

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES

August 15, 2017

Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:33 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
Laurel Napolitani, Secretary	Morris Scott, Jr.	Absent
Robert Piazza, Treasurer		
Sidney Deutsch		
Drew Kiszonak		
Donald Niece		
Everdina O'Connor		

Also, in attendance were:

Stephen Donati, Authority Engineer; Brian Tipton, Authority Legal Counsel; Daniel Olshefski, Authority CFO; Kim Francisco, Authority Fiscal Officer; Billy J. Wauhob, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

Herbert J. Sipes, from Billy Wauhob & Associates, and Ashleigh Sipes, a summer helper, were also present.

Chairman Chamberlain led everyone in the Pledge of Allegiance and then read the Introductory Statement.

MINUTES

Mr. Kiszonak moved and Mr. Piazza seconded to approve the minutes of the July 18, 2017 regular meeting, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Abstain	Mr. Piazza	Yes
Mr. Kiszonak	Yes	Mr. Rosenberg	Absent
Ms. Napolitani	Yes	Mr. Scott	Absent
Mr. Niece	Yes	Chairman Chamberlain	Yes
Ms. O'Connor	Yes		

Mr. Kiszonak moved and Ms. O'Connor seconded to approve the minutes of the July 18, 2017 executive session, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Abstain	Mr. Piazza	Yes
Mr. Kiszonak	Yes	Mr. Rosenberg	Absent
Ms. Napolitani	Yes	Mr. Scott	Absent
Mr. Niece	Yes	Chairman Chamberlain	Yes
Ms. O'Connor	Yes		

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated July 18, 2017, from Joseph Mikulka, C.P.M., Senior Project Manager, CP Engineers to Karla Martin, Municipal Finance & Construction Element, NJDEP, enclosing Payment Requisition Package #34 (State - #33) for reimbursement from the NJEIF Program for the Oxford WWTF Upgrade Project.
- 2) A letter dated July 20, 2017, from Paul Menz, Supervising Engineer, Operations Permit Office, Department of Transportation, State of New Jersey, to Billy Wauhop, Authority Consultant, regarding the Beckett of White Township application.
- 3) A letter dated July 25, 2017, from Patricia Kaspereen, Administrative Assistant, to Lisa Price, Affirmative Action Specialist, Office of Equal Opportunity & Public Contract Assistance, NJDEP, enclosing SED documents for Project No. S340454-04, Contract No. 16-01: Oxford WWTF Upgrade Phase 2.
- 4) A letter dated July 28, 2017, from Patricia Kaspereen to Palisades Safety & Insurance submitting a claim for damage caused by an automobile accident.
- 5) A letter dated July 28, 2017, from Paul Menz, NJDOT to Billy Wauhop regarding the Beckett of White Township application.
- 6) A letter dated August 7, 2017, from Plymouth Rock in response to correspondence #4.

EXECUTIVE SESSION

At approximately 7:36 p.m., Ms. Napolitani moved and Ms. O'Connor seconded to adopt Resolution #17-36, to enter into an executive session to discuss contract and personnel matters. All in favor, motion carried. (HJ and Ashleigh Sipes were not present during executive session.)

At 7:58 p.m., Mr. Niece moved and Mr. Piazza seconded to return to open session. All in favor, motion carried. (HJ and Ashleigh Sipes reentered the meeting during open session.)

Mr. Piazza made a motion authorizing Mr. Tipton to send a letter to Tomar's attorney, notifying him that the Authority will pay Tomar the money withheld for the T&S lien in the amount of \$173,970.70, give direction on how to obtain the retainage, as well as information on negotiating

the outstanding change orders. In addition, the Authority is withdrawing the settlement offer of \$581,000. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

CFO'S REPORT

Mr. Olshefski summarized the monthly financial report. At the end of July, the Authority's cash balances were approximately \$6.7 million dollars, of which \$4.5 million is invested in CDs and about \$1.5 million in a Money Market account.

Regarding the FY2017 Budget, Mr. Olshefski again expressed concern with the revenue received from our Industrial Users. Mr. Wauhop has reached out to PCFA, and he will be meeting with Mr. Olshefski this week to discuss maintaining those revenues. Expenditures are lower than anticipated except for Professional Service Fees, which he explained further. Overall, we are doing well with the budget.

Within the next couple of weeks, a preliminary FY2018 Budget will be prepared and a meeting will be held with the Finance Committee to review it. It will then be presented to the full Board at the September meeting for discussion.

Mr. Olshefski and Mr. Francisco left the meeting.

GENERAL COUNSEL'S REPORT

Mr. Tipton's office prepared two resolutions for the sale of the two generators left over from the Warren Haven Pump Station project.

Mr. Kiszonak moved to adopt Resolutions #17-37 and #17-38, authorizing the sale of one generator to the Township of Oxford for \$2,500 and to sell the second generator, plus other items listed on Schedule A, on an online auction, respectively. Ms. Napolitani seconded. The motion passed unanimously on a roll call vote.

ENGINEER'S REPORT

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

Beckett of White Twp. LLC: CP Engineers spoke with the developer's engineer about the Authority being the applicant on the NJDOT Road Opening Permit and their proposed installation of a force main. Mr. Donati does not feel it is a good idea for the Authority to be the applicant on a force main that they do not own. Nor do we want to own a force main as currently presented by the developer. NJDOT will not allow a private entity to be the applicant. Mr. Donati will respond back to the developer.

Oxford WWTP Upgrade – Phase 2: This project is complete. The Authority is still holding \$10,940 in retainage. The contractor needs to submit his closeout documents.

Warren Haven Pump Stations Rehab, Contract #15-03: Warren Haven #2 is essentially complete other than some punch list items. The contractor continues to work on #1. There will be a change order to relocate the generator and electrical supply. There is a payment request in tonight's bills list from Rapid Pump for \$31,754.20. The contractor should be finished in about 30 days.

AUTHORITY CONSULTANT

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: The South Water Street Pump Station was washed down and disinfected in preparation for the work that was approved of at the June meeting. Last Thursday, the operators were joined by Russell Reid and Pumping Services to perform the work. It was a great job organized by Mike Codis, said Mr. Wauhop. He displayed slides showing the manpower present to do the job.

He recapped other maintenance items performed during the month. The pressure washing of all the Belvidere WWTP buildings is almost done.

Oxford plant: Mr. Wauhop recapped maintenance items performed during the month. They changed the skimmer rubbers on the new #3 clarifier, and installed a new sign at the property entrance and removed the old sign. As approved previously by the Board, Tom Bartha installed a new 15" diameter concrete pipe under our service road. He had enough 15" concrete pipe on site to install the two laterals, so he offered to give the Authority the 15" concrete pipes for the same price as the 12" plastic pipe that we were going to use, if Mr. Wauhop agreed to it at that time. The cost was less than \$5,000, so Mr. Wauhop gave his approval. He displayed pictures showing the work.

Under general business, he recommended that next month's meeting be held at the Oxford WWTP at an earlier time than usual. The operators will be present and the Board can tour the upgraded facility. Pizza will be served.

An Oxford resident contacted the Authority about obtaining any unneeded topsoil from the upgrade project. Mr. Wauhop told him that he would ask the Board and get back to him. Mr. Tipton did not see a problem with this as long as the Authority does not need it. Mr. Wauhop will confirm that the stockpiled soil will not be needed.

Pictures of the Warren Haven #1 project were also shown to the Board, which Mr. Wauhop explained in more detail.

Ms. Sipes prepared and displayed charts showing the number of truckloads of sludge removed from the Belvidere STP from 2000-2016 and from the Oxford STP from 1999-2016. We have budgeted \$195,000 for sludge removal for 2017, but that number will be coming down. Mr. Wauhop gave the operators credit for the decrease in sludge.

FINANCE

Mr. Piazza moved that Resolution #17-39 (Certificate No. 373: \$50,372.80) be approved to pay all bills from the Operating Fund, as presented. Mr. KiszonaK seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #17-40 (Certificate No. 381: \$42,086.93) be approved to pay all bills from the Capital Improvements Fund, as presented. Mr. KiszonaK seconded. The motion passed unanimously on a roll call vote.

Mr. Wauhopp introduced Mr. Sipes to the Board, he has been working for Billy Wauhopp & Associates for the past few months. He will be attending some of our meetings.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Ms. Kaspereen asked for clarification on the change of meeting time for legal notice purposes. Mr. Tipton advised her to advertise the regularly scheduled meeting for 6:00 pm.

PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Mr. Piazza moved and Ms. Napolitani seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:42 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.

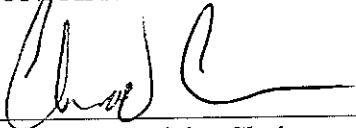
NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority of the Township of White, County of Warren and State of New Jersey, as follows:

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

Personnel 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: August 15, 2017

RESOLUTION AUTHORIZING THE SALE OF GENERATOR TO THE TOWNSHIP OF
OXFORD

WHEREAS, the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-36 authorizes the sale of personal property no longer needed for public use to another local public contracting unit without the advertisement of bids; and

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (“Authority”) is the owner of a generator that is left over from the Warren Haven Pump Station project; and

WHEREAS, the generator is no longer needed for public use; and

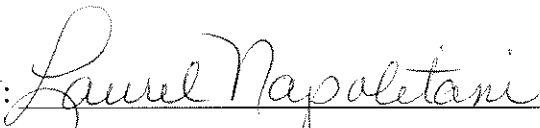
WHEREAS, the Authority has determined that it is in the best interest of the Authority to sell the generator.

NOW, THEREFORE, BE IT RESOLVED by the Authority as follows:

1. The Authority shall sell a generator, as-is, to the Township of Oxford for \$2,500.00.
2. This Resolution shall take effect immediately.

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 August 15, 2017.

BY:  _____
Laurel Napolitani, Secretary

DATE: August 15, 2017

RESOLUTION OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES
AUTHORITY AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO
LONGER NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Warren County (Pequest River) Utilities Authority (hereinafter "Authority") intends to utilize the online auction services of USGovBid located at www.usgovbid.com; and

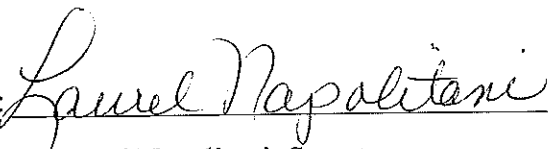
WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services' Local Finance Notice 2008-9,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Authority in the County of Warren, State of New Jersey, as follows:

1. The Authority is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.usgovbid.com;
2. The terms and conditions of the agreement entered into between USGovBid and the Authority are available at www.usgovbid.com and in the Authority's office; and
3. A certified copy of the within Resolution be forwarded by the Authority to the Division of the Local Government Services.

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 August 15, 2017.

BY: 
Laurel Napolitani, Secretary

DATE: August 15, 2017

SCHEDULE A

Used

Three (3) Roots Blowers Model 68 URAI

One (1) Charcoal Scrubber Ventsorb

One (1) Onan Generator model 30.0DL6-15R/30136D

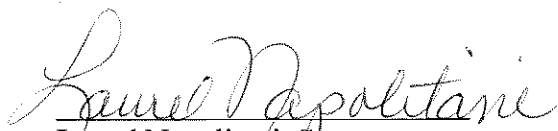
RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTH OF AUGUST 2017.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of August 15, 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 373

Dated: August 15, 2017

Moved by: Mr. Piazza

Seconded by: Mr. Kiszonak

Yes 7

No 0

Abstain 0

Absent 2

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: August 15, 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 #18059 - #18067

7/28

\$12,046.63

Due 8/15/17

38,326.17

Total

\$50,372.80

PENTAMATION
DATE: 09/29/2017
TIME: 14:05:17

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 9/17

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='07/28/2017'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18059	07/28/2017	ACCURATE WASTE REMOVAL SE	R	5280.00 ACCOUNTS PAYABLE CHECK
18060	07/28/2017	CENTURYLINK	R	54.66 ACCOUNTS PAYABLE CHECK
18061	07/28/2017	COMCAST	R	202.32 ACCOUNTS PAYABLE CHECK
18062	07/28/2017	MAIN POOL & CHEMICAL CO.,	R	1757.05 ACCOUNTS PAYABLE CHECK
18063	07/28/2017	NEW JERSEY ANALYTICAL LAB	R	730.50 ACCOUNTS PAYABLE CHECK
18064	07/28/2017	ONE CALL CONCEPTS, INC.	R	3.75 ACCOUNTS PAYABLE CHECK
18065	07/28/2017	PASSAIC VALLEY SEWERAGE C	R	3800.00 ACCOUNTS PAYABLE CHECK
18066	07/28/2017	VERIZON WIRELESS	R	107.37 ACCOUNTS PAYABLE CHECK
18067	07/28/2017	WARREN COUNTY SERVICE CEN	R	110.98 ACCOUNTS PAYABLE CHECK
TOTAL FUND				12046.63
TOTAL REPORT				12046.63

PENTAMATION
 DATE: 09/29/2017
 TIME: 14:07:59

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 9/17


SELECTION CRITERIA: chkstat_disp_fund='MUA01' and chkstat_rundate='08/15/2017'

DISTRIBUTION FUND: MUA01

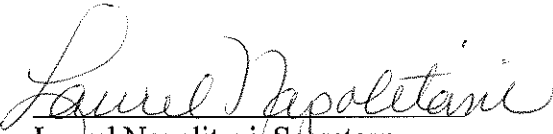
CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18072	08/15/2017	BELVIDERE NAPA AUTO PARTS	R	8.78 ACCOUNTS PAYABLE CHECK
18073	08/15/2017	BILL HODGE ELECTRICAL CON	R	661.82 ACCOUNTS PAYABLE CHECK
18074	08/15/2017	BILL HODGE ELECTRICAL CON	R	220.61 ACCOUNTS PAYABLE CHECK
18075	08/15/2017	BILLY WAUHOP & ASSOCIATES	R	6875.00 ACCOUNTS PAYABLE CHECK
18076	08/15/2017	C & M AUTO PARTS	R	34.96 ACCOUNTS PAYABLE CHECK
18077	08/15/2017	CENTURYLINK	R	126.80 ACCOUNTS PAYABLE CHECK
18078	08/15/2017	CINTAS CORPORATION #101	R	146.86 ACCOUNTS PAYABLE CHECK
18079	08/15/2017	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
18080	08/15/2017	CP ENGINEERS, LLC	R	5033.59 ACCOUNTS PAYABLE CHECK
18081	08/15/2017	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
18082	08/15/2017	FASTENAL COMPANY	R	131.82 ACCOUNTS PAYABLE CHECK
18083	08/15/2017	FLORIO PERRUCCI STEINHARD	R	1008.00 ACCOUNTS PAYABLE CHECK
18084	08/15/2017	GERO, WAYNE	R	542.20 ACCOUNTS PAYABLE CHECK
18085	08/15/2017	JCP&L	R	9410.61 ACCOUNTS PAYABLE CHECK
18086	08/15/2017	JTORLE'S OFFICE SUPPLIES	R	43.83 ACCOUNTS PAYABLE CHECK
18087	08/15/2017	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
18088	08/15/2017	MAIN POOL & CHEMICAL CO.,	R	1634.90 ACCOUNTS PAYABLE CHECK
18089	08/15/2017	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE CHECK
18090	08/15/2017	NEW JERSEY AMERICAN WATER	R	23.19 ACCOUNTS PAYABLE CHECK
18091	08/15/2017	NEW JERSEY ANALYTICAL LAB	R	3243.50 ACCOUNTS PAYABLE CHECK
18092	08/15/2017	NIECE, DONALD L.	R	166.67 ACCOUNTS PAYABLE CHECK
18093	08/15/2017	NJ ADVANCE MEDIA	R	30.02 ACCOUNTS PAYABLE CHECK
18094	08/15/2017	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
18095	08/15/2017	PUMPING SERVICES, INC.	R	645.00 ACCOUNTS PAYABLE CHECK
18096	08/15/2017	RIGO GENERAL HARDWARE	R	64.79 ACCOUNTS PAYABLE CHECK
18097	08/15/2017	ROSENBERG, PHILIP H.	R	166.67 ACCOUNTS PAYABLE CHECK
18098	08/15/2017	RUSSELL REID INC.	R	1700.00 ACCOUNTS PAYABLE CHECK
18099	08/15/2017	SANICO INC.	R	101.00 ACCOUNTS PAYABLE CHECK
18100	08/15/2017	SHADE TREE ELECTRIC	R	225.00 ACCOUNTS PAYABLE CHECK
18101	08/15/2017	STAPLES CREDIT PLAN	R	73.39 ACCOUNTS PAYABLE CHECK
18102	08/15/2017	SUPERIOR FENCING & HOLE D	R	1500.00 ACCOUNTS PAYABLE CHECK
18103	08/15/2017	THE COUNTY OF WARREN	R	478.18 ACCOUNTS PAYABLE CHECK
18104	08/15/2017	WAUHOP, BILLY	R	1015.30 ACCOUNTS PAYABLE CHECK
18105	08/15/2017	WILSON PRODUCTS	R	97.00 ACCOUNTS PAYABLE CHECK
TOTAL FUND				38326.17
TOTAL REPORT				38326.17

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF AUGUST 2017.

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 381

Dated: August 15, 2017

Moved by: Mr. Piazza

Seconded by: Mr. Kiszonak

Yes 7

No 0

Abstain 0

Absent 2

**CAPITAL IMPROVEMENT
BILLS LIST
Dated: August 15, 2017**

1. CP Engineers, LLC Period: July 2017 Engineering Services Warren Haven Pump Stations Rehab\$1,504.20
2. CP Engineers, LLC Period: July 2017 Engineering Services Doc Prep & NJEIFP App. Oxford WWTP Upgrade769.90*
3. CP Engineers, LLC Period: July 2017 Engineering Services Tomar Litigation Assistance Oxford WWTP Upgrade3,775.25*
4. Florio Perrucci Steinhardt & Fader Period: July 2017 Legal Services Oxford WWTP Upgrade4,283.38*
5. Rapid Pump & Meter Service Co., Inc. Payment #6 Contract #15-03 Warren Haven Pump Station Replace. <u>31,754.20</u>
\$42,086.93

* Bills to be submitted by CPE at a date TBD, to request reimbursement from the NJEIT Financing Program

PENTAMATION
 DATE: 08/10/2017
 TIME: 11:39:17

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 8/17

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
18068	10101	08/14/17	CP ENGINEERS, LLC	19006	ENGINEER SERV OXF UPGRADE	3,775.25
18068	10101	08/14/17	CP ENGINEERS, LLC	19006	ENGINEER SERV OXF UPGRADE	769.90
			TOTAL CHECK			4,545.15
18069	10101	08/14/17	CP ENGINEERS, LLC	19050	ENGINEER SERV WRN HVN PS	1,504.20
18070	10101	08/14/17	FLORIO PERRUCCI STEINHARD	19006	LEGAL SERV OXF UPGRADE	4,283.38
18071	10101	08/14/17	RAPID PUMP & METER SERVIC	19050	CONT 15-03 WRN HVN REHAB	31,754.20
			TOTAL FUND			42,086.93
			TOTAL REPORT			42,086.93