

**WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY
REORGANIZATION MEETING
MINUTES
FEBRUARY 19, 2014**

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.

He congratulated Ms. O'Connor on her reappointment to the Board by the Warren County Freeholders. Mr. Tipton administered the Oath of Office to Ms. O'Connor.

Roll Call:

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

Also, in attendance were: Steve Donati, P.E., Authority Engineer; Brian Tipton, Esq., Authority Legal Counsel; Charles L. Houck, Authority CFO; Billy J. Wauhop, Authority Consultant and Patricia Kaspereen, Administrative Assistant.

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

REPORTS OF COMMITTEES

Finance Committee: Mr. Piazza, Chairman of the Finance Committee, thanked Mr. Houck and his staff for their guidance and cooperation. Even though the budget for 2013 was basically flat, Mr. Wauhop and his staff came in under budget by \$322,000. Mr. Piazza expressed his gratitude. Once again the Finance Committee is supporting a very tight budget for 2014, and looks forward to working with the county and expects the same due diligence on the part of Mr. Wauhop and his staff.

Chairman Chamberlain expressed appreciation for the contributions of the Finance Committee, and reiterated the positive comments made by Mr. Piazza about Mr. Houck, his staff and our employees.

Personnel Committee: Chairman Chamberlain, Chairman of the Personnel Committee, remarked that the Authority had a very productive year, specifically with the contributions from Mr. Wauhop. His leadership has created an atmosphere of teamwork and the individual contributions of the employees have been outstanding. Chairman Chamberlain had the opportunity to tour the plants and everything was immaculate. It was evident the pride the employees take in the facilities. Jobs that were contracted out in the past are now performed in-house, saving the Authority money and instilling a sense of satisfaction in the employees. The Authority has a very smooth operation and he looks forward to another great year.

Oxford WWTP Upgrade Committee: Mr. Rosenberg, Chairman of the Oxford WWTP Upgrade Committee, stated the contractor has been unable to break ground on the project, mostly due to the inclement weather. However, this could work to our advantage because this means the concrete may be poured in more favorable weather.

ELECTION OF OFFICERS

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

Mr. Tipton stated the commissioners had the option of nominating officers as a full slate of all four officers or nominating them individually.

Mr. Scott made a motion to nominate the same slate of officers as last year. Mr. Deutsch seconded; the motion passed unanimously on a roll call vote.

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

Chairman Chamberlain thanked his fellow members for their vote of confidence and congratulated his fellow officers.

APPOINTMENT OF OFFICERS

General Counsel: Mr. Tipton explained the reasons for the proposed increase in the hourly rate to \$160.00 for attorneys at Florio Perrucci Steinhardt & Fader. The current rate has been the same (\$145.00) since he became General Counsel for the Authority and, for the most part, the representation from the firm has been from senior attorneys for our various projects. The firm raised its hourly rate for other entities as well.

Mr. Scott moved to adopt Resolution #14-05, awarding a non-fair and open contract for professional services with Florio Perrucci Steinhardt & Fader, LLC, for legal services for one year. Ms. O'Connor seconded. The motion passed; roll call was as follows:

Mr. Deutsch	Yes	Mr. Piazza	Yes
Mr. Kiszona	Absent	Mr. Rosenberg	Yes
Ms. Napolitani	Yes	Mr. Scott	Yes
Mr. Niece	Abstain	Chairman Chamberlain	Yes

Ms. O'Connor Yes

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 services for 2014 to CP Engineers, LLC.

Mr. Scott moved to adopt Resolution #14-06, awarding a non-fair and open contract for professional engineering services for 2014 to CP Engineers, LLC. Mr. Piazza seconded. The motion passed unanimously on a roll call vote.

Mr. Donati thanked the Board and said CPE does not take the reappointment for granted.

NEW BUSINESS

Appointment of Committees for 2014 is as follows:

Finance Committee:

Robert Piazza, Chairman
Sidney Deutsch
Donald Niece
Morris Scott, Jr.

Personnel Committee:

Chad Chamberlain, Chairman
Drew Kiszonak
Laurel Napolitani
Everdina O'Connor

Oxford WWTP Upgrade Committee:

Philip Rosenberg, Chairman
Drew Kiszonak
Donald Niece
Robert Piazza

At previous meetings, Chairman Chamberlain recommended forming an Insurance Committee to investigate insurance options and the Board agreed. At that time, Mr. Rosenberg and Mr. Piazza expressed interest in being members of such a committee; so, Chairman Chamberlain asked if they would serve on the new insurance committee. Both agreed to do so and Mr. Deutsch and Mr. Scott volunteered as well.

Insurance Committee:

Philip Rosenberg, Chairman
Sidney Deutsch
Robert Piazza
Morris Scott, Jr.

This committee was discussed further under new business at the regular meeting.

Chairman Chamberlain introduced a resolution for the appointment of the Authority's Public Agency Compliance Officer for 2014. In the past, Mr. Piazza has been our PACO and he recommended Mr. Wauhopp as the new PACO.

Mr. Scott moved to adopt Resolution #14-07, authorizing the appointment of Mr. Wauhopp as the Authority's Public Agency Compliance Officer (PACO) for 2014. Mr. Piazza seconded. The motion passed unanimously on a roll call vote.

Lastly, Chairman Chamberlain introduced resolutions for the schedule of meeting dates and official newspapers.

Discussion ensued regarding meeting dates in June and November. Mr. Wauhopp would have a conflict if the June meeting was held on the third Wednesday of the month and the NJ League of Municipalities Annual Conference is being held during the third week of November.

Mr. Niece moved and Mr. Rosenberg seconded to adopt Resolution #14-08, for establishing the schedule of meeting dates. All in favor, motion carried.

All regular meetings will be held on the third Wednesday of the month, with the exception of the June 2014 and November 2014 meetings, which will be held on the second Wednesday of the month. All regular meetings will start at 7:30 p.m., with the exception of the December 2014 and February 2015 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 #14-09 for designation of the Authority's official newspaper. All in favor, motion carried. 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.

Ms. Napolitani moved and Mr. Niece seconded that the Reorganization Meeting be adjourned. The motion passed unanimously and the meeting was adjourned at 7:51 p.m.

Patricia Kaspereen
Patricia Kaspereen
Administrative Assistant

RESOLUTION: 14-05

**AUTHORIZING THE ADOPTION OF A
NON FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES WITH
FLORIO PERRUCCI STEINHARDT
& FADER, 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 & Fader, 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, 2014 to February 19, 2015; 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 a 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 & Fader 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, 2014.

BY: Laurel Napolitani
Laurel Napolitani, Secretary

DATE: February 19, 2014

RESOLUTION 14-06

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES, FOR 2014

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 task, as set forth in detail in the attached Agreement between this Authority and CP Engineers, LLC. (CPE); 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 19, 2014 to February 18, 2015; and

WHEREAS, CPE 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

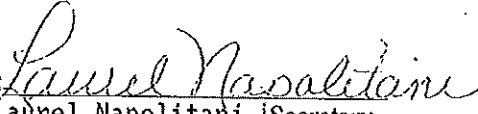
WHEREAS, there are funds available for this Contract.

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, 2014.

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, 2014

RESOLUTION 14-01

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 2014.
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, 2014.

Dated: February 19, 2014


Laurel Napolitani, Secretary

Moved by: Mr. Scott
Seconded by: Mr. Piazza
Yes 8
No 0
Abstain 0
Absent 1

RESOLUTION #14-08

RESOLUTION OF MEMBERS OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 19, 2014 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, 2014 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, 2015, be conducted on the third Wednesday of each and every month hereafter, with the exception of the June 2014 and November 2014 meetings that will take place on the second Wednesday of those months, 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, 2014, be conducted at 7:30 P.M, with the exception of the December 2014 and February 2015 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:

Wednesday, March 19, 2014	7:30 p.m.	
Wednesday, April 16, 2014	7:30 p.m.	
Wednesday, May 21, 2014	7:30 p.m.	
Wednesday, June 11, 2014	7:30 p.m.	
Wednesday, July 16, 2014	7:30 p.m.	
Wednesday, August 20, 2014	7:30 p.m.	
Wednesday, September 17, 2014	7:30 p.m.	
Wednesday, October 15, 2014	7:30 p.m.	
Wednesday, November 12, 2014	7:30 p.m.	
Wednesday, December 17, 2014	7:30 p.m.	Annual Rate Hearing/Regular Meeting
Wednesday, January 21, 2015	7:30 p.m.	
Wednesday, February 18, 2015	7:30 p.m.	Reorganization Meeting/Regular Meeting

FURTHER RESOLVED, that no later than February 26, 2014 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.

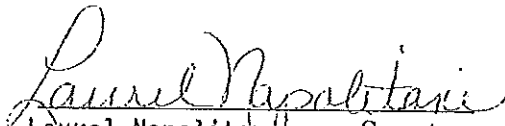
(2) To any persons who request copies of any regular meeting scheduled, or revision referred to in N.J.S.A. 10:4-18 and who, except for the news media, have paid the fee established by the Authority therefore, pursuant to N.J.S.A. 10:4-19.

(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 Napolitani, Secretary of the Warren County (Pequest River) Municipalities 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 19th day of February 2014.


Laurel Napolitani, Secretary

Moved by: Mr. Niece

Seconded by: Mr. Rosenberg

Yes 8

No 0

Abstain 0

Absent 1

RESOLUTION 14-09

RESOLUTION OF THE MEMBERS OF WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 19, 2014, 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 Warren, 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 Napolitani, 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 19th day February of 2014.


Laurel Napolitani, Secretary