WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES August 17, 2016

Morris Scott, Jr.

Absent

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 Donald Niece Everdina O'Connor Philip Rosenberg

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer; Daniel Olshefski, Authority CFO; Kim Francisco, Authority Fiscal Officer; Brian Tipton, Esq., Authority Legal Counsel; Billy J. Wauhop, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

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

MINUTES

Mr. Piazza moved and Mr. Deutsch seconded to approve the minutes of the July 27, 2016 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	Abstain	Mr. Scott	Absent
Mr. Niece	Abstain	Chairman Chamberlain	Yes
Ms. O'Connor	Abstain		

Mr. Piazza moved and Mr. Kiszonak seconded to approve the minutes of the July 27, 2016 executive session, as presented. The motion passed. Roll call was as follows:

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

Ms. O'Connor Abstain

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1. A letter dated August 2, 2016, from Mr. Chebra, P.E., Assistant Director, Municipal Finance & Construction Element, Division of Water Quality, NJDEP, approving Payment Requisition #26 (WC#27) for reimbursement from the NJEIF Program for Contract #12-01: Oxford Area WWTF Upgrade Project.
- 2. A letter dated August 3, 2016, from Mr. Donati, P.E., Vice President, CP Engineers to Ms. Patel, P.E., Advantage Engineering Associates, P.C., responding to her request for verification of infrastructure in the vicinity of the Route 31 Bridge over Furnace Brook in Oxford Township.
- 3. A letter dated August 5, 2016, from Mr. Bukowski, Assistant Commissioner, Compliance & Enforcement, NJDEP, notifying the Authority that the Oxford Area WTF site was in compliance with Department regulations and/or Permit conditions.
- 4. Letters dated August 3, 2016, from Mr. Donati, P.E., CP Engineers to the four bidders for Contract #15-03: Warren Haven Pump Station #1 & #2 Replacement.
- 5. A letter dated August 15, 2016, from Mr. Wauhop, Authority Consultant, to Mr. Cannon, Chairman, PCFA, requesting a meeting to discuss the possibility of increasing the amount of leachate the PCFA sends to the MUA.

PRESENTATIONS:

Mr. Wauhop introduced Ashleigh Sipes, one of our summer helpers, who was present to describe the results of a project she has been working on for part of the summer at the Oxford plant. Mr. Wauhop said that the health and operation of the bugs are very important to our treatment plants.

Under a microscope, Ms. Sipes examined and photographed various bugs. She and Mr. Wauhop prepared a large board that included twenty 8 ½" x 11" photos of a majority of the types of bugs found in a wastewater treatment plant. She shared some of the information she learned while working at our lab over the summer. She also displayed pictures of bacteria, which are also important because bacteria solidify the waste so that it settles. Next, she explained the purpose of the water flea. Water fleas are located in the effluent to see if the water leaving the plant is good enough to be discharged back into the river. Without the bugs, the wastewater plant would be able to condense the waste but not eliminate the waste. The bugs eat all the organic material; for example, the bugs at the Belvidere plant consume 99% of the organic waste. At the Oxford plant, the number is 95%. This saves the Authority money because there is less sludge hauling.

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Ms. Sipes thanked the commissioners for allowing her to work at the Oxford plant, and Mr. Wauhop and Mr. Wasser for their training and help. The Board thanked her for the presentation. She answered questions from various members.

William DePhillipo, from Keystone Power Holdings, made a presentation to the Board and distributed material regarding solar power. He said that Keystone, through their Power Purchase Agreement, would build, maintain and operate the system with zero outlay from the MUA. The MUA would have to agree to purchase the power from Keystone at a set price. They try to design the system so that the rate will be lower than what we are currently paying for power and be lower in the future. The proposal included a historical chart of commercial electricity prices in New Jersey. Keystone would be responsible for obtaining all approvals and permits, and attending municipal meetings and hiring their own engineers. Mr. DePhillipo answered questions from the commissioners. Mr. Tipton asked about his experience with the competitive bid process. Mr. DePhillipo will supply him with more information.

Chairman Chamberlain thanked him for his presentation. Mr. DePhillipo thanked the Board for their time and left the meeting.

EXECUTIVE SESSION

At approximately 8:31 p.m., Mr. Rosenberg moved and Ms. O'Connor seconded to adopt Resolution #16-33, to enter into an Executive Session to discuss contract matters and personnel. All in favor, motion carried.

At approximately 8:44 p.m., Ms. Napolitani moved and Mr. Rosenberg seconded to return to Open Session. All in favor, motion carried.

CFO'S REPORT

Mr. Wauhop said that Mike Codis obtained is S2 license and Nick Codis obtained his C1 license.

Mr. Olshefski commented on the monthly financial report. There are no surprises; we are doing well. Monitoring of the line items will continue and there may be a couple of transfers before the end of the year.

Preparation of the FY2017 Budget will start soon. He will be meeting with Mr. Wauhop to review some of the preliminary numbers. Flows will be examined to determine how the costs will be distributed. He would like to meet with the Finance Committee the week after Labor Day to discuss the preliminary budget, for presentation to the full Board at the September meeting. He and Mr. Wauhop continue to monitor and work on the 5-year Capital Plan.

Mr. Olshefski and Mr. Francisco left the meeting.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

ENGINEER'S REPORT

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

RT 31 Bridge over Furnace Brook: Mr. Donati gave detailed information to the State's engineer about our interceptor (corr. #2).

Oxford Upgrade: No movement from Tomar as far as closing out Contract #12-01.

Oxford Upgrade Phase 2 (Contract #16-01): The pre-bid meeting took place on August 10 and the bid opening will be on August 26. Mr. Donati had a preliminary schedule included in his report. The Trust has to authorize the award of contract before the Authority can award the contract.

Warren Haven P.S. Rehab (Contract #15-03): The pre-bid meeting took place on August 10 and the bid opening will be on August 26.

Mr. Donati delivered the O&M manuals for the Oxford WWTP Upgrade.

AUTHORITY CONSULTANT

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: He recapped maintenance items performed during the month. Fabrication of the new sludge holding tank cover has begun. He displayed pictures of the process. The cover is 22' feet in diameter and weighs about 3,500 pounds and it is level within 1/16 of an inch. He hopes to have the cover in place by our September meeting. Two leftover beams will be used next spring to build a dome for the FST.

Water Street P.S.: The #2 pump had to be removed and sent out for repair. The cost for the repair will be \$8,000. All the surface rags and grease blocks were removed by hand.

A new Variable Frequency Drive was installed on the decant pump on the #2 FST that Mr. Wauhop wants to cover next spring. As previously approved, flashing was installed on the Belvidere WWTP service building parapet walls and the Water Street Pump Station.

Oxford plant: He recapped maintenance items performed during the month. The disk filters were cleaned and backwashed. A new LED light was installed on the service building entrance. All of the green painting is finished. Tom Bartha Excavating put in new downspouts on the filter building to tie into the existing foundation drains.

Under General Business, work continues at the Belvidere plant on wasting and decanting to reduce sludge hauling.

There have been issues with two of our vendors. One is for laboratory analysis, the other for calibration of our meters. Mr. Wauhop is unhappy with the performance of both vendors. He

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asked for the Board's permission to meet with these vendors to discuss the issues and see if their performance improves and, if not, possibly cancel their contracts and change vendors.

Discussion ensued. Consensus of the Board was to send each company a letter requesting a meeting to discuss the issues and give them an opportunity to correct their deficiencies. The Board will evaluate the situation at the September meeting.

Ms. O'Connor moved to have Mr. Wauhop send each company a letter to set up a meeting to discuss their performance and give them a brief opportunity to correct their deficiencies. The Board will evaluate the situation at the September meeting. Ms. Napolitani seconded. All in favor, motion carried.

FINANCE (TREASURER)

Mr. Piazza moved that Resolution #16-34 (Certificate No. 361: \$54,555.18) be approved to pay all bills from the Operating Fund as presented. Mr. Rosenberg seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #16-35 (Certificate No. 369: \$23,920.75) 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.

Mr. Piazza asked to join Mr. Wauhop and Mr. Olshefski in the workshop to discuss the preliminary numbers for the FY2017 Budget.

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. Niece moved and Mr. Kiszonak seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 9:13 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

- 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: August 17, 2016

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING THE MONTH OF AUGUST 2016.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of August 17, 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 Mapaletanie
Laurel Napolitani, Secretary

Certificate No. OF 361

Dated: August 17, 2016

Moved by: Mr. Piazza

Seconded by: Mr. Rosenberg

Yes <u>8</u>

No _ 0

Abstain 0

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: August 17, 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 #17405-17408

8/8/16

\$9,591.23

Due 8/17/16

44,963.95

Total

\$54,555.18

PENTAMATION DATE: 08/08/2016 TIME: 14:28:57

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 8/16

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

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PENTAMATION DATE: 08/12/2016 TIME: 11:11:52

PAGE NUMBER:

DATE: 08/12/2016 TIME: 11:11:52	2016 52			MUNICIPAL UTILITY AUTHORITY CHECK REGISTER	HORITY	VENC	VENCHK11 ACCOUNTING PERIOD:	8/16
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7419	10101	08/17/16	40	AFA PROTECTIVE SYSTEMS, I	5517	FIRE ALARM MONITOR/INSPEC	772.84	
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17430	10101	08/11/16	539	FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES JULY	4,044.82	
17431	10101	08/11/16	625	GERO, WAYNE	5092	REIMB HEALTH BENEFITS	516.23	

PENTAMATION DATE: 08/12/2016 TIME: 11:11:52

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 2 VENCHK11 ACCOUNTING PERIOD: 8/16

	AMOUNT	150.00 18.70 168.70	166.67	110.44	44.20 170.39 1.59 216.18	1,803.20	291.67	14.51	166.67	79.04 81.71 32.68 193.43	1.25	4,480.00	291.67	1,755.00	8 . 29 11 15 . 99 15 . 99 15 . 99 12 9 9 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	166.67	1,700.00	98.00	2,407.50	144.11	194.48 241.59 195.32 631.39
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PENTAMATION DATE: 08/12/2016 TIME: 11:11:52

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 3 VENCHK11 ACCOUNTING PERIOD: 8/16

95.00 44,963.95 44,963.95 AMOUNT -----DESCRIPTION-----ACETYLENE ETC CYL RENTAL ACCT 5024 ---VENDOR-------WILSON PRODUCTS FUND - MUA01 - MUN UTILITY AUTH GEN FUND 2280 CHECK NUMBER CASH ACCT DATE ISSUED ----08/17/16 10101 TOTAL REPORT TOTAL FUND 17452

RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF AUGUST 2016.

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

Chad Chamberlain, Chairman

Laurel Napolitani, Secretary

Certificate No. CI 369

Dated: August 17, 2016

Moved by: Mr. Piazza

Seconded by: Ms. O'Connor

Yes <u>8</u>

No <u>0</u>

Abstain 0

Absent 1

CAPITAL IMPROVEMENT BILLS LIST August 16, 2016

1.	AFA Protective Systems, Inc. Connect Generator to Fire Alarm System	\$975.00
	Oxford WWTF Upgrade	\$973.00
2.	Bill Hodge Electrical Contractor, Inc. Service Effluent Meter	
	Oxford WWTP Upgrade	588.28
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3.	Bill Hodge Electrical Contractor, Inc. Wire New Kaeser Blower	
	Belvidere WWTP	2,324.89
4.	Bill Hodge Electrical Contractor, Inc.	
	Install Control Transformer	
	Blower Control Cabinet Belvidere WWTP	525.92
	Bernacke Will	
5.	CP Engineers, LLC	
	Period: July 2016 Engineering Services	
	Warren Haven Pump Stations Rehab	1,346.50
6.	CP Engineers, LLC	
	Period: July 2016	
	Engineering Services Construction Services	
	Oxford WWTP Upgrade	1,125.45*
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/.	CP Engineers, LLC Period: July 2016	
	Engineering Services	
	Phase 2 Doc Prep & NJEIFP App.	
	Oxford WWTP Upgrade	1,820.71*
8.	<i>O</i> ,	
	Period: July 2016	
	Engineering Services O&M Manual Final QA Review	
	Oxford WWTP Upgrade	620.00*

9. Florio Perrucci Steinhardt & Fad	er	
Period: July 2016		
Legal Services		
Oxford WWTP Upgrade		304.00*
10. Jim Minorics Construction		
Install Aluminum Coping		
Belvidere Service Building		
Pump Station		
Oxford WWTF Upgrade		9,600.00
11. Tom Bartha & Son Excavating		
Tree Removal		
Oxford WWTF Upgrade		<u>4,690.00</u>
	Total	\$23,920.75

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

PENTAMATION DATE: 08/12/2016 TIME: 11:05:45

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 8/16

	AMOUNT	975.00	588.28	2,324.89	525.92	1,820.71 620.00 1,125.45 3,566.16	1,346.50	304.00	9,600.00	4,690.00	23,920.75	23,920.75
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FOND	CHECK NUM	17409	17410	17411	17412	17413 17413 17413	17414	17415	17416	17417	TOTAL	TOTAL