

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES March 19, 2019

Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:37 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
Robert Nyland
Everdina O'Connor

Also, in attendance were: Brian Tipton, Esq., Authority Legal Counsel; Stephen Donati, Authority Engineer; Kim Francisco, Authority Fiscal Officer; Daniel Olshefski, Authority CFO; Billy J. Wauhop and Kevin Shoudt, Authority Consultants; 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. Nyland seconded to approve the minutes of the February 19, 2019 Reorganization Meeting, as presented. The motion passed unanimously on a roll call vote.

Mr. Scott moved, and Ms. O'Connor seconded to approve the minutes of the February 19, 2019 regular meeting, as presented. The motion passed unanimously on a roll call vote.

Mr. Scott moved, and Mr. Nyland seconded to approve the minutes of the February 19, 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 February 21, 2019, from John Wasser, Laboratory Manager, to Paula Blaze, Research Scientist 1, Office of Quality Assurance, NJDEP, submitting a Corrective Action Plan in response to the January 31, 2019 Laboratory Audit.
- 2) A letter dated February 26, 2019, from Nicholas Paoella, P.E., Assistant County Engineer, County of Warren, to the Authority, enclosing the Warren County 5-year Road & Drainage Improvements, Resurfacing Projects, and Bridge & Culvert Improvements.
- 3) A letter dated February 28, 2019, from Patricia Kaspereen, Administrative Assistant, to Kevin Smith, P.E., Finelli Consulting Engineers, enclosing Resolution #19-12 consenting to the proposed amendment of the Upper Delaware WQM Plan and Washington Township WMP for Washington Valley Estates.
- 4) A letter dated March 1, 2019, from Patricia Kaspereen, Administrative Assistant, to the NJ Department of the Treasury, Contract Compliance Audit Unit, EEO Monitoring Program, submitting Resolution #19-06 designating Billy Wauhop as the Authority's PACO for 2019.
- 5) Letters dated March 1, 2019, from Michelle Potter, Manager, Office of Quality Assurance, NJDEP to the Authority's Laboratory Manager, enclosing a FY20 renewal package for each plant for the NJ Environmental Laboratory Certification Program.
- 6) A letter dated March 5, 2019, from Paula Blaze, Research Scientist 1, Office of Quality Assurance, NJDEP, to John Wasser, Laboratory Manager, in response to correspondence #1.
- 7) A letter dated March 7, 2019, from Stephen Donati, P.E., V.P., CP Engineers, to Kiersten Osterkorn, PE, PLS, PP, Mland & Sterkorn Consulting Engineers, following up with additional information related to the TWA for Washington Valley Estates.

EXECUTIVE SESSION

At approximately 7:42 pm, Mr. Scott moved, and Ms. O'Connor seconded to adopt Resolution #19-15, to enter an executive session to discuss personnel and litigation. All in favor, motion carried.

At 8:04 p.m., Mr. Scott moved, and Ms. O'Connor seconded to return to open session. All in favor, motion carried.

CFO'S REPORT

Mr. Olshefski announced that he will be retiring this May. Transitioning to Mr. Francisco will be smooth.

Since it is only February, there is not much to report on the monthly financial report. Regarding

revenues, Covanta has closed and PCFA has shut down its pretreatment plant, so there will be no future revenue from these users. This will have a big impact on our budget going forward. We will either have to find alternative revenue sources or slowly increase the rate. Debt Service is 40% of our budget and does not expire until 2023.

The owner of Pizza Mia has stopped by the office a couple of times to complain about his sewer bill. Mr. Wauhop spoke with him last year. Mr. Wauhop explained that when the Chinese restaurant was being set up there was no heat in that part of the strip mall, so the landlord (Piazza Mia) told them to open the faucets and let the water run so the pipes would not freeze. So, they used about 50,000 gallons of water in one month. Mr. Wauhop will speak with him again and, also, ask to see his grease trap.

The auditor will be here in the next couple of weeks to perform our annual audit.

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.

Washington Valley Estates: Mr. Donati sent a follow up letter (corr. #7) to their engineer about possible inspection fees and payment of connection fees.

Operations: There was an upset at the Oxford plant over the weekend. There was a very strong chemical smell that upset the plant. The reason the operators contacted CP Engineers was because important testing is being conducted this week. The operators were concerned that the results will not be good and could be a fineable offence. CPE recommended that they call the DEP hotline and follow up with a letter to set up for an affirmative defense in the event it is a major violation.

CCTV: Mr. Donati will have the proposal for next month's meeting.

AUTHORITY CONSULTANT

Mr. Wauhop's report was distributed prior to the meeting.

Belvidere WWTP: Mr. Wauhop recapped maintenance items performed during the month.

Oxford WWTP: He then recapped maintenance items performed during the month. For example, Hodge Electrical installed new wiring and new lights in the sludge storage tank vault.

General Business: Kevin has been working with the operators. There was a meeting last Friday with the operators and a few other people.

After speaking with Chairman Chamberlain, Mr. Wauhop was given permission to hire a part-time person for the 5th operator position at \$15.00 per hour on a trial basis. Nathan Titus was recommended by Morris Scott, Jr. His trial period will be for 90 days.

Mr. Wauhop discussed the Capital Projects for both plants. The issues with the filter building was discussed in more detail.

Work continues on the climbing screen. He displayed photos of its progress.

Mr. Wauhop requested permission to advertise for bids for the chemical contract. The current 2-year contract expires next month. Mr. Scott moved, and Mr. Nyland seconded to allow Mr. Wauhop to go out for bid for the chemical contract. All in favor, motion passed.

FINANCE (Treasurer)

Mr. Piazza moved that Resolution #19-16 (Certificate No. 392: \$61,269.04) 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 #19-17 (Certificate No. 399: \$3,858.90) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Nyland seconded. The motion passed unanimously on roll call vote.

UNFINISHED BUSINESS

Chairman Chamberlain reminded everyone that the April meeting was rescheduled to April 9th.

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. Niece moved, and Mr. Scott seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:32 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:

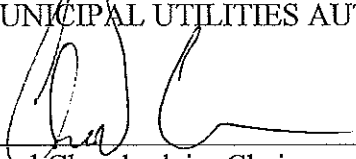
1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The General nature of the subject matter to be discussed is as follows:

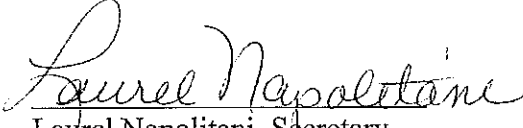
Personnel

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

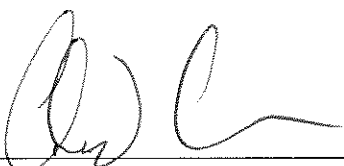

Laurel Napolitani, Secretary

DATED: March 19, 2019

RESOLUTION RE:

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

I **HEREBY CERTIFY**, that the bills listed on the attached Resolution of March 19, 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 392

Dated: March 19, 2019

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: March 19, 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 #19010 - #19018

3/4/19	\$15,387.71
Due 3/19/19	<u>45,881.33</u>
Total	\$61,269.04

PENTAMATION
DATE: 09/16/2019
TIME: 15:07:39

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 9/19

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='03/04/2019'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19010	03/04/2019	CENTURYLINK	R	64.82 ACCOUNTS PAYABLE CHECK
19011	03/04/2019	COMCAST	R	247.26 ACCOUNTS PAYABLE CHECK
19012	03/04/2019	JCP&L	R	3.15 ACCOUNTS PAYABLE CHECK
19013	03/04/2019	MAIN POOL & CHEMICAL CO.,	R	1621.40 ACCOUNTS PAYABLE CHECK
19014	03/04/2019	RD BOOTS	R	318.00 ACCOUNTS PAYABLE CHECK
19015	03/04/2019	REP PUMP SERVICES, LLC	R	5998.00 ACCOUNTS PAYABLE CHECK
19016	03/04/2019	SPECTRASERV INC	R	6783.00 ACCOUNTS PAYABLE CHECK
19017	03/04/2019	VERIZON WIRELESS	R	114.96 ACCOUNTS PAYABLE CHECK
19018	03/04/2019	WELLS FARGO VENDOR FINANC	R	237.12 ACCOUNTS PAYABLE CHECK
TOTAL FUND				15387.71

TOTAL REPORT 15387.71

PENTAMATION
 DATE: 09/16/2019
 TIME: 15:23:42

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 9/19

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='03/19/2019'

DISTRIBUTION FUND: MUA01


CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
19021	03/19/2019	AMERIGAS	R	211.13 ACCOUNTS PAYABLE CHECK
19022	03/19/2019	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
19023	03/19/2019	C & M AUTO PARTS	R	148.42 ACCOUNTS PAYABLE CHECK
19024	03/19/2019	CENTURYLINK	R	127.78 ACCOUNTS PAYABLE CHECK
19025	03/19/2019	CINTAS CORPORATION #101	R	248.68 ACCOUNTS PAYABLE CHECK
19026	03/19/2019	COMCAST	R	250.26 ACCOUNTS PAYABLE CHECK
19027	03/19/2019	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
19028	03/19/2019	CP ENGINEERS, LLC	R	5910.50 ACCOUNTS PAYABLE CHECK
19029	03/19/2019	DEUTSCH, SIDNEY	R	166.66 ACCOUNTS PAYABLE CHECK
19030	03/19/2019	FASTENAL COMPANY	R	221.53 ACCOUNTS PAYABLE CHECK
19031	03/19/2019	FLORIO PERRUCCI STEINHARD	R	688.00 ACCOUNTS PAYABLE CHECK
19032	03/19/2019	GERO, WAYNE	R	315.21 ACCOUNTS PAYABLE CHECK
19033	03/19/2019	JCP&L	R	17458.55 ACCOUNTS PAYABLE CHECK
19034	03/19/2019	KISZONAK, DREW	R	166.66 ACCOUNTS PAYABLE CHECK
19035	03/19/2019	MAIN POOL & CHEMICAL CO.,	R	1356.55 ACCOUNTS PAYABLE CHECK
19036	03/19/2019	NAPOLITANI, LAUREL	R	291.66 ACCOUNTS PAYABLE CHECK
19037	03/19/2019	NEW JERSEY AMERICAN WATER	R	16.85 ACCOUNTS PAYABLE CHECK
19038	03/19/2019	NEW JERSEY ANALYTICAL LAB	R	1120.50 ACCOUNTS PAYABLE CHECK
19039	03/19/2019	NIECE, DONALD L.	R	166.66 ACCOUNTS PAYABLE CHECK
19040	03/19/2019	NJ ADVANCE MEDIA	R	79.70 ACCOUNTS PAYABLE CHECK
19041	03/19/2019	NJ ADVANCE MEDIA	R	248.30 ACCOUNTS PAYABLE CHECK
19042	03/19/2019	NYLAND, ROBERT F.	R	166.66 ACCOUNTS PAYABLE CHECK
19043	03/19/2019	ONE CALL CONCEPTS, INC.	R	1.36 ACCOUNTS PAYABLE CHECK
19044	03/19/2019	PASSAIC VALLEY SEWERAGE C	R	4200.00 ACCOUNTS PAYABLE CHECK
19045	03/19/2019	PIAZZA, ROBERT	R	291.66 ACCOUNTS PAYABLE CHECK
19046	03/19/2019	REP PUMP SERVICES, LLC	R	625.00 ACCOUNTS PAYABLE CHECK
19047	03/19/2019	RIGO GENERAL HARDWARE	R	42.43 ACCOUNTS PAYABLE CHECK
19048	03/19/2019	SHADE TREE ELECTRIC	R	287.50 ACCOUNTS PAYABLE CHECK
19049	03/19/2019	TREASURER - STATE OF NJ	R	835.00 ACCOUNTS PAYABLE CHECK
19050	03/19/2019	TREASURER - STATE OF NJ	R	835.00 ACCOUNTS PAYABLE CHECK
19051	03/19/2019	WAUHOP, BILLY	R	785.19 ACCOUNTS PAYABLE CHECK
19052	03/19/2019	REP SALES & SERVICE	R	534.60 ACCOUNTS PAYABLE CHECK
TOTAL FUND				45881.33

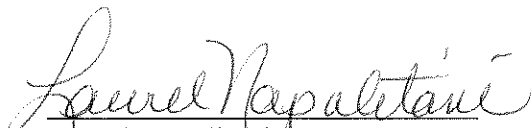
TOTAL REPORT

45881.33

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF MARCH 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 399

Dated: March 19, 2019

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: March 18, 2019

1. Florio Perrucci Steinhardt & Cappelli	
Period: February 2019	
Legal Services	
Oxford WWTP Upgrade \$2,686.90
2. Billy Wauhop	
Parts for Climbing Screen	
Belvidere WWTP <u>1,172.00</u>
Total \$3,858.90

PENTAMATION
DATE: 03/15/2019
TIME: 08:41:21

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 3/19

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
19019	10101	03/18/19	539 FLORIO PERRUCCI STEINHARD	19006	LEGAL SERVICES FEBRUARY	2,686.90
19020	10101	03/18/19	2269 WAUHOP, BILLY	19002	REIMBURSE FOR PARTS SCRIN	1,172.00
TOTAL FUND						3,858.90
TOTAL REPORT						3,858.90