

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES May 15, 2013

Chairman Chamberlain called the regular 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.

Roll Call:

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

Also, in attendance were:

Charles L. Houck, Authority Chief Financial Officer; Brian Tipton, Esq., Authority Legal Counsel; 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.

MINUTES

Mr. Scott moved and Ms. Napolitani seconded to approve the minutes of the April 17, 2013 regular meeting, as presented. The motion passed unanimously on a roll call vote.

Mr. Scott moved and Ms. O'Connor seconded to approve the minutes of the April 17, 2013 executive session, as presented. The motion passed unanimously on a roll call vote.

CORRESPONDENCE

Ms. Napolitani recapped the correspondence:

1. Local Finance Notice 2013-14R, dated April 16, 2013, revises and supersedes LFN 2013-14 concerning the revised filing procedures for Financial Disclosure Statements.
2. A letter dated April 26, 2013, from Ms. Kaspereen, Administrative Assistant, to the Department of Community Affairs enclosing required documents pertaining to the FY2012 Audit.
3. A letter dated May 5, 2013, from Mr. Guida, Collection System Operator for the Township of Oxford, submitting the township's monthly collection system report.
4. A letter dated May 13, 2013, from Mr. Sauder, Project Manager, CP Engineers, to Mr. Patel, NJDEP requesting a modification of the Treatment Works Approval application for the Oxford WWTP Upgrade.
5. A letter dated May 15, 2013, from Mr. Mikulka, C.P.M., CP Engineers to the NJDEP, regarding a pre-emptive affirmative defense.

CFO'S REPORT

As a follow up to discussion at the last meeting, Mr. Houck said commissioners could now file their Financial Disclosure Statements using the revised filing procedures.

He then left the meeting.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

ENGINEER'S REPORT

Mr. Donati was at a conference, but his report was included in the agenda packets. Chairman Chamberlain asked Mr. Wauhopp to report on any items he wished to discuss.

Regarding the letter sent to the NJDEP earlier today, an anomaly was experienced at the Oxford plant. A great deal of foam has been coming into the plant, resulting in the need to reactivate the microbe activity. An investigation as to its source and substance is ongoing.

Oxford Upgrade Design: The redesign for the VES changes continues, as well as redesigning to accommodate the vertical screen discussed last meeting. CPE's estimate to implement the changes for the vertical screen is about \$40,000. Mr. Wauhopp displayed the new drawings for the vertical screen. Approximately \$420,000 will be saved by installing the vertical screen over the originally proposed mechanical screen, due to the elimination of a great deal of concrete work. This will result in a total savings of about \$1.6 million dollars for the upgrade, said Mr. Wauhopp.

AUTHORITY CONSULTANT

Mr. Wauhop distributed his report before the meeting. He recapped the list of some of the maintenance items performed in-house within the last month. All the worm gears at the Belvidere facility are working.

Under general business, Mr. Wauhop requested permission to go out and requests bids for a new pump station for Axford Avenue in Oxford. He believes the cost will be around \$80,000, including a new generator.

Ms. Napolitani moved to authorize Mr. Wauhop to request bids for a new pump station with a permanent standby generator. Mr. Scott seconded. All in favor, motion carried.

Mr. Wauhop noted deterioration on the tailgates of both trucks and will have bed liners installed at a cost of \$500 each.

He presented the annual ABB service contract to Chairman Chamberlain for his signature. The annual cost is \$4,824.00.

Mr. Wauhop gave an update on TDS. We are well within allowable limits.

Flow from PCFA has increased, which means more revenue.

FINANCE (TREASURER)

Mr. Piazza remarked that revenue is a little above what was anticipated so far. Expenditures are also a little higher. He expressed concern about the expenses for the Oxford WWTP Upgrade, since we have not received any funding yet.

He presented the resolutions to pay the bills.

Ms. O'Connor moved that Resolution #13-23 (Certificate No. 322: \$70,790.88) be approved to pay all bills from the Operating Fund. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #13-24 (Certificate No. 330: \$42,410.38) be approved to pay all bills from the Capital Improvements Fund. Ms. Napolitani seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

Regarding the request from a bicycle club, there has been no response from the club.

NEW BUSINESS

None.

PUBLIC COMMENT

There was no public present.

EXECUTIVE SESSION

There was no executive session.

As there was no more business to come before the Authority, Mr. Kiszona moved and Mr. Scott seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:07 p.m.

Patricia Kaspereen
Administrative Assistant

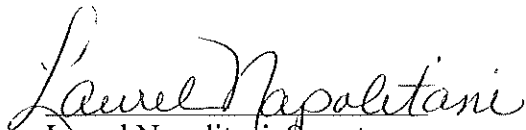
RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTH OF MAY 2013.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of May 15, 2013, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2013 budget.



Chad Chamberlain, Chairperson



Laurel Napolitani, Secretary

Certificate No. OF 322

Dated: May 15, 2013

Moved by: Ms. O'Connor

Seconded by: Mr. Scott

Yes 8

No 0

Abstain 0

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: May 15, 2013

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 # 15568-15576	4/24-5/6/13	\$21,464.91
	Due 5/15/13	<u>49,325.97</u>
	Total	\$70,790.88

PENTAMATION
 DATE: 04/24/2013
 TIME: 11:11:27

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 4/13

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15568	10101	04/24/13	239 CENTURYLINK	5076	TELE/ALRM	25.02
15568	10101	04/24/13	239 CENTURYLINK	5076	TELE/ALRM/FAX/LAN BEL	306.45
15568	10101	04/24/13	239 CENTURYLINK	5076	TELE/ALRM BRKFLD	19.90
15568	10101	04/24/13	239 CENTURYLINK	5076	TELE/ALRM WTR ST PS	31.11
			TOTAL CHECK			382.48
15569	10101	04/24/13	1340 NEW JERSEY AMERICAN WATER	5072	WATER SERV 3/4-4/3	10.60
15570	10101	04/24/13	1360 NISIVOCOCIA LLP	5028	FY2012 AUDIT	11,100.00
15571	10101	04/24/13	2050 UNIVAR USA INC	5521	CHEMICALS	1,714.42
15572	10101	04/24/13	2140 VERIZON WIRELESS	5076	MOBILE PHONES & OCCS	104.94
			TOTAL FUND			13,312.44
			TOTAL REPORT			13,312.44

PENTAGONATION
 DATE: 05/06/2013
 TIME: 11:05:55

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 5/13

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15573	10101	05/06/13	C & M AUTO PARTS	5025	MISC VEHICLE SUPPLIES	118.20
15573	10101	05/06/13	C & M AUTO PARTS	5024	MISC MAINT SUPPLIES	7.58
15573	10101	05/06/13	C & M AUTO PARTS	5025	MISC VEHICLE SUPPLIES	168.32
15573	10101	05/06/13	C & M AUTO PARTS	5024	MISC MAINT SUPPLIES	31.99
15573	10101	05/06/13	C & M AUTO PARTS	5024	MISC MAINT SUPPLIES	23.66
15573	10101	05/06/13	C & M AUTO PARTS	5024	MISC MAINT SUPPLIES	7.98
15573	10101	05/06/13	C & M AUTO PARTS	5025	MISC VEHICLE SUPPLIES	38.42
15573	10101	05/06/13	C & M AUTO PARTS	5024	MISC MAINT SUPPLIES	8.18
			TOTAL CHECK			404.33
15574	10101	05/06/13	CENTURYLINK	5076	TELE/ALRM WH2	31.11
15574	10101	05/06/13	CENTURYLINK	5076	TELE/ALRM	42.04
15574	10101	05/06/13	CENTURYLINK	5076	TELE/ALRM WH 1	34.43
15574	10101	05/06/13	CENTURYLINK	5076	TELE/FAX OXF WWTP	91.25
			TOTAL CHECK			198.83
15575	10101	05/06/13	JCP&L	5071	ELECT WTR ST PS	814.34
15575	10101	05/06/13	JCP&L	5071	ELECT BEL BEL	6,658.08
15575	10101	05/06/13	JCP&L	5071	ELECT FLW MTR LIBERTY	3.25
			TOTAL CHECK			7,475.67
15576	10101	05/06/13	RICOH USA, INC.	5026	COPIER LEASE	73.64
			TOTAL FUND			8,152.47
			TOTAL REPORT			8,152.47

PENNAWATION
 DATE: 05/10/2013
 TIME: 12:25:44

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 5/13

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15577	10101	05/15/13	AMERIGAS PROPANE LP	5070	PROPANE	351.43
15578	10101	05/15/13	BILL HODGE ELECTRICAL CON	5024	SERVICE SLDG PUMP DRIVES	346.50
15579	10101	05/15/13	BILLY WAUHOP & ASSOCIATES	5029	MGMT/SUPER & OWNERS REP	6,018.13
15580	10101	05/15/13	CHEYENNE MFG INC.	5024	LIFE RING CABINETS	1,242.00
15581	10101	05/15/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	12.24
15581	10101	05/15/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	7.24
15581	10101	05/15/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	12.24
15581	10101	05/15/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	7.24
15581	10101	05/15/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	7.24
15581	10101	05/15/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	12.24
15581	10101	05/15/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	7.24
15581	10101	05/15/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	7.24
15581	10101	05/15/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	12.24
15581	10101	05/15/13	CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	90.16
TOTAL CHECK						800.00
15582	10101	05/15/13	COUNTY OF WARREN	5028	SUPP SERV FINANCE OFFICE	800.00
15583	10101	05/15/13	CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	426.25
15583	10101	05/15/13	CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	2,363.75
15583	10101	05/15/13	CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	38.75
15583	10101	05/15/13	CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	507.38
15583	10101	05/15/13	CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	38.75
15583	10101	05/15/13	CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	253.50
15583	10101	05/15/13	CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	3,628.38
15584	10101	05/15/13	DEUTSCH, SIDNEY	5011	STIPEND MAY	166.63
15585	10101	05/15/13	DON & LENS AUTO PARTS INC	5024	MISC MAINT SUPPLIES	12.99
15585	10101	05/15/13	DON & LENS AUTO PARTS INC	5024	MISC MAINT SUPPLIES	118.21
15585	10101	05/15/13	DON & LENS AUTO PARTS INC	5024	MISC MAINT SUPPLIES	131.20
15586	10101	05/15/13	FIRE FIGHTERS EQUIPMENT C	5024	ANNUAL FIRE EXTN CK	434.50
15586	10101	05/15/13	FIRE FIGHTERS EQUIPMENT C	5024	ANNUAL FIRE EXTN CK	240.00
15586	10101	05/15/13	FIRE FIGHTERS EQUIPMENT C	5024	ANNUAL FIRE EXTN CK	674.50
15587	10101	05/15/13	FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES	87.00
15587	10101	05/15/13	FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES	1,683.50
15587	10101	05/15/13	FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES	1,770.50
15588	10101	05/15/13	GERO, WAYNE	5092	REIMB HEALTH COVERAGE	456.36
15589	10101	05/15/13	JCP&L	5071	ELECTRIC WTR ST PS	4.81
15589	10101	05/15/13	JCP&L	5071	ELECTRIC OXF STP	5,980.52
15589	10101	05/15/13	JCP&L	5071	ELECTRIC AXF AVE	61.34
15589	10101	05/15/13	JCP&L	5071	ELECTRIC AXF AVE	6,046.67
15590	10101	05/15/13	JEFECO EQUIPMENT SUPPLIES	5024	RAGS & GLOVES	212.95
15591	10101	05/15/13	KASPEREN, PATRICIA	5022	POSTAGE PETTY CASH	46.50
15591	10101	05/15/13	KASPEREN, PATRICIA	5024	MAINT PETTY CASH	174.92
15591	10101	05/15/13	KASPEREN, PATRICIA	5024	MAINT PETTY CASH	221.42
TOTAL CHECK						221.42

PENTAMATION
 DATE: 05/10/2013
 TIME: 12:25:44

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 2
 VENCHK11
 ACCOUNTING PERIOD: 5/13

FUND - MCA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15592	10101	05/15/13	KISZONAK, DREW	5011	STIPEND MAY	167.07
15593	10101	05/15/13	L.E. RITTER LUMBER CO.	5024	MISC LUMBER	318.35
15593	10101	05/15/13	L.E. RITTER LUMBER CO.	5024	PLEXY GLASS	8.00
			TOTAL CHECK			326.35
15594	10101	05/15/13	NAPOLETTANI, LAUREL	5011	STIPEND MAY	292.07
15595	10101	05/15/13	NIECE, DONALD L.	5011	STIPEND MAY	167.07
15596	10101	05/15/13	NUN PUBLISHING	5021	LEGAL NOTICE AUDIT	82.36
15597	10101	05/15/13	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISP 3/16-4/15	6,720.00
15598	10101	05/15/13	PIAZZA, ROBERT	5011	STIPEND MAY	291.63
15599	10101	05/15/13	POSTMASTER BELVIDERE	5022	STAMPS	218.00
15600	10101	05/15/13	PIRZ WATER SUPPLY CO., IN	5024	EJECTOR REBUILD KITS	198.00
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	22.50
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	450.00
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	613.50
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	255.00
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	255.00
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	750.00
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	48.00
15601	10101	05/15/13	QC LABORATORIES INC.	5509	LAB ANALYSIS	220.00
			TOTAL CHECK			2,664.00
15602	10101	05/15/13	R & R PUMP & CONTROL SERV	5024	PUMP REPAIR WH2	1,953.90
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	13.98
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	27.73
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	22.68
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	78.55
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	72.90
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	33.61
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	40.91
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	8.25
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	80.55
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	78.77
15603	10101	05/15/13	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	8.76
			TOTAL CHECK			466.69
15604	10101	05/15/13	ROSENBERG, PHILIP H.	5011	STIPEND MAY	167.07
15605	10101	05/15/13	RUSSELL REID INC.	5079	SLUDGE HAULING OXF	3,332.00
15605	10101	05/15/13	RUSSELL REID INC.	5024	GREASE REMOVAL	1,700.00
15605	10101	05/15/13	RUSSELL REID INC.	5079	SLUDGE HAULING BEL	4,664.80
			TOTAL CHECK			9,696.80

PENTAMATION
 DATE: 05/10/2013
 TIME: 12:25:44

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 3
 VENCHK11
 ACCOUNTING PERIOD: 5/13

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

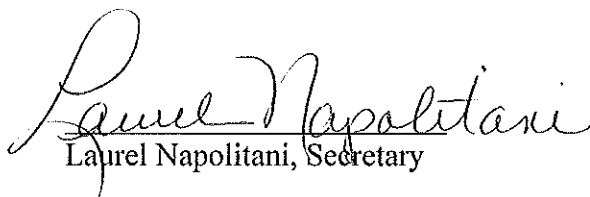
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15606	10101	05/15/13	RUSSELL REID INC.	5024	JET VAC LIFT STAT/WET WEL	1,790.00
15607	10101	05/15/13	RUSSELL REID INC.	5024	VAC TRUCK ANOXIC CLEAN OU	250.00
15608	10101	05/15/13	STAPLES CREDIT PLAN	5030	OFFICE SUPP 85257707	273.19
15609	10101	05/15/13	THE COUNTY OF WARREN	5070	GASOLINE - MARCH	301.04
15610	10101	05/15/13	UNIVAR USA INC	5521	CAUSTIC SODA	1,143.90
TOTAL FUND						49,325.97
TOTAL REPORT						49,325.97

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF MAY 2013.

I HEREBY CERTIFY that the bills listed for CAPITAL IMPROVEMENTS are in
accordance with the Authority's May 2013 budget.



Chad Chamberlain, Chairperson



Laurel Napolitani, Secretary

Certificate No. CI 330

Dated: May 15, 2013

Moved by: Mr. Piazza

Seconded by: Ms. Napolitani

Yes 8

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT
BILLS LIST
May 15, 2013 Meeting**

April 23, 2013

- | | |
|--|---------------|
| 1. Treasurer, State of New Jersey
NJDEP TWA modification fee
Oxford WWTP Upgrade |\$500.00 |
|--|---------------|

May 15, 2013

- | | |
|--|--------------------------|
| 2. CP Engineers, LLC
Period: April 1, 2013 to April 30, 2013
Engineering Services
Value Engineering Study Phase 2 Implementation
Oxford WWTP Upgrade | <u>\$41,910.38</u> |
| Total |\$42,410.38 |