

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES

April 17, 2018

Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:35 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	Donald Niece	Absent
Laurel Napolitani, Secretary	Morris Scott, Jr.	Absent
Robert Piazza, Treasurer		
Sidney Deutsch		
Drew Kiszonak		
Everdina O'Connor		
Philip Rosenberg		

Also, in attendance were:

Brian Tipton, Esq., Authority Legal Counsel; Stephen Donati, P.E., Authority Engineer; Kim Francisco, Authority Fiscal Officer; and Patricia Kasperen, Administrative Assistant.

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

MINUTES

Mr. Piazza moved, and Ms. O'Connor seconded to approve the minutes of the March 20, 2018 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Ms. Napolitani moved, and Mr. Rosenberg seconded to approve the minutes of the March 20, 2018 executive session, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Yes	Mr. Piazza	Yes
Mr. Kiszonak	Abstain	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:

- 1) A letter dated March 15, 2018, from Melisse Auriti, Section Chief, Bureau of Surface Water Permitting, Water Pollution Management Element, NJDEP, to Billy Wauhop, Authority Consultant, enclosing the Final NJPDES permit action for the Oxford Area WWTF.
- 2) A letter dated March 22, 2018, from Billy Wauhop, Authority Consultant, to the NJDEP submitting the Annual Pretreatment Report for 2017 for the Oxford STP.
- 3) A letter dated March 22, 2018, from Billy Wauhop, Authority Consultant, to the NJDEP submitting the Annual Pretreatment Report for 2017 for the Belvidere STP.
- 4) A letter dated March 22, 2018, from Johnathan Lakhicharran, Environmental Engineer, Bureau of Surface Water Permitting, Water Pollution Management Element, NJDEP, to Billy Wauhop, Authority Consultant, enclosing the corrected Facility Submittal Page for the Final NJPDES permit action for the Oxford Area WWTF.
- 5) A letter dated March 27, 2018, from Nicholas Paoella, P.E., Assistant County Engineer, County of Warren, enclosing the County's five-year schedule for road and drainage improvements.
- 6) A Notice that DeSapio Real Estate Development has applied for a use variance and preliminary and final major site plan approval regarding property located at 436 Route 46 in White Township (Crossroads Diner). The applicant will be heard at the Township of White Zoning Board of Adjustment public hearing to be held on April 19, 2018.
- 7) A letter dated March 28, 2018, from Billy Wauhop, Authority Consultant, to Brian Tipton, Esq., Florio Perrucci Steinhardt & Fader, regarding the FY2017 Audit.
- 8) A letter dated March 30, 2018, from Chairman Chamberlain and Daniel Olshefski, Authority CFO, to the Board regarding the FY2017 Audit.
- 9) A letter dated March 30, 2018, from Chairman Chamberlain and Billy Wauhop to Nisivoccia LLP regarding the FY2017 Audit.
- 10) A letter dated April 11, 2018, from Chiman Antala, Project Management Specialist III, Division of Project Management, Team D, Department of Transportation, State of NJ, to Patricia Kaspreen, Administrative Assistant, enclosing 4 copies of the proposed Utility

Engineering & Construction Agreement Amendment for the Route 31 Bridge over Furnace Brook Project for endorsement by the Authority.

- 11) A letter dated April 10, 2018, from Eugene Chebra, P.E., Acting Assistant Director, Municipal Finance & Construction Element, Division of Water Quality, NJDEP, to John Wasser, Licensed Operator in Charge, confirming the final payment requisition (#34) for the Oxford WWTF Upgrade.

EXECUTIVE SESSION

An executive session was not necessary.

CFO'S REPORT

Mr. Francisco was filling in for Mr. Olshefski.

The field work for the FY2017 Audit has been completed and the report is almost done. The auditor is waiting for the actuary number from the State for the Authority's share of the pension liability. Mr. Francisco expects to have another clean audit, with no negative findings, and hopes to have the audit affidavit on the agenda for next month.

The DEP has agreed to close out the loan for the Oxford WWTF Upgrade, and everyone is working on finalizing the ending balances.

Regarding the monthly financial report, there is nothing out of the ordinary. Our Cash Balance is a healthy \$6.3 million dollars. Revenues are on target for this time of year, and expenditures are slightly under budget.

GENERAL COUNSEL'S REPORT

Mr. Tipton updated everyone on the litigation with Tomar. The Case Management Conference was held, and all parties were present. Since everything is in the early stages, another conference was scheduled for some time in June.

Mr. Kiszonak asked Mr. Tipton what matters would require an executive session. Mr. Tipton explained that litigation (or prelitigation), personnel and contract negotiations are the three categories appropriate for an executive session. Mr. Tipton explained that if a specific employee was going to be discussed (good or bad), a Rice Notice must be sent to the employee at least 48 hours in advance of the meeting, preferably a week. The employee has the right for discussion to be held in open or closed session.

ENGINEER'S REPORT

Mr. Donati distributed his report prior to the meeting.

Washington Twp. Development: Yesterday, Mr. Donati received a phone call from their engineer. It appears the development is moving forward, and they are in the approval process. The engineer is preparing the TWA application.

Oxford WWTP NJPDES Permit Renewal: The Final Permit was effective April 1, 2018. CP Engineers has been working with the Operations staff and the lab, to make sure they are aware of permit changes.

PCFA Leachate: They submitted their SIU Permit Modification request on March 8, 2018.

Rt. 31 Bridge over Furnace Brook: Previously, the Authority signed an agreement with the New Jersey Department of Transportation regarding their project. In the meantime, NJDOT is getting federal funds for the project, so, NJDOT had to modify the agreement to meet federal requirements. They sent an amended agreement for the Authority's endorsement. Although the project will probably have very little, if any effect on the Authority, Mr. Donati recommended Mr. Tipton review the documents before endorsement. Formal action by the Board was tabled until our next meeting.

Climbing Screen: There will be a meeting on Thursday with the Operations staff to review the matter.

Mr. Rosenberg asked Mr. Donati to look at a manhole on Pequest Road in Oxford when he is in the area.

There was a brief discussion about the trial test being conducted on metal with raw leachate at the Oxford facility.

AUTHORITY CONSULTANT

Mr. Wauhop's report was distributed just prior to the meeting. Chairman Chamberlain said it included the typical maintenance punch list items and the other items were already discussed. He instructed the Board to review the items on their own and save any questions for the next meeting.

FINANCE (Treasurer)

Mr. Piazza moved that Resolution #18-18 (Certificate No. 381: \$63,525.48) 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 #18-19 (Certificate No. 389: \$25,719.20) 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 everyone that their Financial Disclosure Statements must be filed by the April 30, 2018 deadline.

NEW BUSINESS

There was no new business to report.

PUBLIC COMMENT

There was no public present.


As there was no more business to come before the Authority, Mr. Piazza moved, and Ms. Napolitani seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:02 p.m.

Patricia Kaspereen
Administrative Assistant

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTH OF APRIL 2018.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of April 17,
2018, regarding payment of bills from the Operating Fund were for the operating expenses and
were in accordance with the Authority's 2018 budget.


Chad Chamberlain, Chairperson


Laurel Napolitani, Secretary

Certificate No. OP 381

Dated: April 17, 2018

Moved by: Mr. Piazza

Seconded by: Mr. Rosenberg

Yes 7

No 0

Abstain 0

Absent 2

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: April 17, 2018

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 #18480 - #18486

3/28/18

\$13,347.44

Due 4/17/18

50,178.04

Total

\$63,525.48

PENTAMATION
DATE: 07/27/2018
TIME: 07:58:19

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 7/18

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='03/28/2018'
DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18480	03/28/2018	ACCURATE WASTE REMOVAL SE	R	4752.00 ACCOUNTS PAYABLE CHECK
18481	03/28/2018	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
18482	03/28/2018	CENTURYLINK	R	64.64 ACCOUNTS PAYABLE CHECK
18483	03/28/2018	COMCAST	R	201.29 ACCOUNTS PAYABLE CHECK
18484	03/28/2018	FLORIO PERRUCCI STEINHARD	R	752.00 ACCOUNTS PAYABLE CHECK
18485	03/28/2018	NEW JERSEY ANALYTICAL LAB	R	379.50 ACCOUNTS PAYABLE CHECK
18486	03/28/2018	VERIZON WIRELESS	R	114.68 ACCOUNTS PAYABLE CHECK
TOTAL FUND				13347.44
TOTAL REPORT				13347.44

PENTAMATION
 DATE: 07/27/2018
 TIME: 08:03:52

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 7/18


SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='04/17/2018'

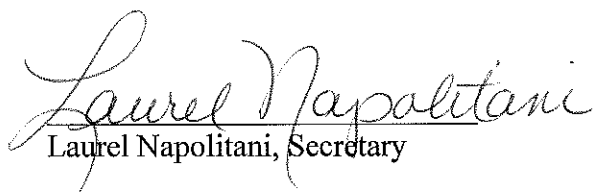
DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18493	04/17/2018	AMERIGAS	R	278.10 ACCOUNTS PAYABLE CHECK
18494	04/17/2018	BELVIDERE NAPA AUTO PARTS	R	11.93 ACCOUNTS PAYABLE CHECK
18495	04/17/2018	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
18496	04/17/2018	C & M AUTO PARTS	R	236.61 ACCOUNTS PAYABLE CHECK
18497	04/17/2018	CENTURYLINK	R	125.05 ACCOUNTS PAYABLE CHECK
18498	04/17/2018	CINTAS CORPORATION #101	R	150.98 ACCOUNTS PAYABLE CHECK
18499	04/17/2018	COMCAST	R	198.84 ACCOUNTS PAYABLE CHECK
18500	04/17/2018	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
18501	04/17/2018	CP ENGINEERS, LLC	R	5240.36 ACCOUNTS PAYABLE CHECK
18502	04/17/2018	CRISTAL ASSOCIATES, LLC	R	197.30 ACCOUNTS PAYABLE CHECK
18503	04/17/2018	DEUTSCH, SIDNEY	R	166.66 ACCOUNTS PAYABLE CHECK
18504	04/17/2018	ENVIRONMENTAL RESOURCE AS	R	202.84 ACCOUNTS PAYABLE CHECK
18505	04/17/2018	FASTENAL COMPANY	R	440.05 ACCOUNTS PAYABLE CHECK
18506	04/17/2018	FASTENAL COMPANY	R	125.00 ACCOUNTS PAYABLE CHECK
18507	04/17/2018	FLORIO PERRUCCI STEINHARD	R	544.00 ACCOUNTS PAYABLE CHECK
18508	04/17/2018	FRANK RYMON & SONS INC.	R	40.00 ACCOUNTS PAYABLE CHECK
18509	04/17/2018	GERO, WAYNE	R	516.34 ACCOUNTS PAYABLE CHECK
18510	04/17/2018	JCP&L	R	18066.08 ACCOUNTS PAYABLE CHECK
18511	04/17/2018	JCP&L	R	45.90 ACCOUNTS PAYABLE CHECK
18512	04/17/2018	JCP&L	R	3.32 ACCOUNTS PAYABLE CHECK
18513	04/17/2018	KISZONAK, DREW	R	166.66 ACCOUNTS PAYABLE CHECK
18514	04/17/2018	MAIN POOL & CHEMICAL CO.,	R	2946.05 ACCOUNTS PAYABLE CHECK
18515	04/17/2018	NAPOLITANI, LAUREL	R	291.66 ACCOUNTS PAYABLE CHECK
18516	04/17/2018	NEW JERSEY ANALYTICAL LAB	R	2798.50 ACCOUNTS PAYABLE CHECK
18517	04/17/2018	NIECE, DONALD L.	R	166.66 ACCOUNTS PAYABLE CHECK
18518	04/17/2018	NISIVOCIA CONSULTING LLC	R	128.75 ACCOUNTS PAYABLE CHECK
18519	04/17/2018	PASSAIC VALLEY SEWERAGE C	R	3920.00 ACCOUNTS PAYABLE CHECK
18520	04/17/2018	PIAZZA, ROBERT	R	291.66 ACCOUNTS PAYABLE CHECK
18521	04/17/2018	POSTMASTER BELVIDERE	R	151.00 ACCOUNTS PAYABLE CHECK
18522	04/17/2018	PYRZ WATER SUPPLY CO., IN	R	376.10 ACCOUNTS PAYABLE CHECK
18523	04/17/2018	RIGO GENERAL HARDWARE	R	293.20 ACCOUNTS PAYABLE CHECK
18524	04/17/2018	ROSENBERG, PHILIP H.	R	166.66 ACCOUNTS PAYABLE CHECK
18525	04/17/2018	RUSSELL REID INC.	R	3478.75 ACCOUNTS PAYABLE CHECK
18526	04/17/2018	SANICO INC.	R	121.00 ACCOUNTS PAYABLE CHECK
18527	04/17/2018	THE COUNTY OF WARREN	R	100.20 ACCOUNTS PAYABLE CHECK
18528	04/17/2018	WILSON PRODUCTS	R	108.50 ACCOUNTS PAYABLE CHECK
TOTAL FUND				50178.04
TOTAL REPORT				50178.04

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF APRIL 2018.

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 389

Dated: April 17, 2018

Moved by: Mr. Piazza

Seconded by: Ms. O'Connor

Yes 7

No 0

Abstain 0

Absent 2

CAPITAL IMPROVEMENT BILLS LIST

Dated: April 16, 2018

1. CP Engineers, LLC Period: March 2018 Engineering Services Tomar Litigation Assistance Oxford WWTP Upgrade \$284.50
2. CP Engineers, LLC Period: March 2018 Engineering Services NJEIFP Docs Oxford WWTP Upgrade 147.00
3. CP Engineers, LLC Period: March 2018 Engineering Services Warren Haven PS Rehab 336.25
4. Florio Perrucci Steinhardt & Fader Period: February 2018 Legal Services Oxford WWTP Upgrade 4,439.09
5. Florio Perrucci Steinhardt & Fader Period: March 2018 Legal Services Oxford WWTP Upgrade 3,952.36
6. New Jersey Air Products Inc. Roof Exhaust Fans Oxford WWTP 4,200.00
7. Tom Bartha & Son Excavating Rework Stormwater Flow Extend Concrete Pipe Oxford WWTP Service Road <u>12,360.00</u>
Total \$25,719.20

PENTAMATION
 DATE: 04/12/2018
 TIME: 11:24:23

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 4/18

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
18487	10101	04/16/18	CP ENGINEERS, LLC	19006	ENG SERV UPGRD NUTLFP	147.00
18487	10101	04/16/18	CP ENGINEERS, LLC	19006	ENG SERV TOMAR LITIGA	284.50
			TOTAL CHECK			431.50
18488	10101	04/16/18	CP ENGINEERS, LLC	19050	ENG SERV WRN HVN PS	336.25
18489	10101	04/16/18	FLORIO PERRUCCI STEINHARD	19006	LEGAL SERV OXF UPGRD FEE	4,439.09
18490	10101	04/16/18	FLORIO PERRUCCI STEINHARD	19006	LEGAL SERV OXF UPGRADE	3,952.36
18491	10101	04/16/18	NEW JERSEY AIR PRODUCTS I	19002	ROOF EXHAUST FANS	4,200.00
18492	10101	04/16/18	TOM BARTHA & SON EXCAVATI	19001	REWORK STORMWATER FLOW OX	12,360.00
			TOTAL FUND			25,719.20
			TOTAL REPORT			25,719.20