

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES November 20, 2018

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Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:35 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  
Robert Nyland  
Everdina O'Connor

Donald Niece, Absent  
Drew Kiszonak, Absent

Also, in attendance were: Brian Tipton, Esq., Authority Legal Counsel; Stephen Donati, Authority Engineer; 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

Mr. Scott moved, and Ms. Napolitani seconded to approve the minutes of the October 16, 2018 regular meeting, as presented. The motion passed. Roll call was as follows:

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

### CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A memo dated October 16, 2018, from the New Jersey Utility Authorities Joint Insurance Fund (NJUA JIF) to Patricia Kaspereen, Fund Commissioner, with the results of the Loss Control Survey conducted at the Oxford WWTP.
- 2) A letter dated October 19, 2018, from Joseph Mikulka, Senior Project Manager, CP Engineers, to Debra Waller, Research Scientist 1, Office of Quality Assurance, NJDEP in response to her letter of September 25, 2018, regarding the Audit Report for the audit conducted at the Belvidere WWTP laboratory.
- 3) A letter dated October 30, 2018, from John Wasser, Laboratory Manager, to Debra Waller, Research Scientist 1, Office of Quality Assurance, NJDEP, submitting a Corrective Action Plan in response to the Audit Report for the Belvidere WWTP laboratory.
- 4) A letter dated November 2, 2018, from Debra Waller, Research Scientist 1, Office of Quality Assurance, NJDEP, to John Wasser, Laboratory Manager, in response to his Corrective Action Plan for the Audit Report.
- 5) A Notice to Property Owners that the County of Warren applied to the Township of White Planning Board to transfer certain portions of real property in the Township of White.
- 6) A memo dated November 5, 2018, from the NJUA JIF to Member Authorities in reference to 2018 Dividends.
- 7) A memo from the US Department of Commerce requesting information for the 2018 Annual Survey of Local Government Finances.
- 8) A letter dated November 9, 2018, from Stephen Donati, P.E., CP Engineers, to Eugene Weber, P.E., Finelli Consulting Engineers, submitting available capacity information at the Belvidere WWTF.
- 9) A letter dated November 12, 2018, from Stephen Donati, P.E., CP Engineers, to Kurt Geiger, Nova Water Technologies, regarding the Nova Disk Filters at the Oxford WWTF.
- 10) A letter dated October 31, 2018, from Bruce Friedman, Director, Division of Water Monitoring & Standards, NJDEP to Peter DeBoer, Administrator, Washington Township, regarding a proposed amendment to the Upper Delaware Water Quality Management and Washington Township WMP for Washington Valley Estates.
- 11) Letters dated August 1, 2018 and July 9, 2018, between the Warren County Engineer and NJ Department of Transportation regarding the NJDOT pavement resurfacing project on Route 31 to Route 46.

## EXECUTIVE SESSION

At approximately 7:40 pm, Mr. Scott moved, and Ms. O'Connor seconded to adopt Resolution #18-40, to enter an executive session to discuss personnel and litigation. All in favor, motion carried.

At 8:02 p.m., Mr. Scott moved, and Ms. O'Connor seconded to return to open session. All in favor, motion carried.

Mr. Piazza moved to approve going to mediation regarding the Tomar litigation, with the condition that we receive an appropriate response to our last position paper on the case, and, if we do not receive that position paper prior to the mediation, then the Authority will not attend. Mr. Nyland seconded. The motion passed unanimously on roll call vote.

Mr. Scott moved, and Ms. Napolitani seconded to allow Mr. Wauhopp to advertise for a fifth operator. All in favor, motion carried.

Mr. Scott moved to grant Nicholas Codis a \$3.00 per hour raise, and a 2% pay increase to the remaining current employees, starting January 1, 2019. Ms. O'Connor seconded. The motion passed unanimously on roll call vote.

There was a brief discussion on the starting pay of the new operator. Mr. Wauhopp suggested something in the range of \$16.50 - \$17.50 per hour.

## CFO'S REPORT

Mr. Olshefski summarized the monthly financial report. Everything is progressing as expected with no surprises. Our cash on hand is slightly higher than in the beginning of the year. Capital expenses are down. Revenue is on pace. Overall expenditures are at 72%, even though we are 83% through the year.

The 2019 Budget was submitted to the State, who gave early approval. The resolution for its adoption will be done at our December meeting.

In connection with the adoption of the budget in December, we are now in the process of determining billing rates for our users for 2019. Mr. Olshefski prepared and distributed handouts for the proposed rates. He, Mr. Francisco, and Mr. Wauhopp met with the Finance Committee to discuss the matter. As in previous years, the proposed billing is based on the most recent 4 years of flow data, with a few exceptions. The total billing units is up slightly from the past two years. The proposed residential user rate is \$11.31, which is down from the 2018 rate of \$11.36. The industrial rate would be double the residential rate. The I&I factor would remain at 11%, and the Connection Fee would remain at \$6,642 per EDU. Even though the user rate is decreasing, Oxford and Brookfield are looking at an increase in billing due to increased flows. Mr. Nyland expressed concern with the increase in flows and costs. Mr. Wauhopp offered to attend a Township meeting if Mr. Nyland needed his assistance. The potential for additional revenue was discussed. Mr. Wauhopp thought the billing for the Augustinian Center should be decreased.

After further discussion, this matter will be revisited at our next meeting. Hearing no more discussion on the 2019 billing, Mr. Olshefski will use this information to prepare for the Annual Rate Hearing in December.

Mr. Olshefski and Mr. Francisco left the meeting.

#### 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.

CP Engineers was contacted by Finelli Consulting Engineers about a potential warehouse to be located by the County administration building. Flows are calculated to be as high as 59,000 gallons per day. Mr. Donati responded with capacity information and other related information. The idea is in the very early stages of development.

Washington Township Development: Correspondence #10 involves a Wastewater Management Plan (WMP) amendment for this development. Based on this, the Authority may receive 27 connection fees starting in 2019.

Lab Audit Report: Per DEP requirements, the SOPs and some lab forms were modified.

NJ Highlands: As previously discussed, the Highlands Council is preparing Oxford Township's WMP. CP Engineers is providing flow and mapping information.

Route 31 Bridge over Furnace Brook: Consultants for NJDOT sent letters to the County in error. On the Authority's behalf, CP Engineers provided information. Mr. Donati will coordinate with Ms. Kaspereen for reimbursement of his bills from the NJDOT related to this project.

Lastly, correspondence #9 dealt with the disk filters at the Oxford WWTP. The disk filters are out of warranty. Seals are needed but they are expensive. The manufacturer supplied the seals to Tomar, but Tomar did not install them.

#### AUTHORITY CONSULTANT

Mr. Wauhop distributed his report.

Belvidere WWTP: This past month, a new mixer was installed in the waste sludge storage tank. All the process pit pumps were greased. The No. 2 UV Bank lamp was replaced, and a new sensor was ordered for the No. 3 UV Bank. Rotated the tires on the Ford F-350.

Oxford WWTP: New brakes, rotors, and thermostat were installed on the Ford Escort. Cleaned

all the return pumps. Made a new Sludge Judge. New gutters were installed on the climbing screen building. Cleaned the Warren Haven #1 Pump Station and Axford Avenue Pump Station wet wells. Hodge Electric programmed the existing mixer VFD.

General Business: Some of the parts for the climbing screen arrived yesterday. Mr. Wauhopp stated that it will probably cost under \$15,000 to build it. It will be built in the garage at the Belvidere STP over the winter.

Mr. Wauhopp is having someone stop in occasionally to cover for him in his absence.

Mr. Wauhopp will obtain a quote from New Jersey Analytical Laboratories for the laboratory contract that expires in December.

#### FINANCE (Treasurer)

Mr. Piazza moved that Resolution #18-41 (Certificate No. 395: \$4,257.10) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Scott seconded. The motion passed unanimously on roll call vote.

Mr. Piazza moved that Resolution #18-42 (Certificate No. 388: \$70,574.21) 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

There was no unfinished business to report.

#### 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 8:40 p.m.

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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.

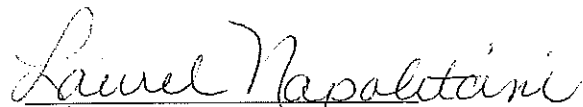
**NOW, THEREFORE, BE IT RESOLVED** by the Warren County (Pequest River) Municipal Utilities Authority of the Township of White, County of Warren and State of New Jersey, as follows:

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

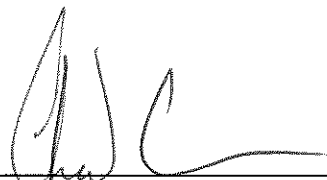


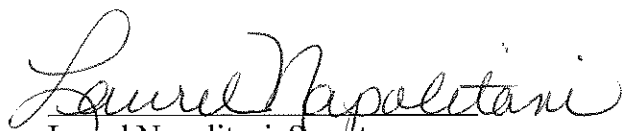
Laurel Napolitani, Secretary

DATED: November 20, 2018

**RESOLUTION RE:** EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF NOVEMBER 2018.

**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 395

Dated: November 20, 2018

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 7

No 0

Abstain 0

Absent 2

# CAPITAL IMPROVEMENT BILLS LIST

**Dated: November 19, 2018**


1. Florio Perrucci Steinhardt & Cappelli Period: September 2018 Legal Services Oxford WWTP Upgrade	..... \$935.50
2. Florio Perrucci Steinhardt & Cappelli Period: October 2018 Legal Services	
3. Oxford WWTP Upgrade	..... <u>3,321.60</u>
Total	..... \$4,257.10



**RESOLUTION RE:**

**EXPENDITURES FROM THE OPERATING FUND  
DURING THE MONTH OF NOVEMBER 2018.**

**I HEREBY CERTIFY,** that the bills listed on the attached Resolution of November 20, 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 388

Dated: November 20, 2018

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 7

No 0

Abstain 0

Absent 2

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

**Meeting: November 20, 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 #18813 - #18820

10/26/18	\$11,410.09
Due 11/20/18	<u>59,164.12</u>
Total	\$70,574.21

PENTAMATION  
 DATE: 01/30/2019  
 TIME: 14:51:24

PAGE NUMBER: 1  
 ACCTPA21  
 ACCOUNTING PERIOD: 1/19

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='10/26/2018'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18813	10/26/2018	CENTURYLINK	R	65.30 ACCOUNTS PAYABLE CHECK
18814	10/26/2018	COMCAST	R	201.77 ACCOUNTS PAYABLE CHECK
18815	10/26/2018	COMCAST	R	299.01 ACCOUNTS PAYABLE CHECK
18816	10/26/2018	JCP&L	R	3.15 ACCOUNTS PAYABLE CHECK
18817	10/26/2018	MAIN POOL & CHEMICAL CO.,	R	5647.05 ACCOUNTS PAYABLE CHECK
18818	10/26/2018	NEW JERSEY ANALYTICAL LAB	R	291.50 ACCOUNTS PAYABLE CHECK
18819	10/26/2018	SPECTRASERV INC	R	4788.00 ACCOUNTS PAYABLE CHECK
18820	10/26/2018	VERIZON WIRELESS	R	114.31 ACCOUNTS PAYABLE CHECK
TOTAL FUND				11410.09
TOTAL REPORT				11410.09

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PENTAMATION  
 DATE: 01/30/2019  
 TIME: 14:55:54

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='11/20/2018'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18823	11/20/2018	ABB INC.	R	1333.25 ACCOUNTS PAYABLE CHECK
18824	11/20/2018	APA PROTECTIVE SYSTEMS, I	R	255.00 ACCOUNTS PAYABLE CHECK
18825	11/20/2018	AMERIGAS	R	93.64 ACCOUNTS PAYABLE CHECK
18826	11/20/2018	BELVIDERE NAPA AUTO PARTS	R	61.84 ACCOUNTS PAYABLE CHECK
18827	11/20/2018	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
18828	11/20/2018	C & M AUTO PARTS	R	471.39 ACCOUNTS PAYABLE CHECK
18829	11/20/2018	CCP INDUSTRIES INC	R	179.20 ACCOUNTS PAYABLE CHECK
18830	11/20/2018	CENTRAL JERSEY EQUIPMENT	R	466.80 ACCOUNTS PAYABLE CHECK
18831	11/20/2018	CENTURYLINK	R	128.23 ACCOUNTS PAYABLE CHECK
18832	11/20/2018	CINTAS CORPORATION #101	R	353.29 ACCOUNTS PAYABLE CHECK
18833	11/20/2018	COMCAST	R	199.06 ACCOUNTS PAYABLE CHECK
18834	11/20/2018	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
18835	11/20/2018	CP ENGINEERS, LLC	R	5277.28 ACCOUNTS PAYABLE CHECK
18836	11/20/2018	CRISTAL ASSOCIATES, LLC	R	97.55 ACCOUNTS PAYABLE CHECK
18837	11/20/2018	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
18838	11/20/2018	FLORIO PERRUCCI STEINHARD	R	31.01 ACCOUNTS PAYABLE CHECK
18839	11/20/2018	FLORIO PERRUCCI STEINHARD	R	464.00 ACCOUNTS PAYABLE CHECK
18840	11/20/2018	FLORIO PERRUCCI STEINHARD	R	432.00 ACCOUNTS PAYABLE CHECK
18841	11/20/2018	GRO, WAYNE	R	516.34 ACCOUNTS PAYABLE CHECK
18842	11/20/2018	HACH COMPANY	R	92.68 ACCOUNTS PAYABLE CHECK
18843	11/20/2018	JCP&L	R	11335.57 ACCOUNTS PAYABLE CHECK
18844	11/20/2018	JEM INDUSTRIAL SERVICES I	R	526.19 ACCOUNTS PAYABLE CHECK
18845	11/20/2018	JOHNSON & TOWERS, INC	R	639.00 ACCOUNTS PAYABLE CHECK
18846	11/20/2018	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
18847	11/20/2018	KUSTOM CONTROL SOLUTIONS	R	120.00 ACCOUNTS PAYABLE CHECK
18848	11/20/2018	L.E. RITTER LUMBER CO.	R	164.58 ACCOUNTS PAYABLE CHECK
18849	11/20/2018	LLN SUPPLY INC.	R	14.07 ACCOUNTS PAYABLE CHECK
18850	11/20/2018	MAIN POOL & CHEMICAL CO.,	R	5780.80 ACCOUNTS PAYABLE CHECK
18851	11/20/2018	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE CHECK
18852	11/20/2018	NEW JERSEY ANALYTICAL LAB	R	1159.00 ACCOUNTS PAYABLE CHECK
18853	11/20/2018	NIECE, DONALD L.	R	166.67 ACCOUNTS PAYABLE CHECK
18854	11/20/2018	NJ MOTOR VEHICLE COMMISSI	R	46.50 ACCOUNTS PAYABLE CHECK
18855	11/20/2018	NYLAND, ROBERT F.	R	166.67 ACCOUNTS PAYABLE CHECK
18856	11/20/2018	ONE CALL CONCEPTS, INC.	R	6.25 ACCOUNTS PAYABLE CHECK
18857	11/20/2018	PASSAIC VALLEY SEWERAGE C	R	3920.00 ACCOUNTS PAYABLE CHECK
18858	11/20/2018	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
18859	11/20/2018	R & R PUMP & CONTROL SERV	R	9681.00 ACCOUNTS PAYABLE CHECK
18860	11/20/2018	RIGO GENERAL HARDWARE	R	84.96 ACCOUNTS PAYABLE CHECK
18861	11/20/2018	SANICO INC.	R	121.00 ACCOUNTS PAYABLE CHECK
18862	11/20/2018	SPECTRASERV INC	R	5586.00 ACCOUNTS PAYABLE CHECK
18863	11/20/2018	STAPLES CREDIT PLAN	R	84.79 ACCOUNTS PAYABLE CHECK
18864	11/20/2018	WILSON PRODUCTS	R	108.50 ACCOUNTS PAYABLE CHECK
TOTAL FUND				59164.12

TOTAL REPORT 59164.12