

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES June 18, 2019

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Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:31 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	Sidney Deutsch	Absent (entered during Executive Session)
Laurel Napolitani, Secretary	Morris Scott, Jr.	Absent
Robert Piazza, Treasurer		
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 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. Piazza moved, and Ms. Napolitani seconded to approve the minutes of the May 21, 2019 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Ms. O'Connor moved, and Mr. Piazza seconded to approve the minutes of the May 21, 2019 executive session, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Absent	Ms. O'Connor	Yes
Mr. Kiszonak	Abstain	Mr. Piazza	Yes
Ms. Napolitani	Yes	Mr. Scott	Absent

Mr. Niece	Yes	Chairman Chamberlain	Yes
Mr. Nyland	Abstain		

## CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated May 17, 2019, from PAIC (Public Alliance Insurance Coverage) Fund to the Authority announcing the amount of our dividend.
- 2) A letter dated May 20, 2019, from NJDEP to the Authority enclosing the invoice for our FY2019 New Jersey Pollutant Discharge Elimination System permit fee for the Oxford WWTF.
- 3) A letter dated May 20, 2019, from NJDEP to the Authority enclosing the invoice for our FY2019 New Jersey Pollutant Discharge Elimination System permit fee for the Belvidere WWTF.
- 4) A letter dated May 31, 2019, from Chairman Chamberlain and CFO Francisco to the Authority regarding the FY2018 Audit.
- 5) A letter dated June 3, 2019, from NJDEP to our Laboratory Manager, announcing that our Belvidere laboratory performed acceptably on all parameters for the 2019 Initial Non-Potable Water Proficiency Test Study.
- 6) A letter dated June 3, 2019, from NJDEP to our Laboratory Manager, announcing that our Oxford laboratory performed acceptably on all parameters for the 2019 Initial Non-Potable Water Proficiency Test Study.
- 7) A letter dated June 3, 2019, from NJDEP to our Laboratory Manager, enclosing a Certificate and Annual Certified Parameter List for the Belvidere Laboratory.
- 8) A letter dated June 3, 2019, from NJDEP to our Laboratory Manager, enclosing a Certificate and Annual Certified Parameter List for the Oxford Laboratory.
- 9) A letter dated June 10, 2019, from NJDEP to Fairway Valley Community Association, enclosing an approved TWA (Treatment Works Approval) for the Wellington Valley Estates (fka Washington Valley Estates) development located in Washington Township, Warren County.
- 10) A letter dated June 11, 2019, from Stephen Donati, P.E., VP, CP Engineers, to Michael Shine, PE, NV5, regarding utility verification for a NJDOT project. (the Authority has no facilities in the area)

- 11) A Public Hearing Notice submitted by the attorneys for New Jersey American Water Company to be heard at the Oxford Township Land Use Board public hearing to be held on June 25, 2019, regarding the upgrades and modifications to the applicant's "Oxford Station" located at Block 33, Lots 26, 23 & 24.01.

### EXECUTIVE SESSION

At approximately 7:36 pm, Mr. Kiszona moved, and Ms. O'Connor seconded to adopt Resolution #19-24, to enter an executive session to discuss personnel and litigation. All in favor, motion carried. Mr. Deutsch entered the meeting during executive session. Mr. Donati was asked to step out of the executive session during the litigation discussion.

At 8:17 p.m., Mr. Nyland moved, and Ms. O'Connor seconded to return to open session. All in favor, motion carried. Mr. Donati reentered the meeting.

### CFO'S REPORT

Audit: The Auditor is still waiting for a final number from the State regarding post-retirement benefits. The State has extended the due date for the Audit to the end of July. Mr. Francisco expects to receive the final audit report within the next month for approval at our July meeting.

Monthly financial report: We had another good month. Our cash balance is up. Expenses are on target. Once again, no surprises. We are in good shape and have approximately \$6.7 million dollars.

### 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.

He noted on the Operations Report that the average flow at the Belvidere plant for the month of May was 442,000 gpd. It should be about 280,000. There is a lot of I&I in the system, he said. Both plants had high flows. The I&I needs to be addressed, especially if there is potential for big developments. This could then put the Authority over our average daily flow limit.

Regarding sewer extensions, the meeting with the developer of the proposed warehouses (Jaindl Development) in White Township is scheduled for June 19<sup>th</sup> at 1:00 pm. The proposed project would need to connect to the County line on Route 519. Flow from that line goes to the Authority's Belvidere plant.

County Line CR519: Mr. Donati initiated discussion about the County owned line on Route 519 in White Township, and the possibility of the Authority taking over that line.

Washington Valley Estates: The developer received an approved TWA (corr. #9) from the State, which means they can start installing sewer lines.

NJAWC: We received Notice (corr. #11) of them going before the Oxford Township Land Use Board.

Under Operation & Permitting, the Authority has heard nothing recently from the State about the Route 31 Bridge over Furnace Brook project. However, Mr. Nyland informed Mr. Donati that Oxford recently received correspondence and activity has started. Mr. Nyland stated that Oxford was never notified about this project before it began, and local police were never notified that there would be construction on the highway.

### AUTHORITY CONSULTANT

Mr. Wauhop gave an update on his health and thanked everyone for their support, cards, kind thoughts and prayers.

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

Belvidere WWTP: He recapped maintenance items performed during the month. Changed out the air filters for both blowers. Changed the oil in the F350. Serviced all the service building roof fans and greased the process pit pumps.

Oxford WWTP: He recapped maintenance items performed during the month. The wet wells for all the pump stations were cleaned out, removing the grease and grit. Changed the O-rings on the Cummins generator water pump. Installed a new bleeder on the #2 wasting pump and a new in-line heater in the Axford Avenue generator. Fabricated a new scraper for the Warren Haven #2 Pump Station. The old transformers were removed from the contact tank and repaired the skimmer arm on the #4 clarifier. Changed the O-ring on the #2 return pump and replaced the starter on the Belvidere F350.

General Business: Mr. Tipton will review the bids for Chemical Contract #19-01 for our next meeting. We are operating under the old contract with Main Pool & Supply.

Mr. Shoudt continues to do a good job as Mr. Wauhop's backup.

Capital Projects: As requested at last month's meeting, the Authority looked into State Contract pricing for the purchase of a new Ford truck and discovered it would cost us about \$300 more than the local dealer. So, Mr. Wauhop requested authorization to purchase the truck from Smith Motors. There was discussion on whether the Authority needed to go out to bid. The Authority has a Qualified Purchasing Agent, so the bid threshold may be \$40,000 (the cost for the truck is about \$30,000). Mr. Francisco will confirm this and let Mr. Wauhop know. He requested authorization for the purchase as discussed, based on confirmation from CFO Francisco of the bid threshold.

Ms. Napolitani moved to allow Mr. Wauhop to purchase a new truck from Smith Motors, based on confirmation from our CFO about our bid threshold. Ms. O'Connor seconded. All in favor, motion carried.

Mr. Wauhop obtained a quote to replace 7 doors (including jambs, frames and hardware) at the Oxford Service Building. The existing doors are in bad shape. The quote for total materials & labor is \$17,500 and was from Walter N. Gross Remodeling and Contracting. Mr. Wauhop is familiar with this contractor. He and other commissioners acknowledged that he does good work. Mr. Wauhop has been working on obtaining quotes for this project for months.

Mr. Niece moved and Mr. Kiszonak seconded to hire Walter N. Gross Remodeling & Contracting to replace seven (7) door units at the Oxford plant for a total cost of \$17,500. All in favor, motion carried.

Mr. Wauhop met with Mr. Donati earlier today to review the analysis that he has done so far on the proposed UV installation at the Oxford plant, so that a bid package can be put together. Mr. Wauhop, Mr. Donati and Mr. Shoudt will meet to go over the options available.

Mr. Wauhop stated that more importantly, we must begin the paperwork for the aeration basin work at the Belvidere plant. The State will be back between now and August see what the Authority has done. This project is more important than the UV installation.

Mr. Wauhop continues to work on the climbing screen for the Belvidere plant. He is having a drawing made to send to the State for review for the TWA. It will take the State ninety days to review it. There is a provision in the regs that allows us to build our own climbing screen, by submitting a drawing (signed and sealed) to the State for approval.

The paving project was discussed. Mr. Wauhop recommended only paving the little driveway to the shed, which cost about \$5,000. He stated that the Authority needs to work with the Township of Oxford regarding the driveway going to Pequest Road. Mr. Niece stated that the paving project has been discussed for some time and he did not want to see it forgotten. There was further discussion on the matter.

Mr. Kiszonak asked how many licensed operators the Authority had. Mr. Wauhop stated that all the operators have licenses but of various degrees. Two of the operators have S2 and C2 licenses; these are the licenses needed to be in charge of the plants. Mr. Donati explained that every wastewater treatment facility is given a certain level (rating), depending on its complexity, flow and other criteria. Both of our plants are S2 plants. At the present, John Wasser is the Licensed Operator in Charge for both plants.

Chairman Chamberlain asked for an update about security at the Administration Building, as discussed at last month's meeting.

Ms. Kaspereen informed him that she contacted two companies, both visited the site and took notes and pictures. No proposals have been received yet; one of the companies may have to

have a locksmith or someone else revisit the site before presenting a proposal.

#### FINANCE (Treasurer)

Mr. Piazza moved that Resolution #19-25 (Certificate No. 395: \$69,295.48) be approved to pay all bills from the Operating Fund, as presented. Mr. Nyland seconded. Ms. O'Connor had a question on one of the Hodge Electric bills, she was concerned by the lack of detailed explanation. Mr. Wauhop explained the work performed. Mr. Piazza also expressed dissatisfaction by this company's lack of detail on its invoices. Ms. Kaspereen stated she verifies with the operators that the work was done, and that Mr. Wauhop was aware of the job. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #19-26 (Certificate No. 402: \$288.00) 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

There was no new business.

#### PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Mr. Niece moved, and Ms. O'Connor seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:57 p.m.

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Patricia Kaspereen  
Administrative Assistant

**RESOLUTION**

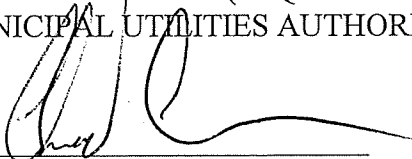
**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

**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

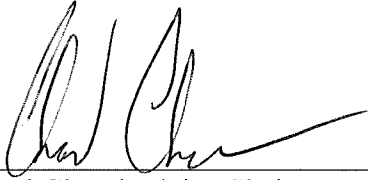
  
\_\_\_\_\_  
Laurel Napolitani, Secretary


DATED: June 18, 2019

**RESOLUTION RE:**

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

I HEREBY CERTIFY, that the bills listed on the attached Resolution of June 18, 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 Napolitano, Secretary

Certificate No. OP 395

Dated: June 18, 2019

Moved by: Mr. Piazza

Seconded by: Mr. Nyland

Yes 8

No 0

Abstain 0

Absent 1



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

**Meeting: June 18, 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 #19151 - #19158

5/30/19	\$16,957.09
Due 6/18/19	<u>52,338.39</u>
Total	\$69,295.48

PENTAMATION  
DATE: 10/03/2019  
TIME: 08:38:35

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 10/19

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='05/30/2019'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19151	05/30/2019	CENTURYLINK	R	66.22 ACCOUNTS PAYABLE CHECK
19152	05/30/2019	COMCAST	R	247.13 ACCOUNTS PAYABLE CHECK
19153	05/30/2019	JCP&L	R	3.13 ACCOUNTS PAYABLE CHECK
19154	05/30/2019	MAIN POOL & CHEMICAL CO.,	R	5410.45 ACCOUNTS PAYABLE CHECK
19155	05/30/2019	NEW JERSEY ANALYTICAL LAB	R	1085.00 ACCOUNTS PAYABLE CHECK
19156	05/30/2019	TREASURER - STATE OF NJ	R	5250.75 ACCOUNTS PAYABLE CHECK
19157	05/30/2019	TREASURER - STATE OF NJ	R	4779.37 ACCOUNTS PAYABLE CHECK
19158	05/30/2019	VERIZON WIRELESS	R	115.04 ACCOUNTS PAYABLE CHECK
TOTAL FUND				16957.09
TOTAL REPORT				16957.09

PENTAMATION  
 DATE: 10/03/2019  
 TIME: 08:41:00

PAGE NUMBER: 1  
 ACCTPA21  
 ACCOUNTING PERIOD: 10/19

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='06/18/2019'

DISTRIBUTION FUND: MUA01


CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19160	06/18/2019	BILL HODGE ELECTRICAL CON	R	2725.56 ACCOUNTS PAYABLE CHECK
19161	06/18/2019	BILL HODGE ELECTRICAL CON	R	674.00 ACCOUNTS PAYABLE CHECK
19162	06/18/2019	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
19163	06/18/2019	C & M AUTO PARTS	R	406.27 ACCOUNTS PAYABLE CHECK
19164	06/18/2019	CENTURYLINK	R	128.09 ACCOUNTS PAYABLE CHECK
19165	06/18/2019	CINTAS CORPORATION #101	R	407.29 ACCOUNTS PAYABLE CHECK
19166	06/18/2019	COMCAST	R	250.09 ACCOUNTS PAYABLE CHECK
19167	06/18/2019	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
19168	06/18/2019	CP ENGINEERS, LLC	R	3068.50 ACCOUNTS PAYABLE CHECK
19169	06/18/2019	CP ENGINEERS, LLC	R	5676.25 ACCOUNTS PAYABLE CHECK
19170	06/18/2019	CRISTAL ASSOCIATES, LLC	R	299.95 ACCOUNTS PAYABLE CHECK
19171	06/18/2019	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
19172	06/18/2019	FLORIO PERRUCCI STEINHARD	R	512.00 ACCOUNTS PAYABLE CHECK
19173	06/18/2019	GERO, WAYNE	R	315.21 ACCOUNTS PAYABLE CHECK
19174	06/18/2019	JCP&L	R	6808.51 ACCOUNTS PAYABLE CHECK
19175	06/18/2019	JCP&L	R	5813.75 ACCOUNTS PAYABLE CHECK
19176	06/18/2019	JTORLE'S OFFICE SUPPLIES	R	120.27 ACCOUNTS PAYABLE CHECK
19177	06/18/2019	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
19178	06/18/2019	LIN SUPPLY INC.	R	617.00 ACCOUNTS PAYABLE CHECK
19179	06/18/2019	MAIN POOL & CHEMICAL CO.,	R	1199.40 ACCOUNTS PAYABLE CHECK
19180	06/18/2019	MAYBERRY SALES & SERVICE	R	43.64 ACCOUNTS PAYABLE CHECK
19181	06/18/2019	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE CHECK
19182	06/18/2019	NATIONAL DRUG SCREEN, INC	R	70.00 ACCOUNTS PAYABLE CHECK
19183	06/18/2019	NEW JERSEY AMERICAN WATER	R	16.85 ACCOUNTS PAYABLE CHECK
19184	06/18/2019	NEW JERSEY ANALYTICAL LAB	R	35.50 ACCOUNTS PAYABLE CHECK
19185	06/18/2019	NIECE, DONALD L.	R	166.67 ACCOUNTS PAYABLE CHECK
19186	06/18/2019	NYLAND, ROBERT F.	R	166.67 ACCOUNTS PAYABLE CHECK
19187	06/18/2019	PASSAIC VALLEY SEWERAGE C	R	3360.00 ACCOUNTS PAYABLE CHECK
19188	06/18/2019	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
19189	06/18/2019	REP PUMP SERVICES, LLC	R	877.76 ACCOUNTS PAYABLE CHECK
19190	06/18/2019	REP PUMP SERVICES, LLC	R	732.80 ACCOUNTS PAYABLE CHECK
19191	06/18/2019	RIGO GENERAL HARDWARE	R	17.79 ACCOUNTS PAYABLE CHECK
19192	06/18/2019	S & K TRUCK PARTS, INC	R	496.20 ACCOUNTS PAYABLE CHECK
19193	06/18/2019	SANICO INC.	R	129.01 ACCOUNTS PAYABLE CHECK
19194	06/18/2019	SPECTRASERV INC	R	4788.00 ACCOUNTS PAYABLE CHECK
19195	06/18/2019	SPS ENGINEERING, INC	R	2360.00 ACCOUNTS PAYABLE CHECK
19196	06/18/2019	STAPLES CREDIT PLAN	R	210.45 ACCOUNTS PAYABLE CHECK
19197	06/18/2019	THE COUNTY OF WARREN	R	354.91 ACCOUNTS PAYABLE CHECK
19198	06/18/2019	ZEP SALES & SERVICE	R	489.99 ACCOUNTS PAYABLE CHECK
TOTAL FUND				52338.39

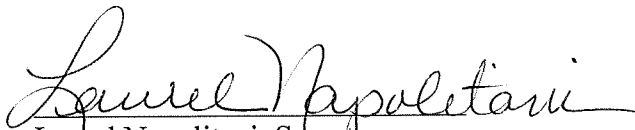
TOTAL REPORT

52338.39

**RESOLUTION RE:** EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF JUNE 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 402

Dated: June 18, 2019

Moved by: Mr. Piazza

Seconded by: Mr. Nyland

Yes 8

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: June 17, 2019**

1. Florio Perrucci Steinhardt Cappelli Legal Services - May 2019 Oxford Upgrade WWTP	..... <u>\$288.00</u>
Total	..... \$288.00

PENTAMATION  
DATE: 06/14/2019  
TIME: 10:32:31

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 6/19

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
19159	10101	06/17/19	539	FLORIO PERRUCCI STEINHARD 19006	LEGAL SERV OXF UPGRADE	288.00
TOTAL FUND						288.00
TOTAL REPORT						288.00