

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES May 21, 2019

Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:32 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	Drew Kiszonak	Absent
Morris Scott, Jr., Vice Chairman	Donald Niece	Absent (entered during Executive Session)
Laurel Napolitani, Secretary	Robert Nyland	Absent
Robert Piazza, Treasurer		
Sidney Deutsch		
Everdina O'Connor		

Also, in attendance were: Brian Tipton, Esq., Authority Legal Counsel; Stephen Donati, Authority Engineer; Kim Francisco, Authority CFO; Kevin Shoudt, 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 Mr. Deutsch seconded to approve the minutes of the April 9, 2019 regular meeting, as presented. The motion passed unanimously on a roll call vote.

Mr. Scott moved, and Ms. Napolitani seconded to approve the minutes of the April 9, 2019 executive session, as presented. The motion passed unanimously on a roll call vote.

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated May 3, 2019, from Robert Hulit, Senior Project Manager, New Jersey Analytical Laboratories, to John Wasser, Licensed Operator, in response to his inquiry about the Oxford WWTP Bioassay Acute test (4/14-18/19) reported as invalid by Pace Analytical Labs.

- 2) A memo dated May 10, 2019, from Stephen Donati, P.E., CPE, to Billy Wauhop, Authority Consultant, and the Board of Commissioners, regarding proposed Capital Projects for both plants.

EXECUTIVE SESSION

At approximately 7:35 pm, Mr. Scott moved, and Ms. O'Connor seconded to adopt Resolution #19-21, to enter an executive session to discuss personnel and litigation. All in favor, motion carried. Mr. Niece entered the meeting during executive session.

At 7:51 p.m., Mr. Scott moved, and Mr. Deutsch seconded to return to open session. All in favor, motion carried.

Mr. Scott moved to advertise for the position of 5th operator. Ms. Napolitani seconded. Chairman Chamberlain clarified that the position would be a 90-day temporary status. All in favor, motion carried.

CFO'S REPORT

Mr. Francisco informed the Board that he submitted updated signature cards to be the new signatory, in place of Mr. Olshefski whose retirement is official.

Audit: the field work is complete, as well as the draft. The Auditor is waiting for a final number from the State regarding post-retirement benefits. The Audit was clean, no negative findings or recommendations.

The \$4.5 million-dollar CD matured and was rolled over into a new 120-day CD at Valley National Bank at 2.5% interest.

Mr. Francisco summarized the monthly financial report. There have been no surprises or disasters. Our cash balance is up. Payment from users for the 2nd quarter billing was due May 1st. The Town of Belvidere paid one day late, and White Township was about ten days late. He called the CFO for White Township, again, to remind her of the due date. She said it was a timing issue and will pay on time going forward. Our cash balance would have been higher if all the payments had been received by April 30th. Expenses are on target.

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.

Regarding sewer extensions, the engineer for the developer of the proposed warehouses in White

Township called Mr. Donati. Back in November 2018, Mr. Donati sent the engineer a letter about this project. At the most, the development is looking to generate about 60,000 gpd of wastewater. He informed the engineer that the Authority had sufficient capacity to handle that amount of flow. There was further discussion on the matter. They asked to meet with the Authority and Alex Lazorisak from Warren County, since the flow will be going through the County line. Chairman Chamberlain suggested Mr. Wauhop or Mr. Shoudt, and one or two commissioners attend the meeting. He asked to be kept up to date on when the meeting would take place. Mr. Donati will schedule the meeting and let Chairman Chamberlain know the details.

Operations: Regarding the failed toxicity test for the Oxford plant discussed at our last meeting, the DEP confirmed that it was a lab error issue and gave us approval to move to the next possible time. The next test was deemed invalid because the lab's control fish died again (see corr. #1).

DMRs: CPE is transferring over the electronic filing of the DMRs to the operations' staff. Mr. Shoudt is familiar with these forms. CPE would still like to receive a final copy.

Capital Projects: Mr. Donati prepared a memo evaluating the proposed projects (corr. #2) He met with Mr. Shoudt and the operators on April 9th to review the projects.

Mr. Shoudt had Zack Painting visit the Belvidere site to look at the clarifiers (see memo). This project will have to go out to bid.

Next, they went to the Oxford plant to discuss switching over to UV disinfection. Different scenarios were discussed. There are 3 different potential locations for the equipment. Mr. Donati recommended doing preliminary design work.

The operators would like to see the access road redesigned as part of the Oxford paving project. There are structural and drainage issues, said Mr. Donati.

CCTV: The operators do not think that traffic control will be an issue in Oxford, it is more of an access issue. There might be some traffic control issues in Belvidere on certain roads.

AUTHORITY CONSULTANT

Mr. Shoudt read aloud Mr. Wauhop's report, which was distributed prior to the meeting:

Belvidere WWTP: Mr. Shoudt recapped maintenance items performed during the month. Ten bags of sand were added to each sand-filter cell. All the process pit pumps were greased. The UV bulbs in the #3 UV bank were changed out, as well as a sensor on the #1 UV bank. A motor was replaced on the #2 air compressor in the filter building. Lawn equipment was serviced.

Oxford WWTP: He then recapped maintenance items performed during the month. A new

chain was installed on the #1 disc filter, and the gear box oil was changed. The aluminum chloride pump was replaced and the grass around the plant was fertilized. A new radon fan was installed in the climbing screen building and the coil on the John Deere mower replaced. All the floats at all the pump stations were cleaned and greased. The O'Ring on the existing generator water pump housing was replaced.

General Business: Mr. Wauhop stated that Mr. Shoudt is continuing to learn the ropes.

Chemical Contract #19-01: Two bids were received and opened this morning. Permission was requested to award the contract to Main Pool.

Ford Truck: Mr. Wauhop requested permission to purchase a new truck for the Belvidere plant. At last month's meeting, he requested authorization to repair the existing truck but later found the cost to be \$15,000-\$20,000.

Mr. Shoudt asked if he could pull the Bio-Assay test out of the lab contract and use another lab, since there has been problems the last two times with the current lab. Mr. Shoudt suggested using a more local lab that he has been using for 25 years.

Mr. Tipton was pretty sure that our lab contract has a provision where we can break the contract if there are failures. It is also a professional service contract and does not involve the lowest bidder. As long as we get the requisite documentation for a professional services contract, we can use any number of labs.

Regarding Chemical Contract #19-01, Mr. Tipton did not have a chance to review the bids. He felt more comfortable if the Board tabled the matter until our next meeting. The consensus of the Board was to table the matter until next month's meeting.

There was further discussion on the purchase of a new truck and whether it is best to go out to bid or purchase through a State contract. Mr. Shoudt has a quote, but it includes trading in the existing truck. Ms. Kaspereen stated that the Authority went out for bid for the last truck rather than a State contract because of the trade. The existing truck could be sold separately. Mr. Shoudt will look into the State Contract. The Board decided to table a decision on the matter until more information is obtained about the State Contract price.

FINANCE (Treasurer)

Mr. Piazza moved that Resolution #19-22 (Certificate No. 394: \$116,338.87) be approved to pay all bills from the Operating Fund, as presented. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #19-23 (Certificate No. 401: \$7,620.58) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Scott seconded. The motion passed unanimously on roll call vote.

UNFINISHED BUSINESS

Mr. Piazza asked what the Board going to do about the UV project at the Oxford plant? Chairman Chamberlain stated that the Authority's Consultant, Mr. Wauhop, recommended tabling any action on some of these Capital projects until he is back. He would like to be involved in the scope of the projects.

NEW BUSINESS

Mr. Deutsch expressed concern about the lack of security at the Administration Building. He would like to see a camera, intercom and possibly a door release. He suggested monitors be located in the Admin and Service buildings, so someone is always watching.

Mr. Shoudt said the town of Washington obtained a grant through their JIF because it is a safety issue.

Chairman Chamberlain asked Ms. Kaspereen to contact our Risk Manager, Sharon Cooper, to see if anything similar is available through our JIF. If there is not, he authorized Ms. Kaspereen and Mr. Shoudt to contact contractors that handle these types of systems and obtain some proposals.

PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Mr. Scott moved, and Ms. Napolitani seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:28 p.m.

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:

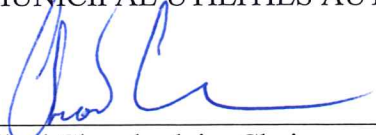
1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The General nature of the subject matter to be discussed is as follows:

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: May 21, 2019

RESOLUTION RE:

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

I HEREBY CERTIFY, that the bills listed on the attached Resolution of May 21, 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 Napolitani, Secretary

Certificate No. OP 394

Dated: May 21, 2019

Moved by: Mr. Piazza

Seconded by: Ms. O'Connor

Yes 7

No 0

Abstain 0

Absent 2

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: May 21, 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 #19086 - #19110

4/18-5/9/19 \$65,375.02

Due 5/21/19 50,963.85

Total \$116,338.87

PENTAMATION
 DATE: 10/02/2019
 TIME: 15:21:04

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 10/19

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='04/18/2019'
 DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19086	04/18/2019	AFA PROTECTIVE SYSTEMS, I	R	255.00 ACCOUNTS PAYABLE CHECK
19087	04/18/2019	CINTAS CORPORATION #101	R	283.67 ACCOUNTS PAYABLE CHECK
19088	04/18/2019	COMCAST	R	250.09 ACCOUNTS PAYABLE CHECK
19089	04/18/2019	ENVIRONMENTAL RESOURCE AS	R	208.56 ACCOUNTS PAYABLE CHECK
19090	04/18/2019	FASTENAL COMPANY	R	129.95 ACCOUNTS PAYABLE CHECK
19091	04/18/2019	JCP&L	R	14257.15 ACCOUNTS PAYABLE CHECK
19092	04/18/2019	LICON LIGHTING & SUPPLY C	R	279.60 ACCOUNTS PAYABLE CHECK
19093	04/18/2019	MAIN POOL & CHEMICAL CO.,	R	3565.10 ACCOUNTS PAYABLE CHECK
19094	04/18/2019	SANICO INC.	R	258.01 ACCOUNTS PAYABLE CHECK
19095	04/18/2019	SPECTRASERV INC	R	5187.00 ACCOUNTS PAYABLE CHECK
TOTAL FUND				24674.13
TOTAL REPORT				24674.13

PENTAMATION
 DATE: 10/02/2019
 TIME: 15:23:42

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 10/19

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='04/26/2019'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19096	04/26/2019	CENTURYLINK	R	65.62 ACCOUNTS PAYABLE CHECK
19097	04/26/2019	COMCAST	R	247.13 ACCOUNTS PAYABLE CHECK
19098	04/26/2019	JCP&L	R	1.72 ACCOUNTS PAYABLE CHECK
19099	04/26/2019	MAIN POOL & CHEMICAL CO.,	R	2139.60 ACCOUNTS PAYABLE CHECK
19100	04/26/2019	NEW JERSEY AMERICAN WATER	R	16.85 ACCOUNTS PAYABLE CHECK
19101	04/26/2019	NEW JERSEY ANALYTICAL LAB	R	2605.00 ACCOUNTS PAYABLE CHECK
19102	04/26/2019	NJUA JOINT INSURANCE FUND	R	21879.00 ACCOUNTS PAYABLE CHECK
19103	04/26/2019	NJ ADVANCE MEDIA	R	44.02 ACCOUNTS PAYABLE CHECK
19104	04/26/2019	VERIZON WIRELESS	R	114.19 ACCOUNTS PAYABLE CHECK
TOTAL FUND				27113.13

TOTAL REPORT 27113.13

PENTAMATION
DATE: 10/02/2019
TIME: 15:25:25

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='05/09/2019'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19105	05/09/2019	AMERIGAS	R	326.79 ACCOUNTS PAYABLE CHECK
19106	05/09/2019	CENTURYLINK	R	127.54 ACCOUNTS PAYABLE CHECK
19107	05/09/2019	JCP&L	R	1183.64 ACCOUNTS PAYABLE CHECK
19108	05/09/2019	JCP&L	R	5669.25 ACCOUNTS PAYABLE CHECK
19109	05/09/2019	JCP&L	R	5812.04 ACCOUNTS PAYABLE CHECK
19110	05/09/2019	NEW JERSEY ANALYTICAL LAB	R	468.50 ACCOUNTS PAYABLE CHECK
TOTAL FUND				13587.76

TOTAL REPORT 13587.76

PENTAMATION
 DATE: 10/02/2019
 TIME: 15:27:11

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 10/19

SELECTION CRITERIA: chkstat_disp_fund='MUA01' and chkstat_rundate='05/21/2019'
 DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19114	05/21/2019	ABB INC.	R	1016.43 ACCOUNTS PAYABLE CHECK
19115	05/21/2019	ABB INC.	R	1333.25 ACCOUNTS PAYABLE CHECK
19116	05/21/2019	BELVIDERE NAPA AUTO PARTS	R	40.71 ACCOUNTS PAYABLE CHECK
19117	05/21/2019	BILL HODGE ELECTRICAL CON	R	294.14 ACCOUNTS PAYABLE CHECK
19118	05/21/2019	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
19119	05/21/2019	C & M AUTO PARTS	R	30.45 ACCOUNTS PAYABLE CHECK
19120	05/21/2019	CCP INDUSTRIES INC	R	227.60 ACCOUNTS PAYABLE CHECK
19121	05/21/2019	CINTAS CORPORATION #101	R	248.68 ACCOUNTS PAYABLE CHECK
19122	05/21/2019	COMCAST	R	250.09 ACCOUNTS PAYABLE CHECK
19123	05/21/2019	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
19124	05/21/2019	CP ENGINEERS, LLC	R	9485.50 ACCOUNTS PAYABLE CHECK
19125	05/21/2019	DEUTSCH, SIDNEY	R	166.66 ACCOUNTS PAYABLE CHECK
19126	05/21/2019	FIRE FIGHTERS EQUIPMENT C	R	502.00 ACCOUNTS PAYABLE CHECK
19127	05/21/2019	FLORIO PERRUCCI STEINHARD	R	624.00 ACCOUNTS PAYABLE CHECK
19128	05/21/2019	FLORIO PERRUCCI STEINHARD	R	816.00 ACCOUNTS PAYABLE CHECK
19129	05/21/2019	GERO, WAYNE	R	315.21 ACCOUNTS PAYABLE CHECK
19130	05/21/2019	KISZONAK, DREW	R	166.66 ACCOUNTS PAYABLE CHECK
19131	05/21/2019	MAIN POOL & CHEMICAL CO.,	R	3747.20 ACCOUNTS PAYABLE CHECK
19132	05/21/2019	NAPOLITANI, LAUREL	R	291.66 ACCOUNTS PAYABLE CHECK
19133	05/21/2019	NEW JERSEY AMERICAN WATER	R	16.85 ACCOUNTS PAYABLE CHECK
19134	05/21/2019	NEW JERSEY AMERICAN WATER	R	913.00 ACCOUNTS PAYABLE CHECK
19135	05/21/2019	NIECE, DONALD L.	R	166.66 ACCOUNTS PAYABLE CHECK
19136	05/21/2019	NISIVOCACCIA CONSULTING LLC	R	41.25 ACCOUNTS PAYABLE CHECK
19137	05/21/2019	NJ ADVANCE MEDIA	R	440.80 ACCOUNTS PAYABLE CHECK
19138	05/21/2019	NOVA WATER TECHNOLOGIES,	R	720.50 ACCOUNTS PAYABLE CHECK
19139	05/21/2019	NYLAND, ROBERT F.	R	166.66 ACCOUNTS PAYABLE CHECK
19140	05/21/2019	ONE CALL CONCEPTS, INC.	R	43.52 ACCOUNTS PAYABLE CHECK
19141	05/21/2019	PASSAIC VALLEY SEWERAGE C	R	5600.00 ACCOUNTS PAYABLE CHECK
19142	05/21/2019	PASSAIC VALLEY SEWERAGE C	R	5040.00 ACCOUNTS PAYABLE CHECK
19143	05/21/2019	PIAZZA, ROBERT	R	291.66 ACCOUNTS PAYABLE CHECK
19144	05/21/2019	RIGO GENERAL HARDWARE	R	860.35 ACCOUNTS PAYABLE CHECK
19145	05/21/2019	SANICO INC.	R	129.01 ACCOUNTS PAYABLE CHECK
19146	05/21/2019	SPECTRASERV INC	R	7182.00 ACCOUNTS PAYABLE CHECK
19147	05/21/2019	THE COUNTY OF WARREN	R	486.53 ACCOUNTS PAYABLE CHECK
19148	05/21/2019	THE COUNTY OF WARREN	R	234.00 ACCOUNTS PAYABLE CHECK
19149	05/21/2019	WAUHOP, BILLY	R	754.37 ACCOUNTS PAYABLE CHECK
19150	05/21/2019	WELLS FARGO VENDOR FINANC	R	237.12 ACCOUNTS PAYABLE CHECK
TOTAL FUND				50963.85

TOTAL REPORT 50963.85

RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF MAY 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 401

Dated: May 21, 2019

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 7

No 0

Abstain 0

Absent 2

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: May 20, 2019

1. Florio Perrucci Steinhardt Cappelli Legal Services - March 2019 Oxford Upgrade WWTP \$3,553.18
2. Florio Perrucci Steinhardt Cappelli Legal Services – April 2019 Oxford Upgrade WWTP 4,056.00
3. Rigo General Hardware Parts for Climbing Screen Belvidere WWTP <u>11.40</u>
Total \$7,620.58

PENTAMATION
DATE: 05/16/2019
TIME: 11:26:40

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 5/19

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
19111	10101	05/20/19	FLORIO PERRUCCI STEINHARD	19006	LEGAL SERV UPGRAD MAR	3,553.18
19112	10101	05/20/19	FLORIO PERRUCCI STEINHARD	19006	LEGAL SERV OXF UPGRADE	4,056.00
19113	10101	05/20/19	RIGO GENERAL HARDWARE	19002	BOLTS FOR CLIMBING SCREEN	11.40
TOTAL FUND						7,620.58
TOTAL REPORT						7,620.58