

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES May 18, 2021

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:28 p.m. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

Roll Call:

Laurel Napolitani, Chairwoman
Everdina O'Connor, Vice Chairperson
Chad Chamberlain, Secretary
Drew Kiszonak, Treasurer
Joseph Kennedy
Donald Niece
Robert Nyland
Joseph Roth

Sidney Deutsch - Absent

Also, in attendance were, Stephen Donati, P.E., Authority Engineer; Brian Tipton, Esq., Authority Legal Counsel; Kim Francisco, Authority Chief Financial Officer; Kevin Shoudt, Authority Consultant; and Susan Wright, Administrative Assistant.

MINUTES

Regarding the minutes from April 20, 2021 regular meeting, Ms. O'Connor noted two minor changes that needed to be made (identifying Drew Kiszonak as Treasurer within the Roll Call and on the last page, changing "Ms. Nyland" to "Mr. Nyland"). Also, Chairwoman Napolitani requested that under the Engineer's Report regarding the Oxford Paving Project, specifically wherein the Chairwoman was inquiring whether we could re-bid the project as there were only two bidders, she requested to add her concern that the advertisement was not posted on our website. The above corrections were made to the minutes.

Mr. Nyland moved to approve the minutes of the April 20, 2021 regular meeting. Mr. Kiszonak seconded. All in favor, motion carried.

CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Memorandum dated April 26, 2021 from Alex Lazorisak, Warren County Administrator, to Susan Wright, Administrative Assistant, enclosing instructions for distribution to PRMUA members for completing their on-line Financial Disclosure Statements.

2. Memorandum dated April 28, 2021 from Alex Lazorisak, Warren County Administrator advising all department/division heads the meeting agenda cut-off dates.
3. Letter dated April 19, 2021, from Elizabeth Dragon, Assistant Commissioner of the State of New Jersey DEP regarding our Compliance Inspection of April 12, 2021.
4. Notice of Public Hearing from John & Diane Scarzella, whose address is 115 Beechwood Road, Block 70, Lot 16 in the Township of White, seeking permits to construct an addition to the existing residential home within the front yard setback, to be heard before the White Township Board of Adjustment on May 20, 2021.
5. Incident Report dated May 13, 2021 from Joseph M. Milulka, C.P.M. of CP Engineers to Donald Hirsch, Chief, NJDEP regarding the force main break at Axford Avenue, Oxford, NJ on April 22, 2021.

Mr. Shoudt brought up the fact that the letter from the DEP regarding the Inspection, the attached report indicates that there was an inspection on Route 57, which we do not have any facilities on Route 57. Mr. Shoudt advised that he will contact them to get clarification.

CFO'S REPORT

Mr. Francisco summarized the monthly financial report.

All of the second quarter payments for sewer treatment charges have been received on time.

Revenues are at 50% and our Expenses are at 32%. Right on target.

Audit: Fieldwork is finished. Auditors are waiting for number from the State Pension to incorporate. Final report will be coming soon.

GENERAL COUNSEL

Mr. Tipton had nothing to report.

ENGINEER'S REPORT

Mr. Donati summarized his report which was included in the agenda packets.

Axford Avenue PS Force Main Failure. Mr. Donati advised that since DEP was notified of the leak, a formal letter was required to inform them of what happened and how it was resolved. A copy of that letter was provided to the Board at the meeting.

This is the second time in approximately five (5) years that the force main has failed. Mr. Donati did a quick cost estimate to replace the pipe, which would roughly be between \$140,000.00 and \$180,000.00. This includes replacing the current pipe with a pvc type pipe, the excavation, restoration, labor, etc. The Board does agree that eventually this issue will need to be addressed.

Annual Inspection Report: Mr. Donati advised that the report should be finalized by next week.

Belvidere Pretreatment Tank Mechanical Screen: Mr. Donati summarized his report and advised that the screen should be delivered around September 1, 2021. Contractor plans on starting the prep work in mid-August.

Interceptor System Program: Mr. Donati summarized his report and advised that work should start mid-June and completed within 30 days

Oxford UV Project: Mr. Donati advised that there was an issue with the manufacturer delivering units that were not as approved. They were taken back and rebuilt and delivered on site last Friday.

Chairwoman Napolitani inquired whether the contractor will be submitting a Change Order regarding this issue. Mr. Donati explained that the Contract states that before the contractor orders the equipment, they need to go out and field measure, which they did not do. He further explained the contractor did not put in for a Change Order request before the work was performed, which is protocol. Chairwoman Napolitani asked Mr. Tipton if he feels the Authority is legally required to pay the Change Order if and when it is submitted. Mr. Tipton will review the information, but as of right now, there is nothing to act upon.

Oxford Paving Project: Mr. Donati summarized his report and provided the Contracts signed by the Contractor, which needs to be executed by the Authority.

Belvidere Clarifier: Mr. Donati summarized his report regarding this project. Bid-opening is scheduled for May 27, 2021 and will recommend an award at next month's meeting.

Chairwoman Napolitani thanked Mr. Donati for his detailed reports, which are distributed in the Commissioners' agenda packets prior to the meetings. She inquired, that as a cost saving initiative, whether the Engineer should attend a meeting only upon request. Mr. Donati did advise that if there are questions regarding his report, as long as they are provided to him before the meeting, he can respond accordingly. There was a discussion among the Board regarding the Engineer's bills being costly and that the Authority is being charged for his time at the meetings, which does include his travel time, as well as mileage. As there are several projects going on right now, the Board would be more comfortable with Mr. Donati attending the meetings in person. Mr. Donati agreed to not charge mileage for his travel to the meetings.

AUTHORITY CONSULTANT

Mr. Shoudt distributed his report prior to the meeting and summarized the same.

Belvidere: Roof at FST, contractor advised he will try and start soon. Lights for the generator and garage, work should get started sometime next week.

Oxford: Axford Avenue force main leak. Mr. Niece inquired whether the break from five years ago and this break are in the same spot or different location. Mr. Shoudt advised that there is no

information as to where the break was from five years ago so he is not sure. Because of that, there is no indication as to what condition the pipe is in. There was discussion regarding having the strength of the pipe checked. Mr. Donati will look into getting some quotes and then the Board can decide on how to proceed.

On Going Projects: Only two tanks can be placed in the generator room and that permits are required for the plumbing. The contractor will revise his quote to include the cost of the permits.

Mr. Shoudt summarized his report regarding general and capital projects.

Mr. Niece moved for the authorization to advertise for the Chemical Contract bid. Mr. Kennedy seconded. All in favor, motion passed. The bid documents will be reviewed by Mr. Tipton before publication.

AUTHORITY CHAIRWOMAN

Personnel Policy/Manual Updates: The addendums to the policy were provided to the Board in their agenda packets. As there were no questions or concerns with the updates, Chairwoman Napolitani advised that the pages provided with the changes will be replaced within the existing manuals.

Chairwoman Napolitani touched on the purging of files and advised that there is a lot for Ms. Wright to sort through and it will be a very timely project. When the files have been sorted through and ready for destruction, the Authority will have the truck come and do the purging.

There was a discussion regarding the maintenance of the front door system with ADT, which has been a problem since it was installed over a year ago. It was agreed to terminate our monthly maintenance service.

Computer Assessment: Chairwoman Napolitani went over her email with Jean Paul Reece, which was provided to the Board in their agenda packets, regarding questions that the Authority had at last month's meeting in connection with the proposal and his responses thereto. After a brief discussion, Mr. Kennedy moved to go forward with the proposal. Mr. Nyland seconded. All in favor, motion passed.

FINANCE

Mr. Kiszonak moved that Resolution #21-26 (Certificate No. 417: \$112,398.64) be approved to pay all bills from the Operating Fund, as presented. Mr. Nyland seconded. The motion passed unanimously on a roll call vote.

Mr. Kiszonak moved that Resolution #21-27 (Certificate No. 423: \$25,416.39) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Nyland seconded. The motion passed unanimously on roll call vote.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A question was brought to Chairwoman Napolitani by Mr. Nyland regarding installing solar panels. Mr. Nyland advised that he is waiting to hear back from several different companies to see if the same can be done. He is hoping to have more information to discuss at next month's meeting.

PUBLIC COMMENT

There was no public comment.

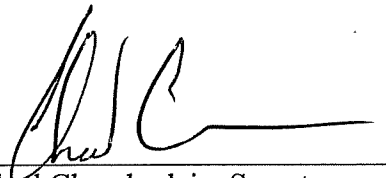
As there was no more business to come before the Authority, Mr. Nyland moved, and Mr. Kennedy seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:34 p.m.

Susan Wright
Susan Wright
Administrative Assistant

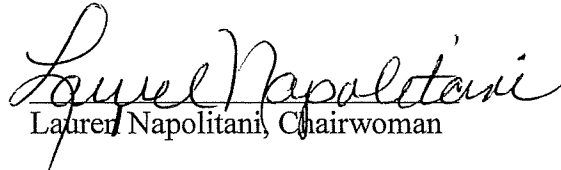
RESOLUTION RE:

**EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTHS OF APRIL & MAY 2021.**

I HEREBY CERTIFY, that the bills listed on the attached Resolution of May 18, 2021, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2021 budget.



Chad Chamberlain, Secretary



Lauren Napolitani, Chairwoman

Certificate No. OP 417

Dated: May 18, 2021

Moved by: Mr. Kiszczonak

Seconded by: Mr. Nyland

Yes 8

No 0

Abstain 0

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: May 18, 2021

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 #20299-20305:

04/27/21

\$10,286.07

Check #20306-20347:

05/12/21

\$102,112.57

Total \$112,398.64

PENTAMATION
 DATE: 04/27/2021
 TIME: 09:35:37

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 4/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20299	10101	04/27/21	ADT COMMERCIAL LLC	5026	FRNT DR SECUR 3 MNTHS	60.00
20300	10101	04/27/21	CENTURYLINK	5076	0309801924	9.95
20300	10101	04/27/21	CENTURYLINK	5076	0309373198	37.00
20300	10101	04/27/21	CENTURYLINK	5076	0310206175	19.90
			TOTAL CHECK			66.85
20301	10101	04/27/21	COMCAST	5076	8499052660035827	40.94
20301	10101	04/27/21	COMCAST	5076	8499052660035835	254.30
			TOTAL CHECK			295.24
20302	10101	04/27/21	COMCAST	5076	8499052650021506	326.08
20303	10101	04/27/21	JCP&L	5071	FLOW METER	3.10
20304	10101	04/27/21	TREASURER - STATE OF NJ	5049	ANNUAL PERMIT FEES	9,364.90
20305	10101	04/27/21	VERIZON WIRELESS	5076	MOBILE PHONES & OCCS	169.90
			TOTAL FUND			10,286.07
			TOTAL REPORT			10,286.07

PENTAMATION
 DATE: 05/12/2021
 TIME: 10:47:49

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 5/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20306	10101	05/17/21	ABB INC.	5024	SERVICE CONTRACT	1,400.00
20307	10101	05/17/21	AMERIGAS	5070	PROPANE	117.74
20308	10101	05/17/21	BILL HODGE ELECTRICAL CON	5024	OXFORD VARIOUS ISSUES	6,579.25
20309	10101	05/17/21	C & M AUTO PARTS	5025	DRILL BIT KIT	35.49
20310	10101	05/17/21	CENTURYLINK	5076	0309538602	55.38
20310	10101	05/17/21	CENTURYLINK	5076	0309480336	37.35
20310	10101	05/17/21	CENTURYLINK	5076	0310189069	42.94
		TOTAL CHECK				135.67
20311	10101	05/17/21	CINTAS CORPORATION	5043	4081477154	51.30
20311	10101	05/17/21	CINTAS CORPORATION	5043	1902080020	204.00
20311	10101	05/17/21	CINTAS CORPORATION	5043	4082134314	51.30
20311	10101	05/17/21	CINTAS CORPORATION	5043	4082134016	39.53
20311	10101	05/17/21	CINTAS CORPORATION	5043	4082792986	51.30
20311	10101	05/17/21	CINTAS CORPORATION	5043	4080801325	39.53
20311	10101	05/17/21	CINTAS CORPORATION	5043	4082792936	39.53
20311	10101	05/17/21	CINTAS CORPORATION	5043	4081476921	39.53
20311	10101	05/17/21	CINTAS CORPORATION	5043	4080801746	51.30
		TOTAL CHECK				567.32
20312	10101	05/17/21	COUNTY OF WARREN	5028	FINANCE SUPPORT	1,000.00
20313	10101	05/17/21	CP ENGINEERS NJ, LLC	5545	9848	627.00
20313	10101	05/17/21	CP ENGINEERS NJ, LLC	5545	9851	1,395.75
20313	10101	05/17/21	CP ENGINEERS NJ, LLC	5545	9846	252.00
20313	10101	05/17/21	CP ENGINEERS NJ, LLC	5545	9853	6,804.14
20313	10101	05/17/21	CP ENGINEERS NJ, LLC	5545	9852	294.00
20313	10101	05/17/21	CP ENGINEERS NJ, LLC	5545	9849	2,142.00
20313	10101	05/17/21	CP ENGINEERS NJ, LLC	5545	9850	486.00
20313	10101	05/17/21	CP ENGINEERS NJ, LLC	5545	9947	1,193.50
		TOTAL CHECK				13,194.39
20314	10101	05/17/21	DEUTSCH, SIDNEY	5011	MONTHLY STIPEND	166.66
20315	10101	05/17/21	FASTENAL COMPANY	5024	PAEAS182856	519.60
20316	10101	05/17/21	FASTENAL COMPANY	5024	PAEAS183486	139.66
20317	10101	05/17/21	FIRE FIGHTERS EQUIPMENT C	5024	BELV ANNUAL SERVICE	421.45
20317	10101	05/17/21	FIRE FIGHTERS EQUIPMENT C	5024	OXF ANNUAL SERVICE	198.50
		TOTAL CHECK				619.95
20318	10101	05/17/21	GERO, WAYNE	5092	REIMB HEALTH	344.78
20319	10101	05/17/21	JCP&L	5071	100004582811	2.47
20319	10101	05/17/21	JCP&L	5071	100005061898	53.82
20319	10101	05/17/21	JCP&L	5071	100004952337	245.64
20319	10101	05/17/21	JCP&L	5071	100003352968	305.13
20319	10101	05/17/21	JCP&L	5071	100004911044	6,052.10
20319	10101	05/17/21	JCP&L	5071	100004188262	5,834.28
20319	10101	05/17/21	JCP&L	5071	100005205917	640.32
		TOTAL CHECK				13,133.76

PENTAMATION
 DATE: 05/12/2021
 TIME: 10:47:49

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 2
 VENCHK11
 ACCOUNTING PERIOD: 5/21

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20320	10101	05/17/21	KENNEDY, JOSEPH, SR.	5011	MONTHLY STIPEND	166.66
20321	10101	05/17/21	KEVIN SHOUDT & ASSOCIATES	5029	CONSULT MNTHLY FEE	5,416.66
20322	10101	05/17/21	KISZONAK, DREW	5011	MONTHLY STIPEND	291.66
20323	10101	05/17/21	KUSTOM CONTROL SOLUTIONS	5024	FILTER OPERATION	675.00
20324	10101	05/17/21	LIN SUPPLY INC.	5024	127957	23.99
20324	10101	05/17/21	LIN SUPPLY INC.	5024	127788	7.36
			TOTAL CHECK			31.35
20325	10101	05/17/21	MAIN POOL & CHEMICAL CO.,	5521	APRIL BILLING	6,362.80
20326	10101	05/17/21	MIKE NELSON CONSULTING, L	5042	EDUCATIONAL CLASS	1,280.00
20327	10101	05/17/21	NAPOLLITANI, LAUREL	5011	MONTHLY STIPEND	333.32
20328	10101	05/17/21	NEW JERSEY AMERICAN WATER	5072	APRIL WATER	15.56
20329	10101	05/17/21	NEW JERSEY ANALYTICAL LAB	5509	N096071	296.50
20329	10101	05/17/21	NEW JERSEY ANALYTICAL LAB	5509	N095890	270.50
20329	10101	05/17/21	NEW JERSEY ANALYTICAL LAB	5509	N096073	304.00
20329	10101	05/17/21	NEW JERSEY ANALYTICAL LAB	5509	N096072	210.00
20329	10101	05/17/21	NEW JERSEY ANALYTICAL LAB	5509	N096369	10.50
20329	10101	05/17/21	NEW JERSEY ANALYTICAL LAB	5509	N095980	10.50
20329	10101	05/17/21	NEW JERSEY ANALYTICAL LAB	5509	N095927	296.50
			TOTAL CHECK			1,398.50
20330	10101	05/17/21	NJUA JOINT INSURANCE FUND	5091	WORKERS COMP	4,157.50
20330	10101	05/17/21	NJUA JOINT INSURANCE FUND	5194	GENERAL INSURANCE	19,569.50
			TOTAL CHECK			23,727.00
20331	10101	05/17/21	NIECE, DONALD L.	5011	MONTHLY STIPEND	166.66
20332	10101	05/17/21	NISIVOCIA LLP	5028	AUDIT SERV FY2020	7,525.00
20333	10101	05/17/21	NJ ADVANCE MEDIA	5021	EASTON EXPRESS	54.69
20334	10101	05/17/21	NJ ADVANCE MEDIA	5021	STAR LEDGER	331.66
20335	10101	05/17/21	NORTH EAST PARTS GROUP, L	5025	OIL & FUEL FILTERS	53.15
20335	10101	05/17/21	NORTH EAST PARTS GROUP, L	5025	MISC. ITEMS	105.87
20335	10101	05/17/21	NORTH EAST PARTS GROUP, L	5025	PREM START FLUID	4.79
			TOTAL CHECK			163.81
20336	10101	05/17/21	NYLAND, ROBERT F.	5011	MONTHLY STIPEND	166.66
20337	10101	05/17/21	O'CONNOR, EVERDINA A.	5011	MONTHLY STIPEND	291.66
20338	10101	05/17/21	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE APRIL	4.29
20339	10101	05/17/21	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL APRIL	4,809.00
20340	10101	05/17/21	REP PUMP SERVICES, LLC	5024	P113454-21	569.00

PENTAMATION
 DATE: 05/12/2021
 TIME: 10:47:49

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 3
 VENCHK11
 ACCOUNTING PERIOD: 5/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

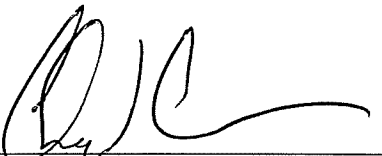
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20340	10101	05/17/21	REP PUMP SERVICES, LLC	5024	P113453-21	492.60
	TOTAL CHECK					1,061.60
20341	10101	05/17/21	REP PUMP SERVICES, LLC	5024	P113421-21	507.60
20342	10101	05/17/21	REP PUMP SERVICES, LLC	5024	BELVIDERE WWTP	1,351.20
20343	10101	05/17/21	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	166.66
20344	10101	05/17/21	SANICO INC.	5024	MONTHLY DUMPSTER FEE	271.80
20345	10101	05/17/21	SPECTRASERV INC	5079	APRIL SLUDGE HAUL	6,384.00
20346	10101	05/17/21	TOM BARTHA & SON EXCAVATI	5024	OXFORD STP	1,180.00
20347	10101	05/17/21	WILSON PRODUCTS	5024	APRIL	23.50
	TOTAL FUND					102,112.57
	TOTAL REPORT					102,112.57

RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF APRIL, 2021.

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


Laurel Napolitani, Chairwoman


Chad Chamberlain, Secretary

Certificate No. CI 423

Dated: May 18, 2021

Moved by: Mr. Kiszonak

Seconded by: Mr. Nyland

Yes 8

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: May 18, 2021

1. CP Engineers, LLC - Engineering Services
Interceptor System
Oxford UV System
Belvidere WWTF PT Screen
Oxford WWTF Access Road
Belvidere Clarifier Rehab
(April, 2021) \$25,416.39

Total \$25,416.39

PENTAMATION
 DATE: 05/12/2021
 TIME: 11:02:51

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 5/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20348	10101	05/18/21	CP ENGINEERS NJ, LLC	19002	BELV WWTF PT SCREEN	1,894.05
20348	10101	05/18/21	CP ENGINEERS NJ, LLC	19001	INTERCEPTOR SYSTEM	1,267.50
20348	10101	05/18/21	CP ENGINEERS NJ, LLC	19050	OXFORD ACCESS ROAD	2,782.50
20348	10101	05/18/21	CP ENGINEERS NJ, LLC	19001	BELV CLARIFIER REHAB	13,854.75
20348	10101	05/18/21	CP ENGINEERS NJ, LLC	19050	OXF UV SYSTEM	5,617.59
			TOTAL CHECK			25,416.39
			TOTAL FUND			25,416.39
			TOTAL REPORT			25,416.39