

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES December 18, 2018

Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:36 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.	Absent
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; Daniel Olshefski, Authority Chief Financial Officer; Kim Francisco, Authority Fiscal Officer; Billy J. Wauhopp, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

Sharon Cooper, from Public Entity Advocates was also present, as well as Kevin Shoudt.

Chairman Chamberlain read the Introductory Statement.

MINUTES

Mr. Nyland moved, and Mr. Deutsch seconded to approve the minutes of the November 20, 2018 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Ms. Napolitani moved, and Mr. Nyland seconded to approve the minutes of the November 20, 2018 executive session, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated November 21, 2018, from William Schroeder, Partner, Nisivoccia LLP to the Authority, submitting a proposal for auditing services for FY2019.
- 2) A letter dated December 6, 2018, from Anthony Pilawski, Section Chief, Bureau of Pretreatment & Residuals, Water Pollution Management Element, NJDEP to Billy Wauhop, Authority Consultant, enclosing the renewed NJPDES Permit for sludge discharge from the Oxford WWTP.
- 3) A letter dated December 6, 2018, from Anthony Pilawski, Section Chief, Bureau of Pretreatment & Residuals, Water Pollution Management Element, NJDEP to Billy Wauhop, Authority Consultant, enclosing the renewed NJPDES Permit for sludge discharge from the Belvidere WWTP.

EXECUTIVE SESSION

At approximately 7:40 p.m., Mr. Kiszona moved and Ms. O'Connor seconded to adopt Resolution #18-43, to enter into an executive session to discuss litigation and personnel. All in favor, motion carried. (Ms. Kaspereen was asked to step out of executive session at 7:43 pm)

At 7:55 p.m., Mr. Niece moved and Ms. Napolitani seconded to return to open session. All in favor, motion carried.

CFO'S REPORT

Ms. Kaspereen reentered the meeting.

Mr. Olshefski presented the resolution and certification for adoption of the FY2019 Annual Operating Budget and Capital Budget/Program. The figures are the same as the resolution passed in October for introduction of the budget. The DCA has approved it without any changes. Total appropriations for 2019 will be \$2,829,744.00 and our anticipated revenues \$2,298,244.00. In addition, we are utilizing \$531,500 out of our fund balance to offset the budget. We also have a Capital Appropriation of \$370,000 for projects for 2019.

Mr. Piazza moved to adopt Resolution #18-44, for adoption and certification of the FY2019 Annual Operating Budget and Capital Budget/Program. Mr. Niece seconded, and the motion passed unanimously on a roll call vote.

Mr. Olshefski presented a resolution for amendment of the Authority's Rules and Regulations.

Mr. Nyland moved to adopt Resolution #18-45, for the amendment of the Authority's Rules and Regulations to incorporate the changes in user fees set at \$11.31 for residential users and \$22.62 for industrial users (Appendix C), as discussed at the Annual Rate Hearing. Ms. O'Connor seconded, and the motion passed unanimously on a roll call vote.

Mr. Olshefski presented a resolution for the Connection Fee for 2019.

Ms. O'Connor moved, and Mr. Nyland seconded to adopt Resolution #18-46, which sets the Connection Fee for FY2019. The fee will be the same as in 2018 - \$6,642 per EDU. A single-family home is considered 1 EDU. The motion passed unanimously on a roll call vote.

Next, Mr. Olshefski presented a resolution for the appointment of Auditor for FY2019.

Ms. Napolitani moved to adopt Resolution #18-47, authorizing the appointment of Nisivoccia & Company, LLP, to provide the professional services of auditor for FY2019 for \$14,450. Ms. O'Connor seconded. Mr. Niece initiated discussion about other auditing firms and if they respond to RFPs. Mr. Olshefski stated it has become difficult to get other firms to respond to RFPs, if at all; Ms. Napolitani agreed. An audit must be conducted every year. The motion passed unanimously on a roll call vote.

As far as the November financial report, we are in great shape going into the new year. Mr. Olshefski said our Cash Balance increased by about \$44,000 from the beginning of the year, this is because operations has become more streamlined. We are 92% through the year but have only expended 79% of the budget thus far. Revenues are at 100%; mainly due to an increase in investment money. Our CD was getting 2.07% interest and has been rolled over into a new CD at 2.48%. The interest rate for our Money Market account has also increased.

Mr. Olshefski and Mr. Francisco wished everyone a good holiday and then left the meeting.

GENERAL COUNSEL'S REPORT

Aside from discussion in Executive Session, Mr. Tipton had nothing further to report.

ENGINEER'S REPORT

Mr. Donati's report was included in the Agenda Packets.

As discussed at previous meetings, the two disk filters at the Oxford plant leak. The manufacturer supplied the seals for those units to Tomar, but Tomar did not install them. Mr.

Donati has been back and forth with Nova, the manufacturer of the disk filters, who now states that if we want the seals, we will have to buy them. They cost \$628.55 a piece if we buy them from Nova. Mr. Piazza expressed displeasure with Nova for wanting to charge us for new seals and instructed Mr. Wauhop to inform Nova that the Authority will not entertain any prospective Nova customers at our Oxford plant. Mr. Wauhop and several other commissioners agreed. However, we still need to purchase the seals due to the leaks.

AUTHORITY CONSULTANT

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: He recapped maintenance items performed during the month. The mixer was replaced in the County line grease pit and the pump removed and unclogged. All the process pit pumps were greased.

South Water Street Pump Station: Rags were removed from the #2 pump. During the heavy rainfall, the 2 pumps at this pump station worked on a 15-minute cycle at night because of discharge from residents illegally hooking up their basement sump pumps into the collection system. The flow per day almost doubled. Mr. Wauhop suggested sending a letter, or him attending Belvidere's, White Township's and Oxford's council meetings, to explain the situation to them that the more volume the Authority must treat the greater the towns' bills. He will take care of this. I&I was discussed. Ms. Napolitani explained that the Town of Belvidere spent a considerable amount of money and time to inspect their lines via cameras and discovered no problems. Mr. Wauhop said the Authority needs to do the same with its lines and Mr. Donati is still working on obtaining more competitive quotes.

Oxford plant: Mr. Wauhop recapped maintenance items performed during the month. All the wet wells and floats were cleaned at all the pump stations. The head on the caustic pump was replaced. The tubing on the aluminum pump was replaced. The Service Building roof fans were serviced.

Two seasonal helpers will be working for the Authority for a week or less to thoroughly clean the administration building and service building.

Under general business, the first set of parts for the climbing screen were delivered at a cost of less than \$4,000. Bruce Hildebrandt will start working on it next week.

Mr. Wauhop introduced Kevin Shoudt, who will be working under Mr. Wauhop's contract, during his absence.

Mr. Wauhop presented a resolution for appointment of our risk manager for 2019.

Mr. Kiszonak moved to adopt Resolution #18-48, reappointing Sharon Cooper of Public Entity Advocates as our Risk Management Consultant for 2019. Ms. Napolitani seconded. The motion pass unanimously on a roll call vote.

Mr. Wauhopp presented the resolution and agreement authorizing the award of a non-fair and open contract for professional services for laboratory testing to New Jersey Analytical Laboratories (NJAL) for one year.

Ms. O'Connor moved to adopt Resolution #18-49, awarding the non-fair and open contract for the professional services of laboratory testing to New Jersey Analytical Laboratories for one year. Mr. Nyland seconded. The motion passed unanimously on a roll call vote.

For year 2020, Mr. Wauhopp recommended reducing the billing for the Augustinian Center, located in White Township, from 3 EDUs down to 11/2 EDUs. He explained his reason.

Mr. Niece revisited the issue of the roof fans serviced at the Oxford facility. He said this seems to be a frequent event and wondered if there was a problem with the fans. Mr. Wauhopp was unsure, but those fans were not replaced during the upgrade.

FINANCE (Treasurer)

Mr. Piazza moved that Resolution #18-50 (Certificate No. 389: \$58,746.19) be approved to pay all bills from the Operating Fund, as presented. Mr. Niece seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #18-51 (Certificate No. 396: \$7,067.36) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. O'Connor seconded. The motion passed unanimously on roll call vote.

Mr. Piazza reminded everyone that last year, when the Authority renewed Mr. Wauhopp's contract, Mr. Piazza made the comment that he expected him to work for "free" for a year. The monthly financial report shows that between plant maintenance and other operating costs, Mr. Wauhopp save the Authority over \$135,000. So, in essence, he worked for "free".

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

Sharon Cooper congratulated the Board on saving the Authority \$2,000 in next year's insurance premium (NJUA JIF), by them taking the Public Official Liability course. In addition, the Authority should be receiving a return of surplus in the amount of \$966 from PAIC (former insurance fund) sometime in early 2019.

Chairman Chamberlain wished everyone a Merry Christmas, Happy Holidays and Happy New Year. Be safe and he looks forward to another good year.

As there was no more business to come before the Authority, Mr. Niece moved and Mr. Kiszona seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:25 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:

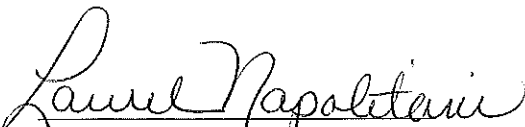
Litigation

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



Chad Chamberlain, Chairperson


Laurel Napolitani, Secretary

DATED: December 18, 2018

2019 ADOPTED BUDGET RESOLUTION

Warren County (Pequest River) Municipal Utilities Authority

FISCAL YEAR: FROM: January 1, 2019 **TO:** Dec. 31, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the **Warren County (PR) Municipal Utilities Authority** for the fiscal year beginning January 1, 2019 and ending, December 31, 2019 has been presented for adoption before the governing body of the **Warren County (PR) Municipal Utilities Authority** at its open public meeting of December 18, 2018; and

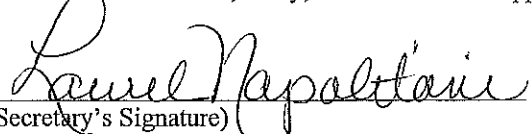
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

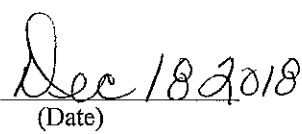
WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of **\$2,298,244.00**, Total Appropriations, including any Accumulated Deficit, if any, of **\$2,829,744.00** and Total Unrestricted Net Position utilized of **\$531,500.00**; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of **\$370,000.00** and Total Unrestricted Net Position planned to be utilized of **\$370,000.00**; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of **Warren County (PR) Municipal Utilities Authority**, at an open public meeting held on December 18, 2018 that the Annual Budget and Capital Budget/Program of the **Warren County (PR) Municipal Utilities Authority** for the fiscal year beginning, January 1, 2019 and, ending, December 31, 2019_ is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.


(Secretary's Signature)


(Date)

Governing Body Member:	Recorded Vote				Motion By	Second By
	Aye	Nay	Abstain	Absent		
Sidney Deutsch	x					
Drew Kiszona	x					
Laurel Napolitani	x					
Donald Niece	x					x
Robert Nyland	x					
Everdina O'Connor	x					
Robert Piazza	x				x	
Morris Scott, Jr.				x		
E. Chad Chamberlain	x					

RESOLUTION NO: #18-45

AMENDING THE RULES AND REGULATIONS OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY TO INCORPORATE ANNUAL ADJUSTMENTS TO THE AUTHORITY'S FEE AND CHARGES FOR SEWER CONNECTIONS AND FOR SEWER TREATMENT SERVICES AND TO PROVIDE OTHER RATE AND FEE CHANGES.

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (the Authority) has adopted rules and regulations entitled Warren County (Pequest River) Municipal Utilities Authority - Service Rules (Rules and Regulations) pursuant to the provisions of N.J.S.A. 40:14B-1 et seq.; and

WHEREAS, the Authority has the right and obligation to change or amend, from time to time, its Rules and Regulations in order that they should continue to reflect the current operating requirements of the Authority; and

WHEREAS, public notice of the Authority's annual rate hearing as required pursuant to N.J.S.A. 40:14B-23 was timely provided; and

WHEREAS, on December 18, 2018, the Authority conducted a public hearing on its rates and fees and is of the opinion that the proposed revision to the connection fees and user rates should be adopted, and that the Rules and Regulations should be amended to reflect the same.

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. A new Appendix C to the Authority's Rules and Regulations shall be included therein as follows:

APPENDIX C

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY
SCHEDULE OF SEWAGE TREATMENT SERVICE CHARGES AND
CONNECTION FEES:

1. General:

The Authority hereby sets forth the current applicable sewage treatment charges and connection fees as adopted by the Authority in accordance with the requirements of N.J.S.A. 40:14B-22 and 23.

A) An additional 11% Inflow & Infiltration (I&I) factor shall be assessed on all users billed on a metered flow basis (either water use or sewer discharge), with the exception of Belvidere and Oxford whose metered flow includes system-wide I&I, in order to establish equitable allocation of system-wide I&I.

B) Sewage Treatment Services FY2019

Class of User	Rates
-Residential	\$11.31 per billing unit
-Industrial	\$22.62 per 1,000 gallons


C) Connection Fees FY 2019*

The FY 2019 connection fee shall remain unchanged from 2018. The current amount of \$6,642.00 per EDU (equivalent dwelling unit) is less than the calculated amount of \$10,050.00.

* Affordable housing projects built by Public Housing Authorities and non-profit organizations will receive a reduction of 50% in connection fees, pursuant to C40:14B-22.

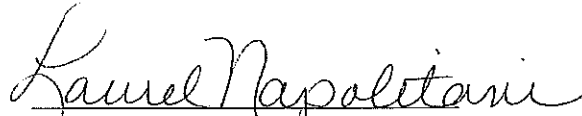
2. The foregoing amendment to the Rules and Regulations shall take effect as of December 18, 2018, the date of its adoption by a majority of the Members of the Authority, and this Resolution shall be conclusive evidence of the fact that the amendment was approved by a majority of the Members of the Authority at that time.
3. Except as otherwise provided herein, the Rules and Regulations of the Authority shall remain unchanged and in full force and effect.

WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY

By: 
Chad Chamberlain, Chairman

CERTIFICATION

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do certify the foregoing to be a true copy of a memorializing resolution adopted by a majority of all members of the Authority at a regular meeting of the Authority held on December 18, 2018, which resolution reduces to writing the formal action taken by the Authority with regard to its budget and rate schedule on December 18, 2018.


Laurel Napolitani, Secretary

RESOLUTION NO: 18-46 APPROVAL OF CONNECTION FEES FOR FY2019

WHEREAS, as per N.J.S.A. 40:14B-22 the Authority may charge connection fees, said fees to be calculated as outlined in said statute; and

WHEREAS, said calculation has been performed for FY2019, with the resulting fee and calculation thereof provided in the attachment hereto and;

WHEREAS, a public hearing has been held on Authority rates, at which time this calculation was presented.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Warren County (Pequest River) Municipal Utilities Authority that the 2019 connection fee shall remain unchanged from 2018. The current amount of \$ 6,642.00 is less than the calculated amount of \$10,050.00 and shall hereby be adopted; the continuation of the current connection fee will remain in effect beginning January 1, 2019.

WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY

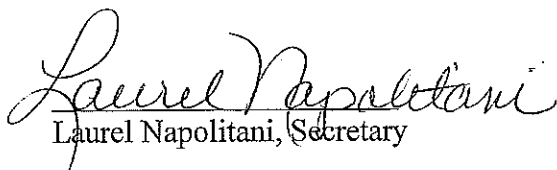


Chad Chamberlain, Chairman

DATE: December 18, 2018

CERTIFICATION

I, LAUREL NAPOLITANI, SECRETARY OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, DO CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY A MAJORITY OF ALL MEMBERS OF THE AUTHORITY AT A REGULAR MEETING OF THE AUTHORITY TO BE HELD ON DECEMBER 18, 2018.



Laurel Napolitani, Secretary

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY
 CALCULATION OF CONNECTION FEES
 EFFECTIVE JANUARY 1, 2019

<u>Debt Service Paid from Revenues:</u>			Annual	Cumulation
			Debt Service	
FY1983	\$47,000	Interest	47,000	\$47,000
FY1984	\$314,377	Interest	\$314,377	\$361,377
FY1985	\$345,563	Interest	\$345,563	\$706,940
FY1986	\$178,500	Interest	\$178,500	\$885,440
FY1987	\$492,000	Interest	\$492,000	\$1,377,440
FY1988	\$492,000	Interest	\$492,000	\$1,869,440
FY1989	\$492,000	Interest	\$492,000	\$2,361,440
FY1990	\$556,572	Int. and Prin..	\$556,572	\$2,918,012
FY1991	\$577,938	Int. and Prin..	\$577,938	\$3,495,950
FY1992	\$586,522	Int. and Prin..	\$586,522	\$4,082,472
FY1993	\$488,557	Int. and Prin..	\$488,557	\$4,571,029
FY1994	\$507,815	Int. and Prin..	\$507,815	\$5,078,844
FY1995	\$510,340	Int. and Prin..	\$510,340	\$5,589,184
FY1996	\$536,965	Int. and Prin..	\$536,965	\$6,126,149
FY1997	\$581,860	Int. and Prin..	\$581,860	\$6,708,009
FY1998	\$583,610	Int. and Prin..	\$583,610	\$7,291,619
FY1999	\$579,180	Int. and Prin..	\$579,180	\$7,870,799
FY2000	\$578,840	Int. and Prin..	\$578,840	\$8,449,639
FY2001	\$582,447	Int. and Prin..	\$582,447	\$9,032,086
FY2002	\$580,098	Int. and Prin..	\$580,098	\$9,612,184
FY2003	\$719,875	Int. and Prin..	\$719,875	\$10,332,059
FY2004	\$935,650	Int. and Prin..	\$935,650	\$11,267,709
FY2005	\$979,432	Int. and Prin..	\$979,432	\$12,247,141
FY2006	\$974,485	Int. and Prin..	\$974,485	\$13,221,626
FY2007	\$981,964	Int. and Prin..	\$981,964	\$14,203,590
FY2008	\$972,331	Int. and Prin..	\$972,331	\$15,175,921
FY2009	\$976,559	Int. and Prin..	\$976,559	\$16,152,480
FY2010	\$963,345	Int. and Prin..	\$963,345	\$17,115,825
FY2011	\$963,506	Int. and Prin..	\$963,506	\$18,079,331
FY2012	\$957,767	Int. and Prin..	\$957,767	\$19,037,098
FY2013	\$954,160	Int. and Prin..	\$954,160	\$19,991,258
FY2014	\$959,146	Int. and Prin..	\$959,146	\$20,950,404
FY2015	\$449,359	Int. and Prin..	\$449,359	\$21,399,763
FY2016	\$1,181,944	Int. and Prin..	\$1,181,944	\$22,581,707
FY2017	\$1,177,196	Int. and Prin..	\$1,177,196	\$23,758,903
FY2018	\$1,014,187	Int. and Prin..	\$1,014,187	\$24,773,090
Capital Reinvestment through 10/30/2018				<u>\$2,055,705</u>
Total				\$26,828,795

Est. # EDU's end of Proceeding Year: (200 GPD = 1 EDU)

Preliminary FY 2018 GPD (From 2018 EDU Flow r/c) 533,890 # EDU's 2,669

2019 Connection Fees Per EDU:

Cumulative Debt Service	<u>\$26,828,795</u>	=	\$10,050
Number of EDU's @ 200 GPD	2,669		Rate per EDU

2019 Connection Fee = \$10,050

RESOLUTION #18-47

**RESOLUTION AUTHORIZING THE APPOINTMENT FOR NISIVOCIA LLP AS AUDITOR
FOR THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY
FOR FISCAL YEAR 2019.**

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (Authority) requires the services of an auditor for FY2019.

WHEREAS, the services of a certified auditor are "Professional Services" and may be retained without competitive bidding pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq; and

WHEREAS, the Authority solicited proposals for auditing services from Nisivoccia and Company, LLP; and

WHEREAS, the Authority has determined it to be in the best interest of this public entity to appoint Nisivoccia, LLP (Auditor) as its auditor for the period commencing January 1, 2019 through the later of December 31, 2019 or the next reorganizational meeting of the Authority.

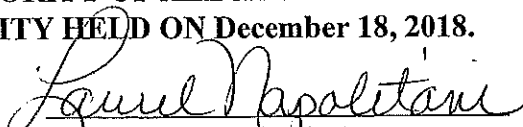
NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority, County of Warren, State of New Jersey, as follows:

1. Nisivoccia, LLP, Mount Arlington Corporate Center, 200 Valley Road, Suite 300, Mt. Arlington, N.J. 07856-1320 is hereby appointed as the Authority Auditor for the period of January 1, 2019 through December 31, 2019, or through the next reorganizational meeting of the Authority, whichever is later, to provide auditing services pursuant to the terms and conditions in the proposal previously submitted to the Authority. Nothing herein shall supersede the right of the Authority or Auditor to terminate the Agreement prior to the aforesaid dates(s) in accordance with the terms of such formal agreement as may be entered into between the parties to retain Auditor.
2. The appropriate officers of the Authority are hereby authorized and directed to take all steps necessary to affect the terms and conditions of this Resolution.
3. It is hereby directed that a notice of award of this appointment be published once in the official newspaper of the Authority within ten days of the date hereof.
4. This Resolution shall take effect immediately.

CERTIFICATION

I, Laurel Napolitani, SECRETARY OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, DO CERTIFY THE FORE GOING TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY A MAJORITY OF ALL MEMBERS OF THE AUTHORITY AT A MEETING OF THE AUTHORITY HELD ON December 18, 2018.

DATED: December 18, 2018



Laurel Napolitani, Secretary

RESOLUTION #18-48

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

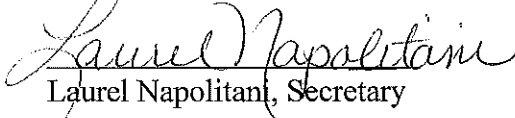
WHEREAS, the bylaws of said Funds require that each Authority appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

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, 2019 through December 31, 2019, 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).


Laurel Napolitani, Secretary

December 18, 2018

Moved by: Mr. Kiszonak

Seconded by: Ms. Napolitani

Yes 8

No 0

Abstain 0

Absent 1

RESOLUTION: 18-49 AUTHORIZING THE ADOPTION OF A NON-FAIR
AND OPEN CONTRACT FOR LABORATORY
SERVICES

WHEREAS, there exists a need for Certified laboratory testing services to the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the "Authority"); and

WHEREAS, the Authority's Chairman has determined and certified in writing that the value of the contract will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, New Jersey Analytical Laboratories, a corporation of the State of New Jersey, having offices at 380 Scotch Road, Ewing, NJ, (hereafter, "Contractor") has submitted a contract dated December 18, 2018, indicating it will provide the required services at a sum not to exceed \$30,000.00; and

WHEREAS, Contractor has completed and submitted a Business Entity Disclosure Certification, which is made a part hereof, that the business entity has not made a contribution that would bar the award of this contract, and the business entity will continue to report to the Election Law Enforcement Commission any contribution that would violate the Pay-To-Play Law (N.J.S.A. 19:44A-20.4 et seq.) during the term of this contract, and has listed political contributions made during the past twelve months as set forth in said certification; and

WHEREAS, funds are available for this purpose, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) Provides that this contract might be awarded without competitive bidding as a "professional service", and further requires that the resolution authorizing the award of contracts for professional services without competitive bid must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority as follows:

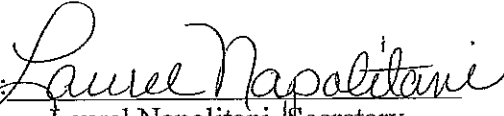
1. The Chairman and Secretary of said Authority are hereby

authorized and directed to execute a certain agreement dated December 18, 2018, between the Authority and New Jersey Analytical Laboratories, a corporation of the State of New Jersey, having offices at 380 Scotch Road, Ewing, NJ.

2. The contract is awarded without competitive bidding as a "Professional Service" because certified laboratory services are exempt from bidding under N.J.S.A. 40A:11-5(1)(a)(i); the Authority has had a positive experience history with this Contractor, and the Contractor has the required licenses, skills, personnel and experience to adequately provide the professional services required by the Authority in this regard.
3. A Notice of this resolution shall be published in the official newspaper as required by law within ten days of its passage.
4. One copy of this Resolution, and the contract itself, shall be made available at the Authority offices for public inspection.
5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.
6. This Resolution memorializes the action taken by the Authority at its meeting on December 18, 2018.

CERTIFICATION

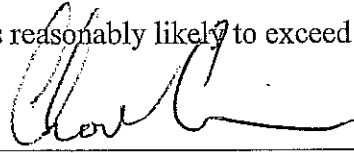
I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on December 18, 2018.

BY: 
Laurel Napolitani, Secretary

DATE: December 18, 2018

CERTIFICATION

I, Chad Chamberlain, Chairman of the Authority, do this date certify that the contract mentioned herein exceeds, or is reasonably likely to exceed the sum of \$17,500.00 during its term.



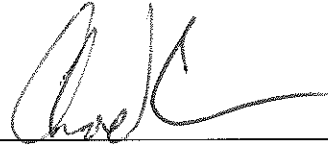
Chad Chamberlain, Chairman

Dated: December 18, 2018


RESOLUTION RE:

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

I HEREBY CERTIFY, that the bills listed on the attached Resolution of December 18, 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 Napolitano, Secretary

Certificate No. OP 389

Dated: December 18, 2018

Moved by: Mr. Piazza

Seconded by: Mr. Niece

Yes 8

No 0

Abstain 0

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: December 18, 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 #18865 - #18876

11/30/18	\$7,280.41
Due 12/18/18	<u>51,465.78</u>
Total	\$58,746.19

PENNA MATION
 DATE: 01/30/2019
 TIME: 15:00:29

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS
 SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='11/30/2018'

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 1/19

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18865	11/30/2018	ARAE NETWORK SOLUTIONS LL	R	150.00 ACCOUNTS PAYABLE CHECK
18866	11/30/2018	CENTURYLINK	R	64.93 ACCOUNTS PAYABLE CHECK
18867	11/30/2018	COMCAST	R	201.34 ACCOUNTS PAYABLE CHECK
18868	11/30/2018	JCP&L	R	3.15 ACCOUNTS PAYABLE CHECK
18869	11/30/2018	MAIN POOL & CHEMICAL CO.,	R	1970.95 ACCOUNTS PAYABLE CHECK
18870	11/30/2018	NEW JERSEY AMERICAN WATER	R	15.36 ACCOUNTS PAYABLE CHECK
18871	11/30/2018	NEW JERSEY ANALYTICAL LAB	R	687.00 ACCOUNTS PAYABLE CHECK
18872	11/30/2018	NJ ADVANCE MEDIA	R	16.34 ACCOUNTS PAYABLE CHECK
18873	11/30/2018	PASSAIC VALLEY SEWERAGE C	R	3640.00 ACCOUNTS PAYABLE CHECK
18874	11/30/2018	THE COUNTY OF WARREN	R	179.41 ACCOUNTS PAYABLE CHECK
18875	11/30/2018	VERIZON WIRELESS	R	114.81 ACCOUNTS PAYABLE CHECK
18876	11/30/2018	WELLS FARGO VENDOR FINANC	R	237.12 ACCOUNTS PAYABLE CHECK
TOTAL FUND				7280.41

TOTAL REPORT 7280.41

PENTAMATION
 DATE: 01/30/2019
 TIME: 15:02:35

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 1/19

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='12/18/2018'

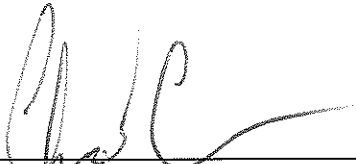
DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18879	12/18/2018	ACCLIVITY	R	349.00 ACCOUNTS PAYABLE CHECK
18880	12/18/2018	AMERIGAS	R	112.84 ACCOUNTS PAYABLE CHECK
18881	12/18/2018	APEX TELECOM, LLC	R	115.00 ACCOUNTS PAYABLE CHECK
18882	12/18/2018	ARAE NETWORK SOLUTIONS LL	R	2500.00 ACCOUNTS PAYABLE CHECK
18883	12/18/2018	BELVIDERE NAPA AUTO PARTS	R	19.34 ACCOUNTS PAYABLE CHECK
18884	12/18/2018	BILL HODGE ELECTRICAL CON	R	145.14 ACCOUNTS PAYABLE CHECK
18885	12/18/2018	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
18886	12/18/2018	C & M AUTO PARTS	R	122.74 ACCOUNTS PAYABLE CHECK
18887	12/18/2018	CENTURLINK	R	128.37 ACCOUNTS PAYABLE CHECK
18888	12/18/2018	CINTAS CORPORATION #101	R	248.68 ACCOUNTS PAYABLE CHECK
18889	12/18/2018	COMCAST	R	199.06 ACCOUNTS PAYABLE CHECK
18890	12/18/2018	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
18891	12/18/2018	CP ENGINEERS, LLC	R	6557.38 ACCOUNTS PAYABLE CHECK
18892	12/18/2018	CRISTAL ASSOCIATES, LLC	R	240.75 ACCOUNTS PAYABLE CHECK
18893	12/18/2018	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
18894	12/18/2018	FASTENAL COMPANY	R	323.75 ACCOUNTS PAYABLE CHECK
18895	12/18/2018	FLORIO PERRUCCI STEINHARD	R	544.00 ACCOUNTS PAYABLE CHECK
18896	12/18/2018	GERO, WAYNE	R	516.34 ACCOUNTS PAYABLE CHECK
18897	12/18/2018	GLASCO UV	R	1455.00 ACCOUNTS PAYABLE CHECK
18898	12/18/2018	JCP&L	R	15255.33 ACCOUNTS PAYABLE CHECK
18899	12/18/2018	JIORLE'S OFFICE SUPPLIES	R	41.90 ACCOUNTS PAYABLE CHECK
18900	12/18/2018	JOHNSON & TOWERS, INC	R	954.00 ACCOUNTS PAYABLE CHECK
18901	12/18/2018	KASPEREN, PATRICIA	R	60.49 ACCOUNTS PAYABLE CHECK
18902	12/18/2018	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
18903	12/18/2018	LIN SUPPLY INC.	R	37.95 ACCOUNTS PAYABLE CHECK
18904	12/18/2018	MAIN POOL & CHEMICAL CO.,	R	1043.00 ACCOUNTS PAYABLE CHECK
18905	12/18/2018	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE CHECK
18906	12/18/2018	NEW JERSEY AMERICAN WATER	R	16.85 ACCOUNTS PAYABLE CHECK
18907	12/18/2018	NEW JERSEY ANALYTICAL LAB	R	3436.00 ACCOUNTS PAYABLE CHECK
18908	12/18/2018	NIECE, DONALD L.	R	145.60 ACCOUNTS PAYABLE CHECK
18909	12/18/2018	NU ADVANCE MEDIA	R	166.67 ACCOUNTS PAYABLE CHECK
18910	12/18/2018	NYLAND, ROBERT F.	R	8.75 ACCOUNTS PAYABLE CHECK
18911	12/18/2018	ONE CALL CONCEPTS, INC.	R	291.67 ACCOUNTS PAYABLE CHECK
18912	12/18/2018	PIAZZA, ROBERT	R	90.00 ACCOUNTS PAYABLE CHECK
18913	12/18/2018	POSTMASTER BELVIDERE	R	133.50 ACCOUNTS PAYABLE CHECK
18914	12/18/2018	RIGO GENERAL HARDWARE	R	121.00 ACCOUNTS PAYABLE CHECK
18915	12/18/2018	SANICO INC.	R	5187.00 ACCOUNTS PAYABLE CHECK
18916	12/18/2018	SPECTRASERV INC	R	70.99 ACCOUNTS PAYABLE CHECK
18917	12/18/2018	STAPLES CREDIT PLAN	R	874.28 ACCOUNTS PAYABLE CHECK
18918	12/18/2018	THE COUNTY OF WARREN	R	290.00 ACCOUNTS PAYABLE CHECK
18919	12/18/2018	U.S. POSTAL SERVICE	R	679.90 ACCOUNTS PAYABLE CHECK
18920	12/18/2018	WAUHOP, BILLY	R	108.50 ACCOUNTS PAYABLE CHECK
18921	12/18/2018	WILSON PRODUCTS	R	51465.78
TOTAL FUND				51465.78
TOTAL REPORT				51465.78

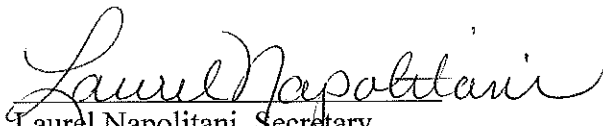
RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF DECEMBER 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 396

Dated: December 18, 2018

Moved by: _____

Seconded by: _____

Yes _____

No _____

Abstain _____

Absent _____

CAPITAL IMPROVEMENT BILLS LIST

Dated: December 17, 2018

1. Florio Perrucci Steinhardt & Cappelli Period: November 2018 Legal Services Oxford WWTP Upgrade \$3,722.00
2. Wauhop, Billy Reimbursement for parts for Climbing Screen Belvidere WWTP <u>3,345.36</u>
Total \$7,067.36