

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES October 16, 2018

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

Also, in attendance were: Katharine Fina, Esq., Authority Legal Counsel; Stephen Donati, Authority Engineer; Daniel Olshefski, Authority CFO; Kim Francisco, Authority Fiscal Officer; 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. O'Connor seconded to approve the minutes of the September 18, 2018 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Mr. Scott moved, and Ms. Napolitani seconded to approve the minutes of the September 18, 2018 executive session, as presented. The motion passed. Roll call was as follows:

|             |         |              |     |
|-------------|---------|--------------|-----|
| Mr. Deutsch | Abstain | Ms. O'Connor | Yes |
|-------------|---------|--------------|-----|

|                |     |                      |     |
|----------------|-----|----------------------|-----|
| Mr. Kiszonak   | Yes | Mr. Piazza           | Yes |
| Ms. Napolitani | Yes | Mr. Scott            | Yes |
| Mr. Niece      | Yes | Chairman Chamberlain | Yes |
| Mr. Nyland     | Yes |                      |     |

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter received on September 24, 2018, from the New Jersey Department of Labor and Workforce Development regarding our NJ Taxpayer Identification Number or Federal Identification Number.
- 2) A letter dated September 25, 2018, from Debra Waller, Research Scientist 1, Office of Quality Assurance, NJDEP to John Wasser, Laboratory Manager, submitting an Audit Report for the audit conducted at the Belvidere WWTP.
- 3) A memo dated October 3, 2018, from Rohini Gandhi, Esq., Director, NJDEP, announcing her new role as Director of the Office of Diversity, Equal Opportunity and Public Contract Assistance.

CFO’S REPORT

Mr. Olshefski summarized the monthly financial report. So far, we are down about \$317,000; the anticipated amount to be used out of the Fund Balance was \$515,000. We are in a slightly better position than projected.

As suggested last month, two money market accounts were combined into one account. The interest rate at Valley National is 1.79% versus 0.60% at Fulton.

Overall, we are in line with revenues and below budget with expenditures.

FY 2019 Budget: As presented last month, the budget was prepared on the State’s format. Mr. Olshefski presented the resolution for the Board’s consideration. He recommended approval of the FY2019 Introduced Budget and recapped what was discussed last month. If we are unable to find an additional revenue source, we will need to gradually increase the user rate. Regarding additional revenue, the MUA was contacted about bringing in more greywater. This could mean an additional \$25,000-\$30,000 in revenue per year for a couple of years. One of the requirements for approval by the State, of our budget, is that all commissioners file their Financial Disclosure Statements for the most recent year.

Mr. Piazza moved to adopt Resolution #18-38, for approval of the introduced FY2019 Annual Operating and Capital Budgets, and to certify the FY2019 Annual Budget, including all related schedules, and the FY2019 Capital Budget/Program as presented. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

## GENERAL COUNSEL'S REPORT

Ms. Fina had nothing to report.

Mr. Olshefski and Mr. Francisco left the meeting.

## ENGINEER'S REPORT

Mr. Donati's report was included in the agenda packets.

NJAW-Oxford Well Connection: They are close to getting signoff from the DEP.

Washington Township Development: The project is still in the works but moving slowly. Mr. Donati continues to keep an eye on it.

Lab Audit Report: Mr. Wauhopp asked CP Engineers to assist with correspondence #2. CP will meet with Mr. Wasser next week to review everything and then send a letter to DEP.

NJ Highlands: The Council is preparing Wastewater Management Plans and contacted the Authority to obtain Oxford Township flow data. Mapping was also requested. Mr. Donati gave a brief history about Wastewater Management Planning.

## AUTHORITY CONSULTANT

Mr. Wauhopp was not present, but his report was distributed prior to the meeting. Chairman Chamberlain asked if there were any questions.

There was a brief discussion about the hiring of a 5<sup>th</sup> operator and part-time consultant. Chairman Chamberlain said there would be a Personnel Committee meeting to discuss the matter and Mr. Wauhopp will be back in November. After meeting with Mr. Wauhopp, the Personnel Committee will probably have recommendations for the Board at the November meeting.

## FINANCE (Treasurer)

Mr. Piazza moved that Resolution #18-39 (Certificate No. 387: \$40,770.22) be approved to pay all bills from the Operating Fund, as presented. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

## UNFINISHED BUSINESS

Chairman Chamberlain has spoken to Mr. Wauhopp and he will be present at the November meeting.

## NEW BUSINESS

There was no new business to report.

PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Mr. Scott moved, and Ms. O'Connor seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 7:56 p.m.

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Patricia Kaspereen  
Administrative Assistant

# 2019 AUTHORITY BUDGET RESOLUTION

## Warren County (Pequest River)

### Municipal Utilities Authority

FISCAL YEAR: FROM: January 1, 2019 TO: Dec. 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Warren County (PR) Municipal Utilities Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 has been presented before the governing body of the Warren County (PR) Municipal Utilities Authority at its open public meeting of October 16, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,298,244.00 , Total Appropriations, including any Accumulated Deficit if any, of \$ 2,829,744.00 and Total Unrestricted Net Position utilized of \$531,500.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$370,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$370,000.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Warren County (PR) Municipal Utilities Authority, at an open public meeting held on October 16, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Warren County (PR) Municipal Utilities Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Warren County (PR) Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 18, 2018.

*Laurel Napolitani* October 16, 2018  
(Secretary's Signature) (Date)

| Governing Body Member: | Recorded Vote |     |         |        | Motion By | Second By |
|------------------------|---------------|-----|---------|--------|-----------|-----------|
|                        | Aye           | Nay | Abstain | Absent |           |           |
| Sidney Deutsch         | X             |     |         |        |           |           |
| Drew Kisonak           | X             |     |         |        |           |           |
| Laurel Napolitani      | X             |     |         |        |           |           |
| Donald Niece           | X             |     |         |        |           |           |
| Robert Nyland          | X             |     |         |        |           |           |
| Everdina O'Connor      | X             |     |         |        |           |           |
| Robert Piazza          | X             |     |         |        | X         |           |
| Morris Scott, Jr.      | X             |     |         |        |           | X         |
| E. Chad Chamberlain    | X             |     |         |        |           |           |

**RESOLUTION RE:**EXPENDITURES FROM THE OPERATING FUND  
DURING THE MONTH OF OCTOBER 2018.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of October 16, 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 387

Dated: October 16, 2018

Moved by: Mr. PiazzaSeconded by: Mr. ScottYes 9No 0Abstain 0Absent 0

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

**Meeting: October 16, 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 #18776 - #18782

9/28/18 \$4,835.34

Due 10/16/18 35,934.88

Total \$40,770.22

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PENTAMATION  
 DATE: 11/30/2018  
 TIME: 08:52:46

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='09/28/2018'

DISTRIBUTION FUND: MUA01

| CHECK NUMBER | ISSUE DATE | VENDOR                    | STATUS | TOTAL DESCRIPTION              |
|--------------|------------|---------------------------|--------|--------------------------------|
| 18776        | 09/28/2018 | CENTURYLINK               | R      | 64.67 ACCOUNTS PAYABLE CHECK   |
| 18777        | 09/28/2018 | COMCAST                   | R      | 201.22 ACCOUNTS PAYABLE CHECK  |
| 18778        | 09/28/2018 | JCP&L                     | R      | 3.15 ACCOUNTS PAYABLE CHECK    |
| 18779        | 09/28/2018 | MAIN POOL & CHEMICAL CO., | R      | 1354.80 ACCOUNTS PAYABLE CHECK |
| 18780        | 09/28/2018 | ONE CALL CONCEPTS, INC.   | R      | 17.50 ACCOUNTS PAYABLE CHECK   |
| 18781        | 09/28/2018 | PASSAIC VALLEY SEWERAGE C | R      | 3080.00 ACCOUNTS PAYABLE CHECK |
| 18782        | 09/28/2018 | VERIZON WIRELESS          | R      | 114.00 ACCOUNTS PAYABLE CHECK  |
| TOTAL FUND   |            |                           |        | 4835.34                        |
| TOTAL REPORT |            |                           |        | 4835.34                        |



MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PENTAMATION  
 DATE: 11/30/2018  
 TIME: 08:55:49

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='10/16/2018'

DISTRIBUTION FUND: MUA01

| CHECK NUMBER | ISSUE DATE | VENDOR                    | STATUS | TOTAL DESCRIPTION               |
|--------------|------------|---------------------------|--------|---------------------------------|
| 18783        | 10/16/2018 | BELVIDERE NAPA AUTO PARTS | R      | 8.97 ACCOUNTS PAYABLE CHECK     |
| 18784        | 10/16/2018 | BILLY WAUHOP & ASSOCIATES | R      | 7083.33 ACCOUNTS PAYABLE CHECK  |
| 18785        | 10/16/2018 | C & M AUTO PARTS          | R      | 42.26 ACCOUNTS PAYABLE CHECK    |
| 18786        | 10/16/2018 | CENTURYLINK               | R      | 127.16 ACCOUNTS PAYABLE CHECK   |
| 18787        | 10/16/2018 | CINTAS CORPORATION #101   | R      | 219.07 ACCOUNTS PAYABLE CHECK   |
| 18788        | 10/16/2018 | CODIS, MICHAEL            | R      | 100.00 ACCOUNTS PAYABLE CHECK   |
| 18789        | 10/16/2018 | CODIS, NICHOLAS           | R      | 100.00 ACCOUNTS PAYABLE CHECK   |
| 18790        | 10/16/2018 | COUNTY OF WARREN          | R      | 1000.00 ACCOUNTS PAYABLE CHECK  |
| 18791        | 10/16/2018 | CP ENGINEERS, LLC         | R      | 4003.00 ACCOUNTS PAYABLE CHECK  |
| 18792        | 10/16/2018 | CRISTAL ASSOCIATES, LLC   | R      | 198.50 ACCOUNTS PAYABLE CHECK   |
| 18793        | 10/16/2018 | DEUTSCH, SIDNEY           | R      | 166.66 ACCOUNTS PAYABLE CHECK   |
| 18794        | 10/16/2018 | FRANK RYMON & SONS INC.   | R      | 98.69 ACCOUNTS PAYABLE CHECK    |
| 18795        | 10/16/2018 | GERO, WAYNE               | R      | 516.34 ACCOUNTS PAYABLE CHECK   |
| 18796        | 10/16/2018 | JCF&L                     | R      | 11109.18 ACCOUNTS PAYABLE CHECK |
| 18797        | 10/16/2018 | JIORLE'S OFFICE SUPPLIES  | R      | 109.80 ACCOUNTS PAYABLE CHECK   |
| 18798        | 10/16/2018 | KISZONAK, DREW            | R      | 166.66 ACCOUNTS PAYABLE CHECK   |
| 18799        | 10/16/2018 | MAIN POOL & CHEMICAL CO., | R      | 6320.00 ACCOUNTS PAYABLE CHECK  |
| 18800        | 10/16/2018 | NAPOLITANI, LAUREL        | R      | 291.66 ACCOUNTS PAYABLE CHECK   |
| 18801        | 10/16/2018 | NEW JERSEY AMERICAN WATER | R      | 17.26 ACCOUNTS PAYABLE CHECK    |
| 18802        | 10/16/2018 | NEW JERSEY ANALYTICAL LAB | R      | 1881.00 ACCOUNTS PAYABLE CHECK  |
| 18803        | 10/16/2018 | NIECE, DONALD L.          | R      | 166.66 ACCOUNTS PAYABLE CHECK   |
| 18804        | 10/16/2018 | NYLAND, ROBERT F.         | R      | 166.66 ACCOUNTS PAYABLE CHECK   |
| 18805        | 10/16/2018 | ONE CALL CONCEPTS, INC.   | R      | 6.25 ACCOUNTS PAYABLE CHECK     |
| 18806        | 10/16/2018 | PLAZZA, ROBERT            | R      | 291.66 ACCOUNTS PAYABLE CHECK   |
| 18807        | 10/16/2018 | POSTMASTER BELVIDERE      | R      | 91.00 ACCOUNTS PAYABLE CHECK    |
| 18808        | 10/16/2018 | RIGO GENERAL HARDWARE     | R      | 33.55 ACCOUNTS PAYABLE CHECK    |
| 18809        | 10/16/2018 | SANICO INC                | R      | 121.00 ACCOUNTS PAYABLE CHECK   |
| 18810        | 10/16/2018 | STAPLES CREDIT PLAN       | R      | 152.86 ACCOUNTS PAYABLE CHECK   |
| 18811        | 10/16/2018 | WAUHOP, BILLY             | R      | 1237.20 ACCOUNTS PAYABLE CHECK  |
| 18812        | 10/16/2018 | WILSON PRODUCTS           | R      | 108.50 ACCOUNTS PAYABLE CHECK   |
| TOTAL FUND   |            |                           |        | 35934.88                        |

35934.88

TOTAL REPORT