

**WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY  
REORGANIZATION MEETING  
MINUTES  
FEBRUARY 19, 2019**

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Chairman Chamberlain called the reorganization meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:30 P.M. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

Everdina O'Connor was reappointed by the Warren County Freeholders. Chairman Chamberlain asked Mr. Tipton to administer the oath of office. She was congratulated on her reappointment.

Roll Call:

Sidney Deutsch  
Drew Kiszonak  
Laurel Napolitani, Secretary  
Donald Niece  
Robert Nyland  
Everdina O'Connor  
Robert Piazza, Treasurer  
Morris Scott, Jr., Vice Chairman  
Chad Chamberlain, Chairman

Also, in attendance were: Steve Donati, P.E., Authority Engineer; Brian Tipton, Esq., Authority Legal Counsel; Daniel Olshefski, Authority Chief Financial Officer; Billy J. Wauhopp, Authority Consultant; Kevin Shoudt, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

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

**REPORTS OF COMMITTEES**

Finance Committee: On behalf of the Finance Committee, Mr. Piazza, who chairs the committee, thanked Mr. Olshefski, Mr. Francisco and their staff, for assisting the Authority in preparing the budget and administering our finances throughout the year. He also thanked Mr. Wauhopp for his in-house engineering and keeping our expenses under budget, and his staff for some of the in-house fabrication and running the plants. Mr. Piazza reiterated comments made at our last meeting by Mr. Francisco, who summarized our cash position for last year. We had a cash balance of \$6.4 million, and although we had budgeted to use \$500,000 from our surplus, we only needed to use \$960. We realized 235% of non-operating revenues over what we had anticipated. He stated that everyone has done a great job and thanked everybody for all the work

that they have done. Chairman Chamberlain thanked Mr. Piazza and expressed his appreciation of all the efforts put forth by the Finance Committee. He also thanked Mr. Olshefski and Mr. Francisco for their outstanding work. Mr. Scott agreed with Mr. Piazza's statements and thanked Mr. Wauhopp for all his guidance. The other members of the committee also agreed with Mr. Piazza's comments.

Personnel Committee: Chairman Chamberlain, who chairs the committee, said that it has been a busy year. There has been a lot of discussion in terms of deciding on a 5<sup>th</sup> operator, Mr. Wauhopp's impending retirement and possible transition. The committee met with Mr. Wauhopp prior to the Reorg meeting to discuss updating the Personnel Manual. We continue to stay busy and meet on an active basis and he expects this to continue this year as well. Other committee members agreed.

Insurance Committee: No report.

### ELECTION OF OFFICERS

Chairman Chamberlain passed the gavel to Mr. Tipton to conduct the Election of Officers.

Mr. Tipton opened the nominations for chairperson.

Mr. Scott made a motion to repeat the same slate of officers as last year. Ms. O'Connor seconded. There were no further nominations. The motion passed unanimously on a roll call vote.

Mr. Tipton congratulated the officers and relinquished the gavel to Chairman Chamberlain.

Chairman Chamberlain thanked Mr. Tipton and fellow Board members for their continued support, and support of the other Officers. He is very proud of how things are conducted on this Board and looks forward to good things in 2019.

### APPOINTMENT OF OFFICERS

General Counsel: Chairman Chamberlain presented a resolution to award a non-fair and open contract for professional services to Florio Perrucci Steinhardt & Cappelli, LLC, for legal services for the upcoming year.

Mr. Scott moved to adopt Resolution #19-04, awarding a non-fair and open contract for professional services to Florio Perrucci Steinhardt & Cappelli, LLC, for legal services from February 19, 2019 to February 18, 2020. Mr. Nyland seconded. The motion passed unanimously on a roll call vote.

Mr. Tipton thanked the Board.

Consulting Engineer: Chairman Chamberlain presented a resolution authorizing the award of a non-fair and open contract for professional engineering consulting services to CP Engineers,

LLC for the upcoming year.

Mr. Scott moved to adopt Resolution #19-05, awarding a non-fair and open contract for professional engineering consulting services to CP Engineers, LLC, from February 20, 2019 to February 18, 2020. Mr. Piazza seconded. The motion passed unanimously on a roll call vote.

Chairman Chamberlain congratulated Mr. Tipton and Mr. Donati.

Mr. Donati thanked the Board for their continued confidence.

### NEW BUSINESS

Finance Committee & Personnel Committee: Chairman Chamberlain asked if current committee members would like to serve on the same committees for another year in the same capacity, if no one objected. Hearing no objections, they all agreed. Those two committees were set for another year.

Insurance Committee: Chairman Chamberlain asked fellow Board members if anyone felt it necessary to continue having an Insurance Committee at this time, or is it okay to table the matter until necessary? After a brief discussion, it was the consensus of the Board to disband the Insurance Committee for this year

Chairman Chamberlain introduced a resolution for the appointment of the Authority's Public Agency Compliance Officer for 2019. Mr. Wauhopp was our PACO for 2018 and has agreed to do so again for 2019.

Mr. Scott moved to adopt Resolution #19-06, authorizing the reappointment of Mr. Wauhopp as the Authority's Public Agency Compliance Officer (PACO) for 2019. Ms. Napolitani seconded. All in favor, motion passed.

Lastly, Chairman Chamberlain introduced resolutions to establish a schedule of meeting dates and designation of the official newspapers.

Mr. Scott moved, and Ms. O'Connor seconded to adopt Resolution #19-07, establishing the schedule of meeting dates for 2019. All in favor, motion passed.

All regular meetings will be held on the third Tuesday of the month. All regular meetings will start at 7:30 p.m., with the exception of the December 2019 and February 2020 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting that will start at 7:30 p.m.

Mr. Niece moved, and Mr. Scott seconded to adopt Resolution #19-08, for designation of the Authority's official newspapers. The Board designated the *Star Gazette* as the Authority's official newspaper, and with *The Express Times*, as the two newspapers to receive notices of meetings. All in favor, motion carried.

Mr. Scott moved, and Mr. Nyland seconded that the Reorganization Meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 7:44 p.m.

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Patricia Kaspereen  
Administrative Assistant

**RESOLUTION: 19-04**

**AUTHORIZING THE ADOPTION OF A  
NON-FAIR AND OPEN CONTRACT FOR  
PROFESSIONAL SERVICES WITH  
FLORIO PERRUCCI STEINHARDT  
& CAPPELLI, LLC FOR LEGAL SERVICES  
FOR THE WARREN COUNTY (PEQUEST  
RIVER) MUNICIPAL UTILITIES  
AUTHORITY**

WHEREAS, there exists a need for legal advice and professional legal services to the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the “Authority”), and

WHEREAS, the Authority desires to contract for services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the terms of this Agreement reflect an approved hourly billing rate of \$160.00 for all attorneys and \$75.00 for all paralegal services to be provided by Florio Perrucci Steinhardt & Cappelli, LLC, and based thereon the Authority has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 19, 2019 to February 18, 2020; and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any unauthorized reportable contributions to an unauthorized recipient in the previous one year, and the Contractor will be prohibited from making any contribution in contravention of N.J.S.A. 19:44A-20.4 through the term of the Contract; and

WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into a contract with Florio Perrucci Steinhardt & Cappelli as described herein.

2. The contract is awarded without competitive bidding as a "Professional Service" because professional legal services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).

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.

**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 February 19, 2019.

BY: Laurel Napolitani  
Secretary, Laurel Napolitani

DATE: February 19, 2019

## RESOLUTION #19-05

### RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES, FOR 2019

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (AUTHORITY), has the need for Professional Engineering Consulting Services, on an as needed basis for various tasks, as set forth in detail in the attached Agreement between this Authority and CP Engineers, LLC. (CP); and

WHEREAS, the Authority desires to contract for services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the terms of this Agreement reflect approved hourly billing rates for a defined scope of services to be provided by the Engineer, and based thereon the Authority's Chairman has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 20, 2019 to February 18, 2020; and

WHEREAS, CP has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the County of Warren, New Jersey, in the previous one year, and that the contract will prohibit the Contractor from making any reportable contributions through the term of the contract; and


WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into a contract with CP Engineers, LLC. as described herein.
2. The contract is awarded without competitive bidding as a "Professional Service" because professional engineering services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).
3. A Notice of this resolution shall be published in the official newspapers 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.

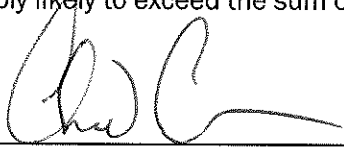
CERTIFICATION

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 February 19, 2019.

BY:   
Laurel Napolitani, Secretary

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.

BY:   
Chad Chamberlain, Chairman

Dated: February 19, 2019



**RESOLUTION 19 - 06**

**RESOLUTION AUTHORIZING THE APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER TO THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY.**

**WHEREAS**, the Affirmative Action Office of the New Jersey Department of the Treasury has revised the obligations of the public contracting process set forth in N.J.A.C. 17:27 et seq., pursuant to P.L. 1975, C. 127; and

**WHEREAS**, the requirements require the designation of a "Public Agency Compliance Officer" (PACO) to represent the Warren County (Pequest River) Municipal Utilities Authority (WC(PR)MUA).

**WHEREAS**, the PACO is to be appointed annually; and

**WHEREAS**, the WC(PR)MUA desires to appoint Billy J. Wauhop as the PACO for the WC(PR)MUA.

**NOW, THEREFORE, BE IT RESOLVED** by the WC(PR)MUA in the County of Warren, State of New Jersey, that:

1. Billy J. Wauhop will represent the WC(PR)MUA as the PACO through the year 2019.
2. One copy of this Resolution shall be made available at the Authority's offices for public inspection.

**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 MEETING OF THE AUTHORITY HELD ON FEBRUARY 19, 2019.

Dated: February 19, 2019

Laurel Napolitani  
Secretary

Moved by: Mr. Scott  
Seconded by: Ms. Napolitani  
Yes 9  
No 0  
Abstain 0  
Absent 0

**RESOLUTION #19-07**

**RESOLUTION OF MEMBERS OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 19, 2019 ESTABLISHING THE SCHEDULE OF REGULAR MEETINGS OF THE AUTHORITY PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-18.**

**WHEREAS**, pursuant to N.J.S.A. 10:4-18, the Authority is required to establish a schedule of its regular meetings to be conducted during the year succeeding its annual reorganizational meeting, together with the location of such meetings, and to the extent known, the time and date thereof, and,

**WHEREAS**, the reorganizational meeting of the Authority is being conducted on February 19, 2019 and it has been determined that all subsequent meetings to be conducted by it during the remainder of the current year, and prior to the next reorganizational meeting of the Authority on February 18, 2020, be conducted on the third Tuesday of each and every month hereafter, which will take place at the Authority's Administration Building located at 199 Foul Rift Road, Belvidere, New Jersey.

**NOW, THEREFORE, IT IS RESOLVED** by the WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, pursuant to the revisions embodied under N.J.S.A. 10.4-18, that the regular meetings of the Authority hereinafter conducted by it subsequent to its reorganizational meeting of February 19, 2019, be conducted at 7:30 P.M, with the exception of the December 2019 and February 2020 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting to be held at 7:30 p.m. (as noted below). All meetings will be held at the Authority's Administration Building at 199 Foul Rift Road, Belvidere, New Jersey on the dates hereinafter mentioned:

Tuesday, March 19, 2019	7:30 p.m.	
Tuesday, April 16, 2019	7:30 p.m.	
Tuesday, May 21, 2019	7:30 p.m.	
Tuesday, June 18, 2019	7:30 p.m.	
Tuesday, July 16, 2019	7:30 p.m.	
Tuesday, August 20, 2019	7:30 p.m.	
Tuesday, September 17, 2019	7:30 p.m.	
Tuesday, October 15, 2019	7:30 p.m.	
Tuesday, November 19, 2019	7:30 p.m.	
Tuesday, December 17, 2019	7:30 p.m.	Annual Rate Hearing/Regular Meeting
Tuesday, January 21, 2020	7:30 p.m.	
Tuesday, February 18, 2020	7:30 p.m.	Reorganization Meeting/Regular Meeting

**FURTHER RESOLVED**, that no later than February 26, 2019 the Secretary of the Authority mail:

(1) Copies of this resolution, certified by the Secretary under seal of the Authority, to the Star Gazette, designated as the official newspaper of the Authority, and the Express-Times and to such other media as the Secretary might deem appropriate.

(2) To any persons who request copies of any regular meeting scheduled, or revision referred to in N.J.S.A. 10:4-18 and who, except for the news media, have paid the fee established by the Authority therefore, pursuant to N.J.S.A. 10:4-19.

(3) Prominently post in at least one public place reserved for such or similar announcements, a copy of the notice embodying the regular monthly meeting dates, together with the location and time thereof; and

(4) File copies of the aforesaid notice of the regular meetings, embodying the location and time thereof, with the Clerk of each of the municipalities encompassed within the jurisdiction of the Authority and with the Clerk of the Board of Chosen Freeholders of the County of Warren, together with the Clerk of the County of Warren.

I, Laurel Napolitano Secretary of the Warren County (Pequest River) Municipalities Utilities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 19<sup>th</sup> day of February 2019.

Laurel Napolitano  
Secretary

Moved by: Mr. Scott

Seconded by: Ms. O'Connor

Yes: 9

No: 0

Abstain: 0

Absent: 0

**RESOLUTION 19 -08**

RESOLUTION OF THE MEMBERS OF WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 19, 2019, DESIGNATING, PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-8.d, TWO NEWSPAPERS TO RECEIVE NOTICES OF THE REGULAR, SPECIAL, OR RESCHEDULED MEETINGS OF THE AUTHORITY, AND OF AN OFFICIAL NEWSPAPER.

WHEREAS, the Authority is, pursuant to N.J.S.A. 10:4-8.d of the "Open Public Meetings Act," required, among other things, to deliver to at least two newspapers within the area of jurisdiction of the Authority, one of which shall be its official newspaper upon designation by it, notices embodying the time, date, location, and to the extent known, the agenda of any regular, special or rescheduled meetings, which notices shall accurately state whether formal action may or may not be taken; and

WHEREAS, the Authority is desirous of designating *The Star-Gazette*, which maintains offices in the County of Hunterdon, as its official newspaper, pursuant to N.J.S.A. 10:4-8.d, and of establishing *The Express-Times*, which maintains offices in the City of Easton, Pennsylvania, respectively as the two newspapers to receive notices of its meetings herein before mentioned, because of the Authority's feeling that they have the greatest likelihood of informing the public within the area of the Authority's jurisdiction of such meetings.

NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority, pursuant to the provisions of N.J.S.A. 10:4-8.d, that *The Star-Gazette* be designated as the official newspaper of the Authority and that all notices giving the time, date, location, and, to the extent known, the agenda of any regular, special or rescheduled meetings, embodying whether formal action may or may not be taken, shall be given and/or delivered in the manner set forth in the aforesaid statute to *The Star-Gazette* and *The Express-Times* to the end that the public shall be afforded every opportunity of being informed relative to such prospective meetings.

FURTHER RESOLVED, that the Secretary be and is hereby authorized to disseminate additional notice, of the afore-mentioned meetings to such other newspapers published in the State of New Jersey, but circulated, among other places, throughout the County of Warren, and to such other news media as the Secretary might deem appropriate.

I, Laurel Napolitano, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original Resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 19<sup>th</sup> day February of 2019.

Laurel Napolitano  
Secretary