

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES

April 9, 2019

Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:34 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 Fiscal Officer; Daniel Olshefski, Authority CFO; Billy J. Wauhop and Kevin Shoudt, Authority Consultants; and Patricia Kaspereen, Administrative Assistant.

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

MINUTES

Mr. Scott moved, and Ms. Napolitani seconded to approve the minutes of the March 19, 2019 regular meeting, as presented. The motion passed unanimously on a roll call vote.

Mr. Scott moved, and Mr. Nyland seconded to approve the minutes of the March 19, 2019 executive session, as presented. The motion passed unanimously on a roll call vote.

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated March 18, 2019, from Billy Wauhop, Authority Consultant, to the NJDEP, submitting the annual industrial user report for the Oxford Area STP.

- 2) A letter dated March 18, 2019, from Billy Wauhop, Authority Consultant, to the NJDEP, submitting the annual industrial user report for the Belvidere Area STP.
- 3) A letter dated March 22, 2019, from Joseph Mikulka, C.P.M., Senior Project Manager, CP Engineers, to Donald Hirsch, Bureau Chief, Northern Bureau of Water Compliance & Enforcement, NJDEP, notifying the Department of upset conditions at the Oxford WWTF.
- 4) A letter dated April 1, 2019, from Terry Beym, Project Manager, Permit Administration Section, Division of Water Quality, NJDEP to NJPDES Permittees notifying them of the FY2019 Annual Fee Report & Assessment of Fees.
- 5) A memo dated April 1, 2019, from Alex Lazorisak, Warren County Administrator, to Patricia Kaspereen, enclosing instructions for the on-line Financial Disclosure Statements to be distributed to the commissioners and general counsel.
- 6) A memo dated April 2, 2019, from Stephen Donati, P.E., CPE, to Billy Wauhop, Authority Consultant, submitting a preliminary analysis for replacing the current chlorination/dechlorination system with UV disinfection at the Oxford WWTF.
- 7) A memo dated April 2, 2019, from Jeff Longberg & Stephen Donati, CP Engineers to Billy Wauhop, Authority Consultant, regarding the proposed restoration of the clarifiers at the Belvidere WWTP.
- 8) A letter dated April 3, 2019, from Joseph Mikulka, C.P.M., Senior Project Manager, CP Engineers, to Donald Hirsch, Bureau Chief, Northern Bureau of Water Compliance & Enforcement, NJDEP, regarding the extenuating circumstances – lab error for the Oxford WWTF.
- 9) A letter dated April 3, 2019, from Bruce Friedman, Director, Division of Water Monitoring & Standards, NJDEP, to Peter DeBoer, Washington Township Administrator, formally adopting the amendment to the Upper Delaware WQM Plan and Washington Township WMP for Washington Valley Estates.
- 10) A letter dated April 5, 2019, from Billy Wauhop, Authority Consultant, to Brian Tipton, Esq., Florio Perrucci Steinhardt & Cappelli LLC, regarding our audit.

EXECUTIVE SESSION

At approximately 7:39 pm, Mr. Scott moved, and Ms. O'Connor seconded to adopt Resolution #19-18, to enter an executive session to discuss personnel and litigation. All in favor, motion carried.

At 7:46 p.m., Mr. Scott moved, and Ms. Napolitani seconded to return to open session. All in favor, motion carried.

CFO'S REPORT

Mr. Olshefski stated that this will be his final report. We are a quarter of the way through the year and things are going as scheduled. Our cash is down slightly, primarily due to payment of our annual pension contribution. Revenues and expenditures are as anticipated for this time of year. The Authority is doing well. A CD is coming due at the end of the month and will be rolled over into another.

Mr. Olshefski thanked the Board and said it has been very enjoyable and rewarding working with all the members, professionals, Pat and BJ. He is confident the Authority will be in good hands with Mr. Francisco going forward. Mr. Olshefski's role as CFO will end at the end of April.

Chairman Chamberlain expressed his thanks to Mr. Olshefski and the County for getting the Authority in a good financial position. He feels confident with the transition to Mr. Francisco and secure about the future of the Authority. He wished Mr. Olshefski all the best in his retirement.

The other members of the Board also thanked him and wished him luck.

Mr. Olshefski and Mr. Francisco left the meeting.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report other than what was already discussed in Executive Session.

ENGINEER'S REPORT

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

Regarding sewer extensions, Nevitt Duveneck contacted Mr. Donati about the former Cambridge Village West project in Oxford Township. Back in the 1980s, Cambridge East and Cambridge West development received approval. The East was built but the West was not. Mr. Duveneck was wondering if the approval from this Authority was still good. Mr. Donati doubted the approval was still valid but there is plenty of capacity available at our Oxford plant. He told him the Authority would welcome such a development.

Operations: Correspondence #3 is about the upset at the Oxford plant discussed at our last meeting. CPE prepared and sent the notification (corr. #3) to DEP and the licensed operator called the hotline, to set up for an affirmative defense in the event it was a major violation. The operators reseeded the plant at the end of that week and by the next week the plant was good. CPE kept the DEP apprised of the status of the plant afterward. The big concern at that time was

that Bioassay testing must be done twice a year and it had to be done that week. Fortunately, the lab contacted the Authority and said their control fish died so the test was no good. CPE had to prepare and send a letter to the DEP citing extenuating circumstances (corr. #8).

CCTV: CPE's proposal included subcontracting out the video work and CPE would oversee the work. Mr. Tipton will look into whether we can consider the subcontractor's work a professional service or if the Authority must go out to bid.

Ms. Napolitani said that when the town of Belvidere cleaned and videoed its lines there was no oversight by the town's engineer. She wondered why it was needed in this case. Mr. Donati explained his reasons. She will check to see if the town went out for public bid, get him the name of the contractor and more information on the project. There was further discussion on the matter. Mr. Donati questioned Belvidere's results because Mr. Wauhopp had reported 11% I&I in the town of Belvidere. The issue of illegally hooked up sump pumps was discussed, and Belvidere sent out letters to its residents about this issue. Mr. Wauhopp explained how he came up with the 11% figure for I&I. Mr. Donati stressed the importance of someone there looking at the manholes because they are a source of a lot of I&I. This can be included in the videos for review. Ms. Napolitani stated the person in charge of Belvidere's DPW oversaw their project. Discussion ensued about the possibility of Mr. Wauhopp, Mr. Shoudt and/or the operators overseeing the project.

Mr. Wauhopp stated that Mr. Shoudt will be meeting with Mr. Donati and our operators on Monday to go over the scope of work that further defines the above discussion. Mr. Donati said that in the past, the operators did not want to be involved in this type of project, but he thought now that a fifth operator has been hired their opinion may have change. In addition, the operators have suggested getting a cost to video the County line and the White Township syphon line. The Authority does not own either of these lines. The cost to video just the County line is \$30,000. The cost for the syphon line would be about \$10,000. This would be the Board's decision.

Mr. Piazza would like Mr. Tipton to look at the legality of scenario one and then compare numbers.

Mr. Donati prepared a memo (corr. #7) about restoration of the clarifier at the Belvidere STP. This will also be discussed at the Monday meeting, as well as the proposed UV system for the Oxford STP (corr. #6).

AUTHORITY CONSULTANT

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

He displayed and explained photos taken yesterday of the condition at the Oxford STP filter building and its contents. Chlorine and other chemicals are eroding the building and its contents, which is only 4 years old. This is why the topic of converting to UV disinfection from chemical disinfection is a valid topic to be discussed. There are numerous reasons for eliminating

chemicals. A return on investment analysis can be done to demonstrate how long it would take to pay for itself, he said.

Mr. Piazza asked if the little wall was built between the different chemical tanks, as discussed a couple of years ago? It will not help the corrosion problem, but it would keep the chemicals separate. Mr. Wauhopp replied no but that it could be done. He said we need to push for UV and go out for competitive bids, once we agree on how it will be done. Mr. Tipton reminded everyone that the building was built to code and there is no reason to believe it is not safe right now. The main reason for not using UV disinfection at the Oxford plant was due to the leachate received from PCFA, but they are no longer sending leachate to our plant.

Belvidere WWTP: Mr. Wauhopp recapped maintenance items performed during the month. The operators removed rags from the pumps at the South Water Street pump station. Several saplings and trees were removed along the fences at the pump station and plant.

Oxford WWTP: He then recapped maintenance items performed during the month. The operators cleaned the wet wells at the Axford Avenue Pump Station and both Warren Haven Pump Stations. They used the tractor to grade a little swale at the Service Road entrance.

General Business: Mr. Shoudt has been working out great.

Capital Projects: Purchasing a new truck for the Belvidere plant to replace the existing one will cost \$30,734, whereas repairing the existing truck would cost about \$5,000. The operator at Belvidere plant would prefer to keep the existing truck. Mr. Wauhopp requested permission to spend up to \$7,000 to fix the 2004 truck.

Ms. Napolitani moved, and Mr. Scott seconded to spend up to \$7,000 to fix the 2004 truck. All in favor, motion carried.

As discussed at previous meetings, some additional paving is needed at the Oxford facility. After discussion with the Board, they decided to pave the road from Pequest Road to the shed area, including the swale, for a total cost of about \$45,000. The Authority will need to go out for bid on this project. The bypass road will not be included.

Chemical Contract: Bids will be opened the morning of the May 21st meeting at 11:00 am.

The transducer for the Belvidere plant has been ordered and should be here tomorrow.

Climbing Screen: Mr. Wauhopp said that the Authority has been asking Mr. Donati, for a couple of years, about the climbing screen. Some of the questions asked were, can we build it ourselves, and do we need a permit? Mr. Wauhopp stated that Mr. Donati has always given us a more of a positive answer that we do not need a permit. Mr. Wauhopp has questioned Mr. Donati over the last couple of weeks about it and he gave him an excellent explanation before this evening's meeting.

Mr. Donati explained that if we went out to bid for the climbing screen, we would need a Treatment Works Approval because it is a change in the process. At this point though, because we are doing it the way we are doing it, the Authority could do it as sort of a pilot study. The Authority is doing this because we have a unique situation. We are going to work it into the system, test it and modify it as needed, until we get it right. At that point, if a permit is required, we will get a permit. Mr. Donati is not saying that we do not need a permit, but at this point, it is the best way to get this done. Chances are we are going to make some changes to the design.

Mr. Wauhopp stated the climbing screen is designed to be removed, adjusted and reinstalled. Once it is the way we want it, then bring in an inspector and ask if we need a permit. This is not the main flow of this plant; it is only for flow coming down the County line.

Discussion continued on the matter and the possibility of being fined. Mr. Mikulka, from CPE's office, was consulted. There is no mandatory fine for not doing it, but the most they may say is what is it? The Authority would then explain that we are developing this piece of equipment and they tell us to get a permit and we will do so. Mr. Donati did not see us being fined. Especially an Authority with our good reputation.

Mr. Piazza asked Mr. Donati why, if he knew that any piece of equipment going into our operation needs a permit, did he tell us this last year or so that he did not think it was needed? Mr. Donati stated that he never said the Authority did not need a permit; he always said we needed a permit. He said when the Authority switched over from a specified piece of equipment to this one being built that was a decision made without him. There is nothing in the minutes saying we do not need a permit. Mr. Piazza said that Mr. Donati did not say you do not need a permit but what he remembers him saying was I don't think so. His memory from discussions that he has sat in on every time the topic of a permit came up, and Mr. Wauhopp looking to Mr. Donati, that you said you did not really think so. Mr. Donati stated that he was not consulted on it. It was more of a we have changed direction and once the direction was changed, no one consulted him.

Mr. Wauhopp explained the climbing screen he is building in more detail. We have spent a little less than \$10,000 so far on the project.

Mr. Donati wanted to go on record that he retracts his statement about not being fined. He will not say that this will not be fined, and he will not say that the Authority can get a permit for this homemade climbing screen. He said that if the Authority was putting in the screen that was designed to be put in, he would give us a 100% percent guarantee that he would get us a permit and it would all be legal, but he cannot say that now.

H said the standard screen would have cost between \$50,000 - \$80,000, and we were ready to go out to bid around late July.

Mr. Niece said that this has been a great experiment, but he was not sure it is the right experiment. The Authority could have spent \$50,000 and had it installed by now.

Mr. Piazza stated at the time of decision \$50,000, \$70,000, \$80,000 versus \$15,000-\$17,000 were the figures mentioned. Mr. Wauhop stated that \$85,000 was for the vertical screen. Mr. Niece stated that even if we only spend \$17,000, the State could refuse to give us a permit and make us remove it, we still may spend another \$50,000. Time will tell.

FINANCE (Treasurer)

Mr. Piazza moved that Resolution #19-19 (Certificate No. 400: \$5,317.52) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Scott seconded. The motion passed unanimously on roll call vote.

Mr. Piazza moved that Resolution #19-20 (Certificate No. 393: \$26,774.33) be approved to pay all bills from the Operating Fund, as presented. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

There was no unfinished business to report.

NEW BUSINESS

Chairman Chamberlain reminded everyone to file their Financial Disclosure Statements by the April 30th deadline.

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 8:50 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:

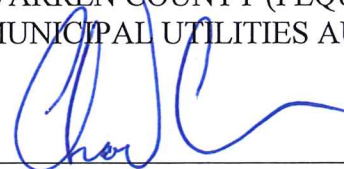
1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The General nature of the subject matter to be discussed is as follows:

Personnel

Litigation

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



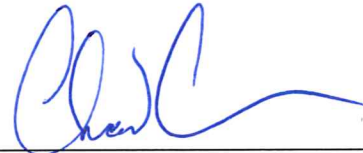
Chad Chamberlain, Chairperson

Laurel Napolitani, Secretary

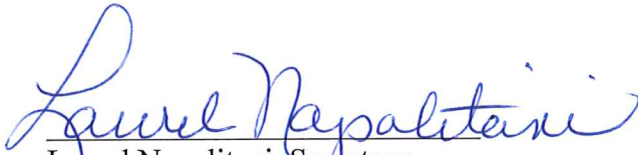
DATED: April 9, 2019

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF APRIL 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 400

Dated: April 9, 2019

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: April 8, 2019

1. Fastenal Company Parts for Climbing Screen Belvidere WWTP \$371.08
2. Billy Wauhop Parts for Climbing Screen Belvidere WWTP <u>4,946.44</u>
Total \$5,317.52

PENTAMATION
 DATE: 04/05/2019
 TIME: 09:38:47

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 4/19

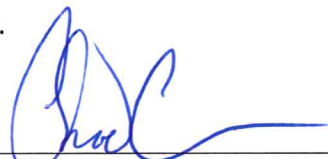
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
19059	10101	04/08/19	FASTENAL COMPANY	19002	PARTS FOR CLIMBING SCREEN	123.17
19059	10101	04/08/19	FASTENAL COMPANY	19002	PARTS FOR CLIMBING SCREEN	195.34
19059	10101	04/08/19	FASTENAL COMPANY	19002	PARTS FOR CLIMBING SCREEN	52.57
			TOTAL CHECK			371.08
19060	10101	04/08/19	WAUHOP, BILLY	19002	REIMBURSE CS PARTS	4,946.44
			TOTAL FUND			5,317.52
			TOTAL REPORT			5,317.52

RESOLUTION RE:

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

I **HEREBY CERTIFY**, that the bills listed on the attached Resolution of April 9, 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 393

Dated: April 9, 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: April 9, 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 #19053 - #19058

4/1/19	\$6,080.09
Due 4/9/19	<u>20,694.24</u>
Total	\$26,774.33

PENTAMATION
DATE: 09/17/2019
TIME: 15:33:38

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 9/19

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.funddate='04/01/2019'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19053	04/01/2019	CENTURYLINK	R	64.82 ACCOUNTS PAYABLE CHECK
19054	04/01/2019	COMCAST	R	247.37 ACCOUNTS PAYABLE CHECK
19055	04/01/2019	JCP&L	R	3.15 ACCOUNTS PAYABLE CHECK
19056	04/01/2019	SPECTRASERV INC	R	586.00 ACCOUNTS PAYABLE CHECK
19057	04/01/2019	STAPLES CREDIT PLAN	R	64.29 ACCOUNTS PAYABLE CHECK
19058	04/01/2019	VERIZON WIRELESS	R	114.46 ACCOUNTS PAYABLE CHECK
TOTAL FUND				6080.09

TOTAL REPORT 6080.09

PENTAMATION
 DATE: 09/17/2019
 TIME: 15:43:24

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 9/19

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.funddate='04/09/2019'
 DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19061	04/09/2019	BILL HODGE ELECTRICAL CON	R	1794.72 ACCOUNTS PAYABLE CHECK
19062	04/09/2019	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
19063	04/09/2019	C & M AUTO PARTS	R	23.28 ACCOUNTS PAYABLE CHECK
19064	04/09/2019	CENTURYLINK	R	128.00 ACCOUNTS PAYABLE CHECK
19065	04/09/2019	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
19066	04/09/2019	CP ENGINEERS, LLC	R	5361.75 ACCOUNTS PAYABLE CHECK
19067	04/09/2019	CRISTAL ASSOCIATES, LLC	R	92.90 ACCOUNTS PAYABLE CHECK
19068	04/09/2019	DELAWARE RIVER BASIN COMM	R	626.00 ACCOUNTS PAYABLE CHECK
19069	04/09/2019	DELAWARE RIVER BASIN COMM	R	626.00 ACCOUNTS PAYABLE CHECK
19070	04/09/2019	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
19071	04/09/2019	FASTENAL COMPANY	R	695.52 ACCOUNTS PAYABLE CHECK
19072	04/09/2019	GERO WAYNE	R	315.21 ACCOUNTS PAYABLE CHECK
19073	04/09/2019	JIORLE'S OFFICE SUPPLIES	R	35.99 ACCOUNTS PAYABLE CHECK
19074	04/09/2019	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
19075	04/09/2019	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE CHECK
19076	04/09/2019	NEW JERSEY ANALYTICAL LAB	R	722.50 ACCOUNTS PAYABLE CHECK
19077	04/09/2019	NIECE, DONALD I.	R	166.67 ACCOUNTS PAYABLE CHECK
19078	04/09/2019	NJ ADVANCE MEDIA	R	90.30 ACCOUNTS PAYABLE CHECK
19079	04/09/2019	NJ ADVANCE MEDIA	R	12.34 ACCOUNTS PAYABLE CHECK
19080	04/09/2019	NYLAND, ROBERT F.	R	166.67 ACCOUNTS PAYABLE CHECK
19081	04/09/2019	ONE CALL CONCEPTS, INC.	R	4.08 ACCOUNTS PAYABLE CHECK
19082	04/09/2019	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
19083	04/09/2019	POSTMASTER BELVIDERE	R	160.00 ACCOUNTS PAYABLE CHECK
19084	04/09/2019	RIGO GENERAL HARDWARE	R	64.80 ACCOUNTS PAYABLE CHECK
19085	04/09/2019	RUSSELL REID INC.	R	607.50 ACCOUNTS PAYABLE CHECK
TOTAL FUND				20694.24
TOTAL REPORT				20694.24