#### WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

#### **MINUTES April 18, 2017**

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 Everdina O'Connor Philip Rosenberg

#### Also, in attendance were:

Stephen Donati, Authority Engineer; Katharine Fina, Authority Legal Counsel; Daniel Olshefski, Authority CFO; 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.

#### **MINUTES**

Ms. Napolitani moved and Ms. O'Connor seconded to approve the minutes of the March 21, 2017 regular meeting, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Yes	Mr. Piazza	Abstain
Mr. Kiszonak	Abstain	Mr. Rosenberg	Yes
Ms. Napolitani	Yes	Mr. Scott	Abstain
Mr. Niece	Yes	Chairman Chamberlain	Yes
Me O'Connor	$\mathbf{V}_{AC}$		

Ms. O'Connor

Ms. Napolitani moved and Ms. O'Connor seconded to approve the minutes of the March 21, 2017 executive session, as presented. The motion passed. Roll call was as follows:

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Mr. Deutsch	Yes	Mr. Piazza	Abstain
Mr. Kiszonak	Abstain	Mr. Rosenberg	Yes
Ms. Napolitani	Yes	Mr. Scott	Abstain
Mr. Niece	Yes	Chairman Chamberlain	Yes

Ms. O'Connor Yes

#### **CORRESPONDENCE**

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated March 24, 2017, from Sean Sauder, Project Manager, CP Engineers, to Mr. Foley, Project Manager, Rapid Pump & Meter Service Co., Inc., regarding progress of Contract #15-03: Warren Haven Pump Station 1 & 2 Replacement.
- 2) A letter dated March 29, 2017, from Mr. Wauhop, Authority Consultant, to the NJDEP, submitting the Annual Pretreatment Report for the Oxford Area STP.
- 3) A letter dated March 29, 2017, from Mr. Wauhop, Authority Consultant, to the NJDEP, submitting the Annual Pretreatment Report for the Belvidere Area STP.
- 4) A letter dated April 3, 2017, from Mr. Wauhop, Authority Consultant, to the NJ Department of Transportation, submitting requested documents for the Rt. 31 Bridge over Furnace Brook project in Oxford Township.
- A letter dated April 5, 2017, from Mr. Kenneth O'Connell, Field Representative, Public Contracts Section, Division of Wage & Hour Compliance, Department of Labor & Workforce Development, State of New Jersey, to Mr. Wauhop, Authority Consultant, regarding Thomas & Sons Builders, LLC and the Prevailing Wage Act.
- A Notice of Delivery of Labor or Materials dated April 7, 2017, from Cooper Electric Supply Company notifying the Authority that a Generator/ATS was shipped to Rapid Pump & Meter Service for Contract #15-03, the Warren Haven Pump Station 1 & 2 Replacement project.
- 7) A letter dated April 11, 2017, from Brian Tipton, Esq. to Coyne Chemical regarding their bid submitted on February 22, 2017 for Contract #17-01.
- 8) A letter dated April 11, 2017, from Brian Tipton, Esq. to Main Pool & Chemical Company, regarding their bid submitted on February 22, 2017 for Contract #17-01.
- 9) A letter dated April 11, 2017, from Amy Lopez, Senior Project Manager, Brockerhoff Environmental Services to the Township of White, regarding a Recorded Deed Notice for property located at 185 CR 519 in the Township of White.

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- 10) A letter dated April 17, 2017, from Mr. Wauhop, Authority Consultant, to Mr. Tipton, Esq., Florio Perrucci Steinhardt & Fader regarding the 2016 Audit.
- 11) A letter dated April 17, 2017, from Daniel Olshefski and Chairman Chamberlain to the Commissioners regarding the 2016 Audit.
- 12) A letter dated April 17, 2017, from Ms. Kaspereen, Administrative Assistant, to the NJDEP enclosing Contractor's Procurement Activity Reports for Q/E March 2017 for Contracts #12-01 and #16-01.
- 13) A memo received on April 18, 2017, from Steve Marvin, Warren County Administrator, to Ms. Kaspereen, enclosing instructions for completing the on-line Financial Disclosure Statements for distribution to each commissioner.

#### **EXECUTIVE SESSION**

At approximately 7:37 p.m., Mr. Scott moved and Mr. Kiszonak seconded to adopt Resolution #17-19, to enter into an executive session to discuss contract matters. All in favor, motion carried.

At 7:43 p.m., Mr. Rosenberg moved and Ms. O'Connor seconded to return to open session. All in favor, motion carried.

#### **CFO'S REPORT**

Mr. Olshefski reminded the commissioners about submitting their Financial Disclosure Statements. Each commissioner received instructions for on-line completion.

The auditor has completed the fieldwork for the 2016 Audit and sent Mr. Olshefski a draft of the audit earlier that day. There were no findings or recommendations. The final audit should be ready for approval at next month's meeting.

He reviewed the monthly financial report. Our cash position is as expected for this time of year. Regarding the budget, we are on target with no surprises.

A CD matured in April. That CD plus an additional \$1.5 million was rolled over into a new CD earning 1.01% interest.

Mr. Olshefski's office continues to monitor the NJEIT loan for the Oxford Upgrade. Mr. Wauhop said that the contractor for Phase 2 of the upgrade resumed work earlier this week.

Regarding the Warren Haven Pump Stations project, Mr. Wauhop said the equipment is on site and locked up.

Discussion ensued about the funds remaining for the Oxford Upgrade projects.

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Mr. Olshefski and Mr. Francisco left the meeting.

#### GENERAL COUNSEL'S REPORT

Ms. Fina had nothing to report.

#### **ENGINEER'S REPORT**

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

Proposed Washington Twp. Development: The development continues to move forward.

Belvidere Square Apartments: They are putting in a larger water softener. The Authority has a new permit limit for TDS discharge going into the Delaware River. Mr. Donati contacted their consultant to obtain additional information. H2M requested a copy of our Service Rules, but new permit limits have been imposed since our rules have last been updated. The Service Rules need to be updated to incorporate the new limits.

Chemical Contract #17-01: Mr. Donati reviewed the submitted bids and recommended the contract be awarded to Main Pool & Chemical.

Warren Haven Pump Stations Rehab, Contract #15-03: Rapid Pump is staged to begin the project. They are waiting for their subcontractor to install a shut-off valve on the main line, so that a bypass can be installed and work started. Final Completion for the project is June 10, 2017. A payment request has been submitted for \$154,566, based on the equipment that was delivered to the site.

Mr. Piazza asked if the Authority has received any inquiries from a developer for 18 homes being built in Belvidere. No inquiries have been received recently.

#### **AUTHORITY CONSULTANT**

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: He recapped maintenance items performed during the month. The non-potable pump was replaced due to a leaky seal. All the process pumps were greased. The monitoring screen on one of the UV banks was replaced. There was no charge for the screen from the manufacturer. The operators serviced the mowers. The carburetor was rebuilt and spark plugs replaced on the Jet Rodder. The old control panels used for former blowers #3 and #4 were cleaned out and are now used as storage cabinets.

Oxford plant: Mr. Wauhop recapped maintenance items performed during the month. Russ continues to work on the new tractor. The operators serviced the John Deere mowers and replaced the diaphragm on the Jet Rodder. The County asked for the MUA's assistance and use of our Jet Rodder to unclog a storm drain in Oxford. One of the Stenner pumps used for

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aluminum chloride was replaced. Work was done on the grit machine. The operators painted all the bollards Safety Yellow, and cleaned and greased all the floats at the three pump stations. A motor was replaced on one of the service building roof fans. The original batteries for the standby generator had to be replaced because they would not recharge.

Under general business, we are still working on the decant issues at the Belvidere WWTP.

Summer Projects: At the Belvidere plant, we will be working on the issue of removing debris from the grease pit, which comes down the county line. The Board previously approved spending up to \$15,000 to install an auger or a climbing screen.

The two pumps at the Belvidere STP that waste down to the #2 FST and waste up to the storage tank will not pump anything that is more than 2 ½% solids. We are now able to achieve 3% or maybe 3 ½%, but the existing pump quits working. In order to automate the wasting process, Mr. Wauhop recommended replacing one of the pumps.

He requested authorization from the Board to purchase the pump from Reiner Pumps at a cost of \$5,400 and an additional \$2,100 for installation and wiring for a total amount of \$7,500.

Mr. Scott made a motion and Ms. O'Connor seconded to allow Mr. Wauhop to spend \$7,500 to install a new pump on the #2 FST at the Belvidere STP. All in favor, motion carried.

All the buildings need to be pressure washed this summer. At the Oxford plant, the generator room will be completely cleaned out and painted. Unneeded spare parts can be sold. The interior walls of the insulation in the climbing screen building and chemical storage building need to be sealed and painted.

Mr. Wauhop requested authorization to hire Ashleigh Sipes as our summer helper.

Mr. Rosenberg moved and Mr. Piazza seconded to hire Ashleigh Sipes as our temporary summer helper at a rate of \$13.50 per hour. All in favor, motion carried.

Chemical Supply Contract #17-01: The contract was rebid on April 18, 2017. Main Pool & Chemical Company was the lowest responsible and responsive bidder with a total delivery price of \$51,745.00. This is a two-year contract. The Authority's attorney and engineer reviewed the bid documents.

Ms. Napolitani moved to adopt Resolution #17-20, awarding Chemical Supply Contract #17-01 to the lowest responsible and responsive bidder Main Pool & Chemical Company for a total delivery price of \$51,745.00. This is a two-year contract. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

#### **FINANCE**

Mr. Piazza initiated discussion on freight charges. He recommended getting freight charges

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FOB Delivered when obtaining quotes or bids and all deliveries.

Mr. Piazza moved that Resolution #17-21 (Certificate No. 369: \$57,909.41) be approved to pay all bills from the Operating Fund, as presented. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #17-22 (Certificate No. 377: \$157,284.06) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Scott seconded. The motion passed unanimously on roll call vote.

#### <u>UNFINISHED BUSINESS</u>

There was no unfinished business.

#### **NEW BUSINESS**

There was no new business.

#### PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Mr. Scott moved and Mr. Kiszonak seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:14 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:

Contract Matters

- 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: April 18, 2017

#### **RESOLUTION #17-20**

AUTHORIZING THE AWARD TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER FOR CONTRACT NO. 17-01 FOR THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY.

WHEREAS, as publicly advertised in the Star Gazette and The Express Times, the Warren County (Pequest River) Municipal Utilities Authority, hereinafter "Authority" sought bids For Contract No. 17-01, "Chemical Bid Specifications" for the Authority's Belvidere and Oxford Water Pollution Control Facilities; and

WHEREAS, sealed bids therefore were received and opened by the Authority on April 18, 2017 at 11:00 A.M. in accordance with the provisions of said legal advertisements; and

WHEREAS, funds are available for the contract and have been so certified by the Treasurer; and

WHEREAS, the Authority has selected procurement of "Combined Chemicals" under Contract No. 17-01, instead of the aggregate procurement of separate chemicals, in the best interests of the Authority; and

WHEREAS, the Authority desires to designate <u>Main Pool & Chemical Company</u>, <u>Inc.</u>, as the lowest responsible and responsive bidder and award to them Contract No. 17-01 in accordance with the cumulative total delivery price for all chemicals of \$51,745.00 as set forth in their Bid Proposal.

**NOW, THEREFORE, BE IT RESOLVED,** by the Warren County (Pequest River) Municipal Utilities Authority, in the County of Warren, State of New Jersey as follows:

- 1. The Authority Contract No. 17-01 for the furnishing and delivery of "Combined Chemicals" to the Warren County (Pequest River)

  Municipal Utilities Authority is hereby awarded to Mail Pool & Chemical Co., Inc., as the lowest responsible and responsive bidder in accordance with the cumulative total delivery price of \$51,745.00 as set forth in their Bid Proposal.
- 2. The proper officers of this Authority, its employees, attorney and engineer are hereby instructed and directed to proceed with the preparation and execution of a formal contract with Main Pool & Chemical Co., Inc., as set forth above, pursuant to the terms and conditions of the bid previously submitted by said Main Pool & Chemical Co., Inc., and specifications in connection herewith.
- 3. This award is contingent upon review of the Bid Documents and recommendations for award by the Authority's Attorney and Engineer.

- 4. This award is subject to the contractor's compliance with the requirements of P.L. 1975 and the regulation adopted thereunder.
- 5. This Resolution shall take effect as herein provided.

CERTIFIED AS A TRUE COPY OF THE RESOLUTION ADOPTED BY THE AUTHORITY AT ITS REGULAR MEETING HELD ON WEDNESDAY, APRIL 18, 2017.

Chad Chamberlain, Chairperson

Laurel Napolitani, Secretary

#### **RESOLUTION RE:**

## EXPENDITURES FROM THE OPERATING FUND DURING THE MONTH OF APRIL 2017.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of April 18, 2017, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2017 budget.

Chad Chamberlain, Chairperson

Laurel Napolitani, Secretary

Certificate No. OP 369

Dated: April 18, 2017

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent \_\_0

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

Meeting: April 18, 2017

**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 #17842 - #17855 3/24-4/7/17 \$3,220.10 Due 4/18/17 54,689.31

Total \$57,909.41

PENTAMATION DATE: 08/03/2017 TIME: 12:59:00

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCIPA21
ACCOUNTING PERIOD: 8/17

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='03/24/2017'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
17842	03/24/2017	APEX TELECOM, LLC	땨	230.00 ACCOUNTS PAYABLE CHECK
17843	03/24/2017	CENTURYLINK	ጁ	100.32 ACCOUNTS PAYABLE CHECK
17844	03/24/2017	COMCAST	战	164.89 ACCOUNTS PAYABLE CHECK
17845	03/24/2017	NJ ADVANCE MEDIA	ద	86.37 ACCOUNTS PAYABLE CHECK
17846	03/24/2017	ONE CALL CONCEPTS, INC.	ద	3.75 ACCOUNTS PAYABLE CHECK
17847	03/24/2017	VERIZON WIRELESS	괊.	106.56 ACCOUNTS PAYABLE CHECK
TOTAL FUND				691.89
TOTAL REPORT				691.89

PENTAMATION DATE: 08/03/2017 TIME: 13:01:22

PAGE NUMBER: 1 ACCTPA21 ACCOUNTING PERIOD: 8/17

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='04/07/2017'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
17848 17849	04/07/2017	C & M AUTO PARTS CENTURYLINK	ck ck	127.98 ACCOUNTS PAYABLE CHECK 173.88 ACCOUNTS PAYABLE CHECK
17850	04/07/2017	COMCAST PROTENT COMPANY	ድር	206.13 ACCOUNTS PAYABLE CHECK
17852	04/07/2017	JOPEL	; rz	3.32 ACCOUNTS PAYABLE CHECK
17853	04/07/2017	MAIN POOL & CHEMICAL CO.,	<b>K</b>	1861.40 ACCOUNTS PAYABLE CHECK
17854	04/07/2017	RIGO GENERAL HARDWARE	œ.	PAYABLE
17855	04/07/2017	SANICO INC.	ద	PAYABLE
TOTAL FUND				2528.21
TOTAL REPORT				2528.21

PENTAMATION DATE: 08/03/2017 TIME: 13:03:28

# MUNICIPAL UTILITY AUTHORITY CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCIPA21
ACCOUNTING PERIOD: 8/17

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='04/18/2017'

DISTRIBUTION FUND: MUA01

TOTAL DESCRIPTION	5712.00 ACCOUNTS PAYABLE CHECK 1567.12 ACCOUNTS PAYABLE CHECK 6919.94 ACCOUNTS PAYABLE CHECK	29.96 ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	175.68 ACCOUNTS PAYABLE CHECK	ACCOUNTS FAIRBLE ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE		166.67 ACCOUNTS PAYABLE CHECK	ACCOUNTS PAYABLE (	ACCOUNTS	ACCOUNTS PAYABLE (			ACCOUNTS PAYABLE	3840.00 ACCOUNTS PAYABLE CHECK			1856.80 ACCOUNTS PAYABLE CHECK	166.67 ACCOUNTS PAYABLE CHECK	ACCOUNTS PAYABLE	616.40 ACCOUNTS PAYABLE CHECK		ACCOUNTS	3 ACCOUNTS PAYABLE	S ACCOUNTS PAYABLE	1007.66 ACCOUNTS PAYABLE CHECK	?
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VENDOR	ACCURATE WASTE REMOVAL SE BILL HODGE ELECTRICAL CON BILLY WAUHOP & ASSOCIATES	CENTURYLINK CINTAS COPPODATION #101	<b>+</b>	CP ENGINEERS, LLC	DEUTSCH, SIDNEY	ENVIRONMENTAL RESOURCE AS	FLORIO PERRUCCI STEINHARD	GERO, WAYNE	HACH COMPANY	COPEL	JEFCO EQUIPMENT SUPPLIES	JIM FLYNN'S TRUCK REPAIR,	KISZONAK, DREW	LIN SUPPLY INC.	MAIN POOL & CHEMICAL CO.,	NAPOLITANI, LAUREL	NIECE, DONALD L.	NJ ADVANCE MEDIA	NJ ADVANCE MEDIA	PASSAIC VALLEY SEWERAGE C	PIAZZA, ROBERT			ROSENBERG, PHILIP H.	RUSSELL REID INC.	SMITH MOTOR CO., INC.	STAPLES CREDIT PLAN	THE COUNTY OF WARREN	WARREN COUNTY SERVICE CEN	ON PRO	ZEP SALES & SERVICE	
ISSUE DATE	04/18/2017 04/18/2017 04/18/2017	, m m		04/18/2017	04/18/2017	04/18/2017	04/18/2017	04/18/2017	m	m	04/18/2017	m	04/18/2017	~	~	04/18/2017	04/18/2017	~	04/18/2017		<u></u>	m	m	m	m	<u>m</u>	m	m	/18/	/18/	04/18/2017	
CHECK NUMBER	1,7860 1,7861 1,7862	17863	17865	17866	17867	17868	17870	17871	17872	17873	17874	17875	17876	17877	17878	17879	17880	17881	17882	17883	17884	17885	17886	17887	17888	17889	17890	17891	17892	17893	17894 TOTAL ETIM	

TOTAL REPORT

54689.31

**RESOLUTION RE:** 

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS

FUND FOR THE MONTH OF APRIL 2017.

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

Chad Chamberlain, Chairperson

Jamel Napolitani, Secretary

Certificate No. CI 377

Dated: April 18, 2017

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes \_ 9\_

No \_0\_

Abstain 0

Absent 0

### CAPITAL IMPROVEMENT BILLS LIST

**Dated: April 17, 2017** 

1.	CP Engineers, LLC Period: March 2017 Engineering Services Warren Haven Pump Stations Rehab	\$1,736.25
2.	CP Engineers, LLC	
	Period: March 2017	
	Engineering Services	
	Doc Prep & NJEIFP App.	
	Oxford WWTP Upgrade	261.81*
3.	Florio Perrucci Steinhardt & Fader Period: March 2017 Legal Services	
	Oxford WWTP Upgrade	720.00*
4.	Rapid Pump & Meter Service Co., Inc. Payment #2 Contract #15-03	
	Warren Haven Pump Station Replace.	154,566.00
		\$157,284.06

<sup>\*</sup> Bills to be submitted by CPE at a date TBD, to request reimbursement from the NJEIT Financing Program

PENTAMATION DATE: 08/03/2017 TIME: 13:05:59

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1 ACCTPA21 ACCOUNTING PERIOD: 8/17

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='04/17/2017'

DISTRIBUTION FUND: MUA01

TOTAL DESCRIPTION	261.81 ACCOUNTS PAYABLE CHECK 1736.25 ACCOUNTS PAYABLE CHECK 720.00 ACCOUNTS PAYABLE CHECK 154566.00 ACCOUNTS PAYABLE CHECK 157284.06	157284.06
STATUS	<b>ය                                    </b>	
VENDOR	CP ENGINEERS, LLC CP ENGINEERS, LLC FLORIO PERRUCCI STEINHARD RAPID PUMP & METER SERVIC	
ISSUE DATE	04/17/2017 04/17/2017 04/17/2017 04/17/2017	
CHECK NUMBER	17856 17857 17858 17859 TOTAL FUND	TOTAL REPORT