

**WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY
REORGANIZATION MEETING
MINUTES
FEBRUARY 20, 2018**

Chairman Chamberlain called the reorganization 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.

Chairman Chamberlain congratulated Laurel Napolitani on her reappointment as a commissioner, by the Warren County Freeholders. Mr. Tipton administered the oath of office to Laurel Napolitani.

Roll Call:

Sidney Deutsch
Drew Kiszonak
Laurel Napolitani, Secretary
Donald Niece
Everdina O'Connor
Robert Piazza, Treasurer
Philip Rosenberg
Morris Scott, Jr., Vice Chairman
Chad Chamberlain, Chairman

Also, in attendance were: Steve Donati, P.E., Authority Engineer; Brian Tipton, Esq., Authority Legal Counsel; Daniel Olshefski, Authority Chief Financial Officer; Kim Francisco, Authority Fiscal Officer; 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.

REPORTS OF COMMITTEES

Finance Committee: On behalf of the Finance Committee, Mr. Piazza, who chairs the committee, thanked Mr. Olshefski, Mr. Francisco and their staff for assisting the Authority in preparing the budget and keeping us in line financially. He also thanked Mr. Wauhop for being fiscally responsible in running the plants. The Authority is in good financial position and has over \$5 million dollars in unrestricted funds. He felt that everyone associated with both facilities are conscientious, which he appreciates. He also appreciates the other members of the committee and hopes they continue to serve on this committee. Other committee members

agreed with his statements. Chairman Chamberlain thanked the committee for their efforts and looks forward to another good year.

Personnel Committee: On behalf of the Personnel Committee, Chairman Chamberlain, who chairs the committee, said the committee worked very closely with Mr. Wauhopp and had several meetings with him. Chairman Chamberlain stated the committee's most notable accomplishment was establishing a Personnel Manual that is legally compliant and meets the requirements of our insurance company and protects the employees and the Authority. He stated that this is a document that is never quite finished and always evolves, and he is sure there will be more work moving forward. Other committee members agreed. Chairman Chamberlain thanked the rest of the committee for attending the numerous personnel meetings and for their support of Mr. Wauhopp.

Insurance Committee: Mr. Rosenberg, who chairs this committee, said we completed the training for public officials. Everything is in order and coverages are in order. There are no outstanding claims. Chairman Chamberlain thanked the committee for their efforts.

ELECTION OF OFFICERS

Chairman Chamberlain passed the gavel to Mr. Tipton to conduct the Election of Officers.

Mr. Tipton opened the nominations for chairperson.

Mr. Scott made a motion to retain the same slate of officers as last year. Ms. O'Connor seconded.

As there were no further nominations, nominations were closed. Mr. Piazza moved and Mr. Niece seconded to close the nominations. All in favor, motion carried.

The motion for nominations of the same slate of officers passed unanimously on a roll call vote.

Mr. Tipton congratulated the officers and relinquished the gavel to Chairman Chamberlain.

Chairman Chamberlain thanked everyone.

APPOINTMENT OF OFFICERS

General Counsel: Chairman Chamberlain presented a resolution to award a non-fair and open contract for professional services with Florio Perrucci Steinhardt & Fader, LLC, for legal services for the upcoming year.

Mr. Scott moved to adopt Resolution #18-04, awarding a non-fair and open contract for professional services with Florio Perrucci Steinhardt & Fader, LLC, for legal services from February 20, 2018 to February 19, 2019. Mr. Piazza seconded. The rates remain the same. The motion passed unanimously on a roll call vote.

Mr. Tipton thanked the Board.

Consulting Engineer: Chairman Chamberlain presented a resolution authorizing the award of a non-fair and open contract for professional engineering consulting services to CP Engineers, LLC for the upcoming year.

Mr. Piazza moved to adopt Resolution #18-05, awarding a non-fair and open contract for professional engineering consulting services to CP Engineers, LLC, from February 20, 2018 to February 19, 2019. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Donati thanked the Board.

NEW BUSINESS

Finance Committee, Personnel Committee & Insurance Committee: Chairman Chamberlain asked if current committee members would like to serve on the same committees for another year in the same capacity, if no one objected. Hearing no objections, they all agreed. The committees were set for another year.

Chairman Chamberlain introduced a resolution for the appointment of the Authority's Public Agency Compliance Officer for 2018. Mr. Wauhopp was our PACO for 2017 and agreed to do so again for 2018.

Mr. Piazza moved to adopt Resolution #18-06, authorizing the reappointment of Mr. Wauhopp as the Authority's Public Agency Compliance Officer (PACO) for 2018. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Lastly, Chairman Chamberlain introduced resolutions to establish a schedule of meeting dates and designation of the official newspapers. Mr. Wauhopp has a conflict for the April 17th meeting, but will have everything prepared for the meeting beforehand, and he can have Mr. Sipes and Mr. Donati present at the meeting. Mr. Wauhopp will also be available by phone.

Mr. Niece moved and Mr. Scott seconded to adopt Resolution #18-07, establishing the schedule of meeting dates for 2018. All in favor, motion passed.

All regular meetings will be held on the third Tuesday of the month. All regular meetings will start at 7:30 p.m., with the exception of the December 2018 and February 2019 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting that will start at 7:30 p.m.

Ms. O'Connor moved and Mr. Niece seconded to adopt Resolution #18-08, for designation of the Authority's official newspapers. The Board designated the *Star Gazette* as the Authority's official newspaper, and with *The Express Times*, as the two newspapers to receive notices of meetings. All in favor, motion carried.

Mr. Scott moved and Mr. Piazza seconded that the Reorganization Meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 7:45 p.m.

Patricia Kaspereen
Administrative Assistant

RESOLUTION: 18-04

**AUTHORIZING THE ADOPTION OF A
NON FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES WITH
FLORIO PERRUCCI STEINHARDT
& FADER, LLC FOR LEGAL SERVICES
FOR THE WARREN COUNTY (PEQUEST
RIVER) MUNICIPAL UTILITIES
AUTHORITY**

WHEREAS, there exists a need for legal advice and professional legal services to the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the "Authority"), and

WHEREAS, the Authority desires to contract for services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the terms of this Agreement reflect an approved hourly billing rate of \$160.00 for all attorneys and \$75.00 for all paralegal services to be provided by Florio Perrucci Steinhardt & Fader, LLC, and based thereon the Authority has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 20, 2018 to February 19, 2019; and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any unauthorized reportable contributions to an unauthorized recipient in the previous one year, and the Contractor will be prohibited from making any contribution in contravention of N.J.S.A. 19:44A-20.4 through the term of the Contract; and

WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into a contract with Florio Perrucci Steinhardt & Fader as described herein.

2. The contract is awarded without competitive bidding as a "Professional Service" because professional legal services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).

3. A Notice of this resolution shall be published in the official newspaper as required by law within ten days of its passage.

4. One copy of this Resolution, and the contract itself, shall be made available at the Authority offices for public inspection.

5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.

CERTIFICATION

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on February 20, 2018.

BY: Laurel Napolitani
Secretary

DATE: February 20, 2018

RESOLUTION #18-05

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES, FOR 2018

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (AUTHORITY), has the need for Professional Engineering Consulting Services, on an as needed basis for various tasks, as set forth in detail in the attached Agreement between this Authority and CP Engineers, LLC. (CP); and

WHEREAS, the Authority desires to contract for services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the terms of this Agreement reflect approved hourly billing rates for a defined scope of services to be provided by the Engineer, and based thereon the Authority's Chairman has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 20, 2018 to February 19, 2019; and

WHEREAS, CP has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the County of Warren, New Jersey, in the previous one year, and that the contract will prohibit the Contractor from making any reportable contributions through the term of the contract; and

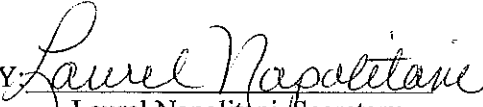
WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into a contract with CP Engineers, LLC. as described herein.
2. The contract is awarded without competitive bidding as a "Professional Service" because professional engineering services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).
3. A Notice of this resolution shall be published in the official newspapers as required by law within ten days of its passage.
4. One copy of this Resolution, and the contract itself, shall be made available at the Authority offices for public inspection.
5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.

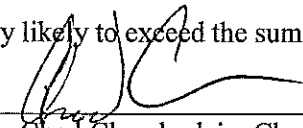
CERTIFICATION

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on February 20, 2018.

BY: 
Laurel Napolitani, Secretary

CERTIFICATION

I, Chad Chamberlain, Chairman of the Authority, do this date certify that the contract mentioned herein exceeds, or is reasonably likely to exceed the sum of \$17,500.00 during its term.

BY: 
Chad Chamberlain, Chairman

Dated: February 20, 2018

RESOLUTION 18 -06

RESOLUTION AUTHORIZING THE APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER TO THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY.

WHEREAS, the Affirmative Action Office of the New Jersey Department of the Treasury has revised the obligations of the public contracting process set forth in N.J.A.C. 17:27 et seq., pursuant to P.L. 1975, C. 127; and

WHEREAS, the requirements require the designation of a "Public Agency Compliance Officer" (PACO) to represent the Warren County (Pequest River) Municipal Utilities Authority (WC(PR)MUA).

WHEREAS, the PACO is to be appointed annually; and

WHEREAS, the WC(PR)MUA desires to appoint Billy J. Wauhop as the PACO for the WC(PR)MUA.

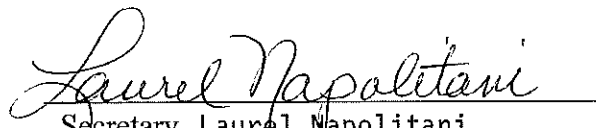
NOW, THEREFORE, BE IT RESOLVED by the WC(PR)MUA in the County of Warren, State of New Jersey, that:

1. Billy J. Wauhop will represent the WC(PR)MUA as the PACO through the year 2018.
2. One copy of this Resolution shall be made available at the Authority's offices for public inspection.

CERTIFICATION

I, Laurel Napolitani, SECRETARY OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, DO CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY A MAJORITY OF ALL MEMBERS OF THE AUTHORITY AT A MEETING OF THE AUTHORITY HELD ON FEBRUARY 20, 2018.

Dated: February 20, 2018


Secretary, Laurel Napolitani

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0

RESOLUTION #18-07

RESOLUTION OF MEMBERS OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 20, 2018 ESTABLISHING THE SCHEDULE OF REGULAR MEETINGS OF THE AUTHORITY PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-18.

WHEREAS, pursuant to N.J.S.A. 10:4-18, the Authority is required to establish a schedule of its regular meetings to be conducted during the year succeeding its annual reorganizational meeting, together with the location of such meetings, and to the extent known, the time and date thereof, and,

WHEREAS, the reorganizational meeting of the Authority is being conducted on February 20, 2018 and it has been determined that all subsequent meetings to be conducted by it during the remainder of the current year, and prior to the next reorganizational meeting of the Authority on February 19, 2019, be conducted on the third Tuesday of each and every month hereafter, which will take place at the Authority's Administration Building located at 199 Foul Rift Road, Belvidere, New Jersey.

NOW, THEREFORE, IT IS RESOLVED by the WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, pursuant to the revisions embodied under N.J.S.A. 10.4-18, that the regular meetings of the Authority hereinafter conducted by it subsequent to its reorganizational meeting of February 20, 2018, be conducted at 7:30 P.M, with the exception of the December 2018 and February 2019 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting to be held at 7:30 p.m. (as noted below). All meetings will be held at the Authority's Administration Building at 199 Foul Rift Road, Belvidere, New Jersey on the dates hereinafter mentioned:

Tuesday, March 20, 2018	7:30 p.m.	
Tuesday, April 17, 2018	7:30 p.m.	
Tuesday, May 15, 2018	7:30 p.m.	
Tuesday, June 19, 2018	7:30 p.m.	
Tuesday, July 17, 2018	7:30 p.m.	
Tuesday, August 21, 2018	7:30 p.m.	
Tuesday, September 18, 2018	7:30 p.m.	
Tuesday, October 16, 2018	7:30 p.m.	
Tuesday, November 20, 2018	7:30 p.m.	
Tuesday, December 18, 2018	7:30 p.m.	Annual Rate Hearing/Regular Meeting
Tuesday, January 15, 2019	7:30 p.m.	
Tuesday, February 19, 2019	7:30 p.m.	Reorganization Meeting/Regular Meeting

FURTHER RESOLVED, that no later than March 6, 2018 the Secretary of the Authority mail:

(1) Copies of this resolution, certified by the Secretary under seal of the Authority, to the Star Gazette, designated as the official newspaper of the Authority, and the Express-Times and to such other media as the Secretary might deem appropriate.

(2) To any persons who request copies of any regular meeting scheduled, or revision referred to in N.J.S.A. 10:4-18 and who, except for the news media, have paid the fee established by the Authority therefore, pursuant to N.J.S.A. 10:4-19.

(3) Prominently post in at least one public place reserved for such or similar announcements, a copy of the notice embodying the regular monthly meeting dates, together with the location and time thereof; and

(4) File copies of the aforesaid notice of the regular meetings, embodying the location and time thereof, with the Clerk of each of the municipalities encompassed within the jurisdiction of the Authority and with the Clerk of the Board of Chosen Freeholders of the County of Warren, together with the Clerk of the County of Warren.

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipalities Utilities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 20th day of February 2018.


Secretary, Laurel Napolitani

Moved by: Mr. Niece

Seconded by: Mr. Scott

Yes: 9

No: 0

Abstain: 0

Absent: 0

RESOLUTION 18 -08

RESOLUTION OF THE MEMBERS OF WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 20, 2018, DESIGNATING, PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-8.d, TWO NEWSPAPERS TO RECEIVE NOTICES OF THE REGULAR, SPECIAL, OR RESCHEDULED MEETINGS OF THE AUTHORITY, AND OF AN OFFICIAL NEWSPAPER.

WHEREAS, the Authority is, pursuant to N.J.S.A. 10:4-8.d of the "Open Public Meetings Act," required, among other things, to deliver to at least two newspapers within the area of jurisdiction of the Authority, one of which shall be its official newspaper upon designation by it, notices embodying the time, date, location, and to the extent known, the agenda of any regular, special or rescheduled meetings, which notices shall accurately state whether formal action may or may not be taken; and

WHEREAS, the Authority is desirous of designating *The Star-Gazette*, which maintains offices in the County of Hunterdon, as its official newspaper, pursuant to N.J.S.A. 10:4-8.d, and of establishing *The Express-Times*, which maintains offices in the City of Easton, Pennsylvania, respectively as the two newspapers to receive notices of its meetings herein before mentioned, because of the Authority's feeling that they have the greatest likelihood of informing the public within the area of the Authority's jurisdiction of such meetings.

NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority, pursuant to the provisions of N.J.S.A. 10:4-8.d, that *The Star-Gazette* be designated as the official newspaper of the Authority and that all notices giving the time, date, location, and, to the extent known, the agenda of any regular, special or rescheduled meetings, embodying whether formal action may or may not be taken, shall be given and/or delivered in the manner set forth in the aforesaid statute to *The Star-Gazette* and *The Express-Times* to the end that the public shall be afforded every opportunity of being informed relative to such prospective meetings.

FURTHER RESOLVED, that the Secretary be and is hereby authorized to disseminate additional notice, of the afore-mentioned meetings to such other newspapers published in the State of New Jersey, but circulated, among other places, throughout the County of Warren, and to such other news media as the Secretary might deem appropriate.

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original Resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 20th day February of 2018.


Laurel Napolitani, Secretary