Resolution #16-17, to enter into an executive session to discuss a personnel matter and contract matter. All in favor, motion carried.

Mr. Rosenberg and Mr. Niece entered the meeting during Executive Session.

At 8:10 p.m., Mr. Scott moved and Ms. O'Connor seconded to return to open session. All in favor, motion carried.

#### CFO'S REPORT

The auditor will be here at the end of the month to begin the 2015 Audit.

A CD is maturing in April; Mr. Olshefski will seek rates for another 120-day CD. Interest rates on investments have been creeping up.

WCMUA minutes 3 March 16, 2016

There is currently about \$750,000 remaining in the loans from the State. The two loans combined have an effective rate of less than 2%.

The monthly financial reports were distributed prior to the meeting. Plant maintenance expenditures for this time of year are higher than last year, but that varies from year to year. Energy costs for this time of year are about the same as last year. Chemical expenditures are up a little bit from last year. Other than those items, we are within budget.

We are still attempting to increase our revenue by accepting more leachate from PCFA.

Mr. Olshefski and Mr. Francisco left the meeting.

#### GENERAL COUNSEL'S REPORT

Ms. Fina had nothing to report.

#### ENGINEER'S REPORT

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

He attended a conference where the DEP made a presentation about asset management. It is the process whereby an entity logs its assets and plans for replacement as needed. The EPA has a free computerized program. It may become a requirement in the future. In order to get the loan from the Trust for the Oxford Upgrade, CPE used the asset management program from the EPA.

PCFA: There was a follow-up meeting with PCFA on February 18, 2016, about the leachate. They are seeking proposals to study their TDS issue.

Oxford Upgrade: Tomar has completed all their work, but must resubmit the As-Built drawings to the level expected. They also have to submit their final paperwork and confirm that the liens have been taken care of. In addition, the outstanding work directive changes need to be resolved.

Oxford Upgrade Phase 2: As authorized, the site design drawing was generated from info from the site survey. CPE met with the operators and Mr. Wauhop to discuss what final tweaks might be needed. Earlier this evening, Mr. Donati and Mr. Wauhop met with the Upgrade Committee at the Oxford facility to review what work needs to be done. Mr. Wauhop will review a draft of the drawings, and discuss them with the operators. He will then give CPE a marked up drawing.

Grit Removal System: While at the Oxford site with the Upgrade Committee, it was decided this could be upgraded, updated or repaired rather than replaced.

Warren Haven PS Rehab: CPE received a few minor comments on the TWA application from the DEP. Mr. Donati believes approval will be given within the next 30 thirty days. He requested authorization to advertise for bids, in the event approval is granted within the next 30

WCMUA minutes 4 March 16, 2016

days.

Mr. Scott moved and Mr. Rosenberg seconded to authorize advertising for bids for the Warren Haven Pump Stations Rehab, once the TWA is approved by the DEP. Discussion ensued about the erosion of our driveway from runoff coming down Pequest Road. Mr. Piazza suggested speaking with the Township of Oxford. All in favor, motion carried.

#### **AUTHORITY CONSULTANT**

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: He recapped maintenance items performed during the month. The third and final UV bank has been sent out to be rebuilt. Although all three units will be back in service, only two of the three are used at any given time. All the process pits and the grinder in the county line inflow were greased. A few weeks ago, the storage tank became unusable. Mr. Wauhop explained in more detail what occurred and how it was put back into service.

Oxford plant: He recapped maintenance items performed during the month. All the Kaesar blowers were serviced. A new 4" PVC drain line was installed in the filter building's chemical room. A baffle was installed in the chlorine contact tank; we are using fewer chemicals now. All the pumps and bowls were cleaned at all the pump stations. Two new phone lines were installed for the new fire alarm system.

#### **FINANCE (TREASURER)**

Mr. Piazza moved that Resolution #16-18 (Certificate No. 356: \$86,761.34) be approved to pay all bills from the Operating Fund. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #16-19 (Certificate No. 364: \$27,497.91) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Scott seconded. The motion passed unanimously on roll call vote.

#### UNFINISHED BUSINESS

There was no unfinished business.

#### NEW BUSINESS

Mr. Deutsch knows someone who sells electricity and would like some information or to speak with someone about making a presentation to the Board. Chairman Chamberlain suggested he speak with Mr. Wauhop. Mr. Wauhop said that Mr. Tipton sent him some information regarding the matter, which was given to Mr. Deutsch. Ms. Fina stated that with very few exceptions it has to go through public bidding. More information is needed from Mr. Deutsch.

As directed last month, Ms. Kaspereen emailed the professionals and some commissioners the monthly agenda packet. This practice will continue.

#### PUBLIC COMMENT

There was no public present.

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 8:53 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:

Personnel Matter Contract Matter

- 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, Chairman

Laurel Napolitani, Secretary

DATED: March 16, 2016

#### **RESOLUTION RE:**

### EXPENDITURES FROM THE OPERATING FUND DURING THE MONTH OF MARCH 2016.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of March 16, 2016, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2016 budget.

Chad Chamberlain, Chairman

Laurel Napolitani, Seuretary

Certificate No. OF 356

Dated: March 16, 2016

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes \_\_9\_

No <u>0</u>

Abstain 0

Absent 0

#### APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

#### Meeting: March 16, 2016

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 #17134 - #17140

2/26/16

\$3,153.95

Due 3/16/16

83,607.39

Total

\$86,761.34

PENTAMATION DATE: 02/26/2016 TIME: 10:19:26

### MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 2/16

MUNICIPAL UT:

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

AMOUNT	19.90	33.67 389.75	237.12	1,405.25 175.00 1,580.25	13.60	6.20	820.00	107.03	3,153.95	3,153.95
DESCRIPTION	TELE/ALRM BRKFLD TELE/ALRM/FAX/INT BEL TELE/FAX	TELE/ALRM S WTR ST	QTRLY COPIER LEASE PAYMEN	CHEMICALS SODIUM HYDROXIDE	WATER USAGE WTR ST PS	ONE CALL LOCATES UTILITIE	AIR PERMIT OXF GENERATOR	MOBILE PHONES & OCCS		
ACCT	5076	5076	5026	1 1 20 20 20 20 20 20 20 20 20 20 20 20 20	5072	5024	5049	5076		
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CHECK NUME	17134	17134	17135	17136 17136	17137	17138	17139	17140	TOTAL	TOTAL

PENTAMATION DATE: 03/10/2016 TIME: 10:10:37

# MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 3/16

	AMOUNT	7,296.00	398.53	932.57	673.29	6,386.08	49.16 141.00 190.16	39.11 47.52 143.25 33.67 263.55	8 1 1 1 1 0 1 6 6 6 6 6 6 6 6 6 6 6 6 6 6	1,000.00	847.23 1,764.00 1,162.50 1,513.75 5,792.98	166.74	247.52	752.00	516.23	1,480.00	270.00	1,945.75	135.68 10,702.87
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FUND -	CHECK NUMBER	17146	17147	17148	17149	17150	17151 17151	17152 17152 17152 17152	17153 17153 17153 17153 17153 17153 17153	17154	17155 17155 17155 17155 17155	17156	17157	17158	17159	17160	17161	17162	17163

PENTAMATION DATE: 03/10/2016 TIME: 10:10:37

## MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

3/16

PAGE NUMBER: 2 VENCHK11 ACCOUNTING PERIOD:

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

AMOUNT	509.21 394.62 8,695.06 822.32 21,265.38	2,646.40	152.75	140.31 58.91 199.22	166.74	153.31 49.36 56.17 18.67	9 0	966.00 175.00 1,772.65 2,913.65	291.74	166.74	8.68	6,280.00	291.74	79.80	234.50 12.50 12.50 2110.50 312.00 312.00 462.50 60.50
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CHECK NUMBER	17163 17163 17163 17163 17163	17164	17165	17166 17166	17167	716 716 716 716	17168 17168 17168 17168	17169 17169 17169	17170	17171	17172	17173	17174	17175	17176 17176 17176 17176 17176 17176 17176 17176

PENTAMATION DATE: 03/10/2016 TIME: 10:10:37

# MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 3 VENCHK11 ACCOUNTING PERIOD: 3/16

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

AMOUNT	1,959.00	2,985.00	1,745.00	369.00	67.	62.37	36.96	104.43	37.75	17.48 318.82	166.74	3,100.00	2,550.00	28.46	159.10	4,840.00	356.00	835.00	835.00	83,607.39	00000
DESCRIPTION		MIXER REPAIR - BELVIDERE	NON POT. BOOSTER PUMP	WORK BOOTS	MAINT	MISC MAINT SUPPLIES MISC MAINT SUPPLIES	MAINT	MAINT	MISC MAINT SUPPLIES MISC MAINT SUPPLIES	MAINT	STIPEND MAR	2007 TRUCK TRANS REPAIR	GREASE REMOVAL TANK	INDICATOR FOR PICKUP	MOTOR FUEL JAN	RESTONE BYPASS ROAD OXF	SOLID WASTE VEHICLE REGIS	LAB CERTIFICATION OXF	LAB CERTIFICATION BEL		
ACCT		5024	5024	5043	5024	5024	5024	5024	5024	5024	5011	5025	5024	5025	5070	5024	5049	5049	5049		
VENDOR		R & R PUMP & CONTROL SERV	R & R PUMP & CONTROL SERV	RD BOOTS	GENERAL 1	RIGO GENERAL HARDWARE	GENERAL	GENERAL	RIGO GENERAL HARDWARE	GENERAL	ROSENBERG, PHILIP H.	ROXBURY TRANSMISSION SERV	RUSSELL REID INC.	SMITH MOTOR CO., INC.	THE COUNTY OF WARREN	TOM BARTHA & SON EXCAVATI	TREASURER - STATE OF NEW	TREASURER - STATE OF NJ	TREASURER - STATE OF NJ		
1 1		1710	1710	1728	1741	1741	1741	1741	1741	1741	1765	1769	1780	1872	1938	1956	1991	1985	1985		
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CASH ACCT	TOTAL CHECK	10101	10101	10101	10101	10101	10101	10101	10101	10101 10101 TOTAL CHECK	10101	10101	10101	10101	10101	10101	10101	10101	10101	QN.	
CHECK NUMBER CASH ACCT		17177	17178	17179	17180	17180	17180	17180	17180	17180	17181	17182	17183	17184	17185	17186	17187	17188	17189	TOTAL FUND	

TOTAL REPORT

PENTAMATION DATE: 03/22/2016 TIME: 09:46:38

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

---VENDOR----DATE ISSUED ---CHECK NUMBER CASH ACCT

GERO, WAYNE

625

03/22/16

10101

17190

TOTAL FUND

TOTAL REPORT

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 3/16

516.23 516.23 516.23 AMOUNT -----DESCRIPTION-----REPLACE REMB CK17159 pd go becardo ACCT 5092