WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES January 19, 2021

Chairman Niece 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, as well as Conference Call.

Roll Call:

Donald Niece, Chairman

Everdina O'Connor, Vice Chairperson

Chad Chamberlain, Secretary (via conference call)

Robert Piazza, Treasurer

Sidney Deutsch

Drew Kiszonak

Lauren Napolitani

Robert Nyland

Morris Scott, Jr. (via conference call from 7:32 pm – 8:08 pm)

Also, in attendance were:

Brian Tipton, Esq., Authority Legal Counsel (via conference call); Kim Francisco, Authority Chief Financial Officer; Stephen Donati, Authority Engineer (via conference call); Kevin Shoudt, Authority Consultant; and Susan Wright, Administrative Assistant.

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

MINUTES

Mr. Nyland moved, and Mr. Deutsch seconded to approve the minutes of the December 15, 2020 Annual Public Rate Hearing, as presented. The motion passed. Roll call was as follows:

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

Mr. Nyland moved, and Mr. Deutsch seconded to approve the minutes of the December 15, 2020 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Mr. Piazza moved, and Mr. Deutsch seconded to approve the minutes of the December 15, 2020 Executive Session, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

- 1. Letter dated December 16, 2020 from Kim Francisco, CFO, to Paul Ewert, CPA, Supervising Municipal Finance Auditor, NJDCA, providing two certified copies of our 2021 Budget.
- 2. Letter dated December 18, 2020 from Brian Tipton, Esquire to Alex Lazorisak, Warren County Administrator, requesting the transfer of ownership of the interconnector to the Authority.
- 3. Memorandum dated January 4 2021, from Alex Lazorisak, Warren County Administrator, to various department heads, boards, commissions and committees, enclosing reorganization meeting resolutions.
- 4. Letter dated January 12, 2021 from Susan Wright, Administrative Assistant to Allen Thomas, President of New Jersey Analytical Laboratories, enclosing contracts for signatures.
- 5. Email from Kim Francisco, CFO, to Howard Kutzler dated January 14, 2021, attaching the Jaindl Escrow Account Summary Activity report and requesting, a second time, that the account be replenished.

EXECUTIVE SESSION

At approximately 7:39 pm, Ms. O'Connor moved, and Mr. Deutsch seconded to adopt Resolution #21-01, to enter into an executive session to discuss personnel matters. All in favor. The motion passed.

At 8:08 p.m., Ms. O'Connor moved, and Mr. Deutsch seconded to return to open session. All in favor, motion carried.

CFO'S REPORT

Mr. Francisco advised that we received our 2021 Financial Budget back from Trenton, which has been approved.

Monthly Financial Report: As of December 31, 2020, our cash balance is down \$391,744.00 for the year. We ended the year at 5.1 million dollars. Our budgeted reduction was \$560,000.00 plus capital and we are only down \$391,000.00 including capital, so we had good year.

Operating Expenses as of the end of the year, we received 98% of our budgeted revenue. Expenses, salary and fringe benefits we budgeted \$737,000.00 and we only came in at 83%. All other lines came in under budget, except plant maintenance, which we have discussed during several of our meetings.

Jaindl: Last month they fell under budget and Mr. Francisco did request that they replenish the account, which we have not received yet so he did send them another request last week. He will reach out to our Special Counsel to discuss the matter.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

ENGINEER'S REPORT

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

Jaindl: Received a request from a design engineer regarding the force main, mostly interested in details for air releases and clean outs.

Sewer Connections: Received three different requests for potential connections, one from Choose NJ regarding a property on Foul Rift Road. Mr. Donati called them back but has not received a return call as of yet. Another one from Ferriero Engineering regarding property in White Township, did not specify exactly where, but was looking for information on how to connect and calculate a connection fee. Mr. Donati called and left a message on how that could be achieved, but has not heard back yet. The last one is regarding a medical marijuana firm that is looking to relocate to an existing property in Belvidere. Mr. Donati was contacted by Suburban Consultant Engineers, he advised them to provide the information in an email and then they can discuss establishing an escrow account. Nothing has been sent to him yet.

Operations: Preparing the annual Effluent Report for the DRBC for both the Belvidere and Oxford plants. He is working with Mr. Shoudt to get that information together. It is due at the end of January, 2021.

Mr. Donati advised that he is still working with Mr. Shoudt on the Spill Prevention Control and Countermeasure report for Oxford, which is required by the JIF Environmental Audit.

Construction Projects: Belvidere Pretreatment Tank Screen, the bid was advertised January 7, 2021. A pre-bid meeting is scheduled for January 21, 2021. Bids to open on February 4, 2021, and then the recommendation of award at our February meeting.

The Oxford UV project is going slowly as there were a lot of COVID-19 issues. Notice to Proceed was issued on August 19, 2020 and the shop drawing were received in mid-September, and then it took a couple of months to get the UV equipment approved. It is in production; however, there is a 16-20 week lead time. Looking at late March into April to begin the construction phase.

Interceptor System Inspection project, the bid was advertised on January 7, 2021 with the bid opening on February 4, 2021. Recommendation of award at our February meeting as well.

Oxford Access Road Paving project, Mr. Donati advised that his firm is starting to put the bid documents together.

Belvidere Clarifier Restoration, Mr. Donati advised that they are still waiting for the Authority's authorization. This project needs to be done in the nicer weather, so looking at starting it in the summer, which means the Authority needs to make a decision by the next meeting.

AUTHORITY CONSULTANT

Mr. Shoudt recapped his report.

Belvidere: Mr. Shoudt has requested quotes from three electricians regarding the lights in the garage and the generator. The roof is leaking and Mr. Shoudt received a few quotes which requested half of the money up front. He will request more quotes to repair it, in the meantime, the operators did some repairs.

Oxford: One of the underground valves for the Clarifier broke (pin). Hired an excavator to come out and dig it up, and a stainless-steel pin was installed. And while the excavator was there, had him dig up the second valve and install new pins as well.

Two pumps went out at the Influent pump station, not at the same time. All three are working now. Had to rebuild the one. Chairman Niece inquired whether there were other brand pumps we can use as the pumps we have are not that old and should not be failing. Mr. Shoudt will speak with the contractor who works on them and find out the information on those pumps, and then he and Mr. Donati can look into either rebuilding the existing pumps or purchases new one. Mr. Kiszonak inquired if we have a spare pump and whether we should have one on hand. Mr. Shoudt agreed to look into what that would cost.

Mr. Should advised that we are receiving more and more grey water at the Belvidere plant and our price has not increased since at least 2005. We are currently charging less than 2 cents per gallon. He inquired whether we need a hearing to increase the rate for the grey water or if it is contractual issue. It was determined that it is a contractual issue. Mr. Shouldt will look into the value of the grey water and then discuss the same at our February meeting.

Capital Projects: The Interceptor project, Mr. Shoudt spoke with the two younger operators and advised that he will have them, one at a time, conducting manhole inspections and preparing the reports. Ms. O'Connor inquired if that is considered confined space. Mr. Shoudt advised that it will be done from the top with a camera and that they will not be entering the manhole at all.

Ms. Napolitani inquired about the computer system. Mr. Shoudt advised that he is the one who puts the data into the system; however, he will be training the operators on how to input the data.

Ms. O'Connor moved to adopt Resolution #21-02, reappointing Sharon Cooper of Public Entity Advocates as our Risk Management Consultant from January 1, 2021 through December 31, 2023. Mr. Piazza seconded. The motion passed. Roll call as follows:

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

Mr. Piazza moved to give a 2% raise to Mr. Berger, Mr. M. Codis and Mr. Wasser, and a \$3.00 an hour raise to Mr. N. Codis and Mr. Price to be retroactive to January 1, 2021. Ms. Wright is still in the probationary stage and will not receive a raise this year. Mr. Nyland seconded. The motion passed. Roll call was as follows:

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

FINANCE (Treasurer)

Mr. Piazza moved that Resolution #21-03 (Certificate No. 413: \$95,560.72) be approved to pay all bills from the Operating Fund, as presented. Mr. Nyland seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #21-04 (Certificate No. 419: \$2,716.81) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Nyland seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #21-05 (Certificate No. 012: \$613.60) be approved to pay all bills from the Escrow Fund as presented. Mr. Nyland seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

Ms. O'Connor advised that the Personnel Manual has not been updated in at least two years. The Personnel Committee will need to meet to go through the changes. A meeting was then scheduled for Thursday, February 4, 2021 at 10:00 A.M.

Mr. Piazza questioned why the Belvidere sludge removal cost is double what the Oxford plant spends. Mr. Shoudt advised that a sludge thickener is necessary and will keep on top of it.

Ms. Napolitani moved to post RFP's on our website this month for our reorganization meeting in February, keeping with our good business practices. Ms. O'Connor seconded the motion. All in favor, motion carried.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Mr. Kiszonak moved and Mr. Nyland seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:43 p.m.

Susan Wright

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

- 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

Donald Niece, Chairperson

Chad Chamberlain, Secretary

DATED: January 19, 2021

RESOLUTION #21-02

RISK MANAGEMENT CONSULTANT

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority has resolved to join both the New Jersey Utility Authorities Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund, following a detailed analysis; and

WHEREAS, the bylaws of said Funds require that each Authority appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

WHEREAS, the bylaws indicate a minimum fee equal to six percent (6%) of the Authority's assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Authority.

WHEREAS, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical:

NOW, THEREFORE, BE IT RESOLVED that the Warren County (Pequest River) Municipal Utilities Authority, does hereby appoint Sharon Cooper of Public Entity Advocates, as its Risk Management Consultant, effective January 1, 2021 through December 31, 2023, in accordance with the Fund's bylaws; and

BE IT FURTHER resolved that the Governing Body are hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A/11-5 (1)(a)(i).

Chad Chamberlain, Secretary

January 19, 2021

Moved by: 145.0 Connor	
Seconded by: Mr. Plazza	
Yes <u> </u>	
No	
Abstain <u>Ø</u>	
Absent	

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING THE MONTHS OF JANUARY, 2021.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of January 19, 2021, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2021 budget.

Donald Niece, Chairperson

Chad Chamberlain, Secretary

Certificate No. OP 413

Dated: January 19, 2021

Moved by: Mr. Piatta

Seconded by: Mr. Nyland

Yes 8

No 🗵

Abstain &

Absent ____

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: January 9,2021

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 #20093-20100: 12/30/20 \$2,661.81 Check #20102-20141: 01/18/21 \$92,898.91

Total \$95,560.72

12/20												
R: 1 PERIOD:		AMOUNT	349.00	511.39	19.90 9.95 36.29 66.14	247.56 41.80 289.36	317.32	422.48 533.20 955.68	3.10	169.82	2,661.81	2,661.81
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PENTAMATION DATE: 01/13/2021 TIME: 14:15:09

SELECTION CRITERIA: transact.check_no in ('20102','20105','20106','20107','20108','20109','20110','20111','20112','20113','2
ACCOUNTING PERIOD: 1/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

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10101	20104	,01/18/21 40	AFA PROTECTIVE SYST	MUAOPER	5517	FIRE ALARM	00.00	255.00	
10101	20105	01/18/21 161	BILL HODGE ELECTRIC	MUAOPER	5024	OXFORD	00.00	665.38	
10101	20106	01/18/21 206	C & M AUTO PARTS	MUAOPER	5025	COMMERICAL BATTERY	00.00	218.99	
10101 10101 10101 TOTAL CHECK	20107 20107 20107	01/18/21 239 01/18/21 239 01/18/21 239	CENTURYLINK CENTURYLINK CENTURYLINK	MUAOPER MUAOPER MUAOPER	5076 5076 5076	0309480336 0310189069 0309538602	0000	38.06 42.89 54.48 135.43	
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10101	20109	01/18/21 273	COMCAST	MUAOPER	5076	1506	00.00	318.69	
10101	20110	01/18/21 287	COUNTY OF WARREN	миаарм	5028	FINANCE SUPPORT	0.00	1,000.00	
10101 10101 10101 10101 TOTAL CHECK	20111 20111 20111 20111	01/18/21 293 01/18/21 293 01/18/21 293 01/18/21 293	CP ENGINEERS NJ, LL CP ENGINEERS NJ, LL CP ENGINEERS NJ, LL CP ENGINEERS NJ, LL	MUAOPER MUAOPER MUAOPER MUAOPER	5545 5545 5545 5545	OPER CONSULT FINANCIAL & BUDGET PERMITS & APPROVAL GENERAL BUSINESS	00000	294.00 420.00 952.50 1,554.00 3,220.50	
10101	20112	01/18/21 542	FISHER SCIENTIFIC C	MUAOPER	5509.	4333043/4646772	00.00	1,605.90	
10101	20113	01/18/21 625	GERO, WAYNE	MUAOPER	5092	REIMB HEALTH	0,00	344.78	
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10101	20115	01/18/21 1030	KEVIN SHOUDT & ASSO	ASSO MUAADM	5029	CONSULT MNTHLY FEE	00.00	5,416.66	
10101	20116	01/18/21 1040	KISZONAK, DREW	MUAADM	5011	MONTHLY STIPEND	00.0	166.66	
10101	20117	01/18/21 1215	MAIN POOL & CHEMICA MUAOPER	MUAOPER	5521	NOV BILLING	00.0	5,704.70	

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MUNICIPAL UTILITY AUTHORITY CHECK REGISTER - BY FUND

PENTAMATION DATE: 01/13/2021 TIME: 14:15:09

SELECTION CRITERIA: transact.check_no in ('20102','20104','20105','20106','20107','20108','20109','20110','20111','20112','20113','2 ACCOUNTING PERIOD: 1/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

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10101	20119	01/18/21 1330	NAPOLITANI, LAUREL	MUAADM 5.	011		00.0	166.66	
10101	20120	01/18/21 1340	NEW JERSEY AMERICAN 1	MUAOPER 50	072	WATER	00.00	15.56	
10101	20121	01/18/21 1343	NEW JERSEY ANALYTIC !	MUAOPER 5!	509	DEC STATEMENT	0.00	4,553.50	
10101 10101 TOTAL CHECK	20122	01/18/21 1350 01/18/21 1350	NJUA JOINT INSURANC NJUA JOINT INSURANC N	MUAOPER 5. MUAOPER 5.	5091 5194	WORKERS COMP GENERAL INSURANCE	00.00	4,157.50 19,320.50 23,478.00	
10101	20123	01/18/21 1355	NIECE, DONALD L.	MUAADM 5	5011	MONTHLY STIPEND	00.0	333.32	
10101	20124	01/18/21 1363	LTI	MUAOPER 5'	5710	2021 ONLINE BCKUP	0.00	420.00	
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10101	20127	01/18/21 1395	NYLAND, ROBERT F.	MUAADM S	011	MONTHLY STIPEND	00.0	166.66	
10101	20128	01/18/21 1397	O'CONNOR, EVERDINA N	MUAADM 5	011	MONTHLY STIPEND	00.0	291.66	
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10101	20131	01/18/21 1520	PASSAIC VALLEY SEWE N	MUAOPER 50	5079	DEC SLUDGE DISPOSAL	00.0	4,200.00	
10101	20132	01/18/21 1544	PENWELL MILLS, LLC N	MUAOPER 5(5024	HAY NETS	0.00	1,050.00	
10101	20133	01/18/21 1565	PIAZZA, ROBERT	MUAADM 5(5011	MONTHLY STIPEND	00.00	291.66	
10101	20134	01/18/21 1595	PYRZ WATER SUPPLY C N	MUAOPER 50	5024	OXFORD PLANT	00.0	220.62	
10101	20135	01/18/21 1727	RAW POWER GENERATOR N	MUAOPER 50	5024	DIANOSTIC/LABOR	00.00	1,284.62	
10101	20136	01/18/21 1733	REP PUMP SERVICES, N	MUAOPER 5(5024	OXFORD WWTP	00.00	5,529.33	
10101 10101 10101 10101 10101	20137 20137 20137 20137 20137	01/18/21 1741 01/18/21 1741 01/18/21 1741 01/18/21 1741 01/18/21 1741	RIGO GENERAL HARDWA N RIGO GENERAL HARDWA N RIGO GENERAL HARDWA N RIGO GENERAL HARDWA N RIGO GENERAL HARDWA N	MUAOPER 50 MUAOPER 50 MUAOPER 50 MUAOPER 50	5024 5024 5024 5024 5024	182359 181727 181944 18115 181847	00000	11.18 25.78 49.77 58.46 69.90	

PENTAMATION DATE: 01/13/2021 TIME: 14:15:09

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER - BY FUND

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PAGE NUMBER: ACCTPA21

SELECTION CRITERIA: transact.check_no in ('20102','20104','20105','20106','20107','20108','20109','20110','20111','20112','20113','2 ACCOUNTING PERIOD: 1/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

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RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF JANUARY 2021.

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

Donald Niece, Chairperson

Chad Chamberlain, Secretary

Certificate No. CI 419

Dated: January 19, 2021

Moved by: Mr. Piazza

Seconded by: Mr. Nyland

Yes 8

No Ø

Abstain Ø

Absent ____

CAPITAL IMPROVEMENT BILLS LIST

Dated: January 19, 2021

1.	CP Engineers, LLC		
	Engineering Services		
	UV System		
	Nov., 2020		
	Oxford WWTP		\$2,582.85
2.	Sherwin-Williams		
	Latex Ext Paint UV System		
	Nov., 2020		\$133.96
		Total	\$2,716.81

PAGE NUMBER: ACCTPA21

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MUNICIPAL UTILITY AUTHORITY CHECK REGISTER - BY FUND

PENTAMATION DATE: 01/13/2021 TIME: 14:06:56

SELECTION CRITERIA: transact.check_no in ('20101','20103') and transact.ck_date='01/15/2021' ACCOUNTING PERIOD: 1/21

ACCOUNTIN	ACCOUNTING PERIOD: 1/21	1/21		ı			-
FUND	- MUA01 -	FUND - MUA01 - MUN UTILITY AUTH GEN	H GEN FUND				
CASH ACCT	CASH ACCT CHECK NO	ISSUE DT	ISSUE DTVENDOR KEY BUDGET UNIT	ACCINT	DESCRIPTION	SALES TAX	AMOUNT
10101	20101	01/15/21 293	CP ENGINEERS NJ, LL MUA01	19050		00.0	2,582.85
10101	20103	01/15/21 1850	SHERWIN-WILLIAMS CO MUA01	19050		00.00	133.96
TOTAL CAS	TOTAL CASH ACCOUNT					00.0	2,716.81
TOTAL FUND	Р					00.00	2,716.81
TOTAL REPORT	ORT					00.00	2,716.81

RESOLUTION RE:

EXPENDITURES FROM THE ESCROW FUND FOR THE MONTH OF JANUARY, 2021.

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

Donald Niece, Chairperson

Chad Chamberlain, Secretary

Certificate No. ESC 012

Dated: January 19, 2021

Moved by: Mr. Plazza

Seconded by: Mr. Nyland

Yes S

No Ø

Abstain Ø

Absent ____

ESCROW FUND BILLS LIST

Dated: January 19, 2021

1. Maraziti Falcon, LLP
Special Conflict Counsel
Jaindl Land Company
October-November 2020
Jaindl Escrow Account:

...... \$613.60

Total

...... \$613.60

	MUNICIPAL UTILITY AUTHORITY	CHECK REGISTER
PENTAMATION	DATE: 12/29/2020	TIME: 11:13:10

Þ	MATION 12/29/2020 11:13:10 FUND - MUAO1 - MUN UTILITY AUTH GEN FUND	PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 12/20
DATE ISSUED		AMOUNT
12/29/20	1221 MARAZITI FALCON, LLP 20500	45543 613.60
		613.60
		03 513