

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES January 15, 2019

Chairman Chamberlain called the regular 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.

Roll Call:

Chad Chamberlain, Chairman	Drew Kiszonak (entered at 7:33 pm)
Morris Scott, Jr., Vice Chairman	
Laurel Napolitani, Secretary	
Robert Piazza, Treasurer	
Sidney Deutsch	
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; Kevin Shoudt, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

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

MINUTES

Ms. Napolitani moved, and Mr. Niece seconded to approve the minutes of the December 18, 2018 Annual Public Rate Hearing, as presented. The motion passed. Roll call was as follows:

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

Mr. Nyland moved, and Ms. O'Connor seconded to approve the minutes of the December 18, 2018 regular meeting, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Yes	Ms. O'Connor	Yes
Mr. Kiszonak	Absent	Mr. Piazza	Yes

Ms. Napolitani	Yes	Mr. Scott	Abstain
Mr. Niece	Yes	Chairman Chamberlain	Yes
Mr. Nyland	Yes		

Ms. O'Connor moved, and Mr. Nyland seconded to approve the minutes of the December 18, 2018 executive session, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below (Mr. Kiszonak entered the meeting):

- 1) A letter dated December 20, 2018, from Daniel Olshefski, CFO, to Paul Ewert, Supervising Municipal Finance Auditor, Department of Community Affairs, Division of Local Government Services, enclosing certified copies of the Authority's FY2019 Budget for review and approval.
- 2) A letter dated January 2, 2019, from Martin Hackman, Research Scientist, Office of Quality Assurance, NJDEP to John Wasser, Laboratory Manager, confirming a scheduled on-site audit of the laboratory at the Oxford WWTP.
- 3) A memo dated January 2, 2019, from Steve Marvin, Warren County Administrator, enclosing resolutions adopted at the Board of Chosen Freeholders Reorganization Meeting held on January 1, 2019. (Freeholder Gardner will be our liaison.)
- 4) A letter dated January 3, 2019, from Patricia Kaspereen, Administrative Assistant, to Allen Thomas, President of New Jersey Analytical Laboratories (NJAL), regarding the award of the laboratory contract.
- 5) A letter dated January 11, 2019, from Robert Hulit, Senior Project Manager, NJAL, to John Wasser, Laboratory Operator, in reference to Total Phosphorus results.

EXECUTIVE SESSION

At approximately 7:35 pm, Mr. Scott moved, and Ms. O'Connor seconded to adopt Resolution #19-01, to enter an executive session to discuss personnel and litigation. All in favor, motion carried.

At 7:41 p.m., Mr. Scott moved, and Ms. O'Connor seconded to return to open session. All in favor, motion carried.

CFO'S REPORT

The State approved our FY2019 Budget.

Mr. Francisco summarized the final financial report for 2018. Our cash position for 2018 was down by only \$960 over 2017. The Authority still has a very healthy balance of \$6.4 million. There were a few reasons why we had an excellent year. First, we closed the loan, so we got a \$145,000 credit on our 2018 Debt Service payment. Second, our non-operating revenues (investments) were much higher than anticipated; 235% was realized. Lastly, due to the conservative nature of the Authority and Mr. Wauhopp watching expenditures, our operating expenses were well under budget. So instead of using \$500,000 of surplus, we basically broke even Mr. Francisco stated.

Mr. Kiszonak asked for confirmation that the Authority lowered its user rate from \$11.36 to \$11.31 per 1,000 gallons of flow. Mr. Francisco confirmed this and explained that collectively we are receiving more flow. The Authority is still expected to collect the same amount of revenue from residential users, in total, as last year, however, based on past usage some towns' bills may go up and some down. Ms. Napolitani reminded everyone that the towns make their own decisions as to how they bill.

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.

DRBC: CP Engineers is assisting the operations staff with preparing and submitting the Annual Effluent Monitoring Report that is due on January 31, 2019.

Annual Operators Meeting: During this year's meeting, the operators brought up a list of their concerns. Some of their concerns were discussed with the Board at prior regular meetings. Mr. Donati included the list in his report, as well as reviewing the list in more detail with the Board members. The need for the climbing screen at the Belvidere plant has become more of an issue now that it is winter time. Short term solutions were discussed. Properly coating the clarifier at the Belvidere plant (DEP mentioned the condition of the clarifier). Mr. Piazza asked if there was money in the budget for this or was it just considered part of the maintenance budget? Mr. Donati said this is something that needs to be revisited. RAS and Sludge Holding/Thickening was also mentioned, with the latter being very labor intensive. Mr. Piazza felt that a couple of these issues could be discussed further with the operators.

I&I: As discussed at the last meeting, both plants are experiencing high flows. I&I comes in different forms – illegally hooked up sump pumps to the sewer system is one. This is very labor intensive for the operators. Mr. Shoudt will cover this during Mr. Wauhopp's report. The flows

coming in are double than usual. Mr. Kiszonak asked how long this could continue before our 500,000 gpd plants are not adequate? Mr. Donati said that is a good point because the DEP looks at flow on a rolling average. Once you reach 80% capacity of your permitted flow, you get into capacity assurance, which is a whole program of limiting connections and looking at I&I, etc. After a certain number of months in a row, you end up with regulatory issues.

AUTHORITY CONSULTANT

Mr. Shoudt presented Mr. Wauhop's report, which was distributed prior to the meeting.

Belvidere WWTP: Mr. Shoudt recapped maintenance items performed during the month. The mixer for the County line grease pit was replaced with a pump while the mixer is being repaired. The damaged anoxic mixer will be repaired and used as a spare. Jack Shade (Shade Tree Electric) replaced the overload block for the storage tank mixer.

Oxford WWTP: Rags were removed from the Return and Waste pumps. Installed a new tube in the Alum Pump #2. Reflectors were placed around the roads for snow removal. Reset a manhole lid at the Axford Avenue Pump Station.

General Business: Mr. Wauhop ordered additional parts for the climbing screen at Belvidere. Investigating a system for Returns (RAS) for the Belvidere plant. We received three job applications for the fifth operator position. Mr. Wauhop will prepare a letter to each township regarding the use of basement sump pumps that empty into our collection system. This situation has doubled the flows during heavy rain events, and, in turn, increases the towns' costs.

The Oxford Discharge Monitoring Report (DMR) submitted to the NJDEP for December 2018 showed a phosphorus reading of 3.9 mg/l. This is over our permit limit. The sample was collected by New Jersey Analytical Laboratories on December 5th, but the results were not reported back to us until December 31st, which was too late for us to retest. We will notify DEP and catalog our prior and current readings to demonstrate the history of our compliance and indicate to the DEP that this occurrence is an anomaly. Mr. Donati stated this may have been a result of high flows and problems with the disk filters.

Mr. Niece expressed displeasure on the long delay between the test and getting the report. Mr. Donati stated he spoke with Mr. Wauhop, who will be contacting NJAL. This will probably be a finable offense, but the Authority has a good reputation so it should be minimal.

Mr. Piazza asked if anything had been done about getting the seals for the disk filters? Mr. Donati said he did not believe so. Several commissioners stated that they authorized the purchase of the seals at the December meeting, and reiterated the authorization.

FINANCE (Treasurer)

Mr. Piazza moved that Resolution #19-02 (Certificate No. 397: \$2,416.00) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Scott seconded. The motion

passed unanimously on roll call vote.

Mr. Piazza moved that Resolution #19-03 (Certificate No. 390: \$62,710.07) be approved to pay all bills from the Operating Fund, as presented. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

Mr. Niece wondered if there had been any movement with the DEP on the matter of untreated leachate. His reason for asking is because one of the items on the operators' list is converting to UV at the Oxford plant. Mr. Donati was not aware of any movement in the matter. There was further discussion. Chairman Chamberlain suggested waiting a few months for an update on Mr. Wauhop's status before taking any action on the matter.

Ms. Napolitani noted that our hours of operation were not on our new website. Ms. Kaspereen will update the site. Ms. Napolitani was pleased with the look of the new website.

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. Nyland seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:15 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

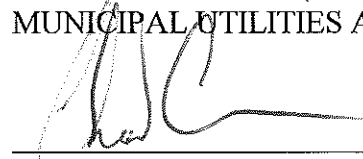
WHEREAS, this public body is of the opinion that such circumstances presently exist.

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

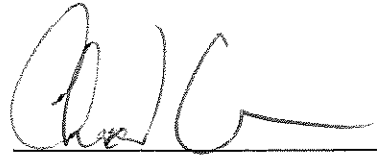


Chad Chamberlain, Chairperson
Laurel Napolitani, Secretary

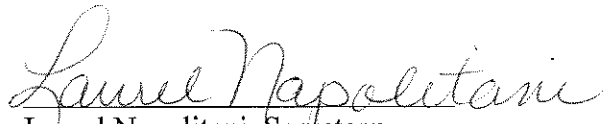
DATED: January 15, 2019

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF JANUARY 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 397

Dated: January 15, 2019

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 9

No 0

Abstain 0

Absent 0

PENTAMATION
DATE: 01/14/2019
TIME: 08:55:25

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 1/19

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

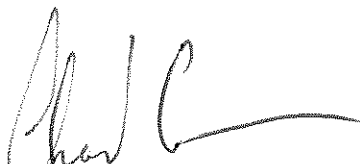
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
18926	10101	01/14/19	539	FLORIO PERRUCCI STEINHARD 19006	LEGAL SERV OXF UPGRD	2,416.00
TOTAL FUND						2,416.00
TOTAL REPORT						2,416.00

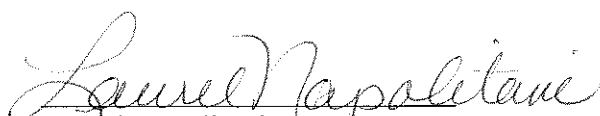
RESOLUTION RE:

**EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTH OF JANUARY 2019.**

I HEREBY CERTIFY, that the bills listed on the attached Resolution of January 15, 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 390

Dated: January 10, 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: January 15, 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 #18922 - #18925

12/27/18	\$383.82
Due 1/15/19	<u>62,326.25</u>
Total	\$62,710.07

PENTAMATION
DATE: 06/27/2019
TIME: 15:05:50

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 6/19

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='12/27/2018'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18922	12/27/2018	CENTURYLINK	R	64.82 ACCOUNTS PAYABLE CHECK
18923	12/27/2018	COMCAST	R	201.34 ACCOUNTS PAYABLE CHECK
18924	12/27/2018	JCP&L	R	3.15 ACCOUNTS PAYABLE CHECK
18925	12/27/2018	VERIZON WIRELESS	R	114.51 ACCOUNTS PAYABLE CHECK
TOTAL FUND				383.82
TOTAL REPORT				383.82

PENTAMATION
 DATE: 06/27/2019
 TIME: 15:07:02

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 6/19

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='01/15/2019'
 DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18927	01/15/2019	AFA PROTECTIVE SYSTEMS, I	R	255.00 ACCOUNTS PAYABLE CHECK
18928	01/15/2019	BILL HODGE ELECTRICAL CON	R	661.82 ACCOUNTS PAYABLE CHECK
18929	01/15/2019	BILLY WAHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
18930	01/15/2019	C & M AUTO PARTS	R	34.70 ACCOUNTS PAYABLE CHECK
18931	01/15/2019	CENTURYLINK	R	127.92 ACCOUNTS PAYABLE CHECK
18932	01/15/2019	CINTAS CORPORATION #101	R	248.68 ACCOUNTS PAYABLE CHECK
18933	01/15/2019	COOPER'S OIL COMPANY	R	1220.01 ACCOUNTS PAYABLE CHECK
18934	01/15/2019	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
18935	01/15/2019	CP ENGINEERS, LLC	R	2571.00 ACCOUNTS PAYABLE CHECK
18936	01/15/2019	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
18937	01/15/2019	FLORIO PERRUCCI STEINHARD	R	608.00 ACCOUNTS PAYABLE CHECK
18938	01/15/2019	GERO, WAYNE	R	315.21 ACCOUNTS PAYABLE CHECK
18939	01/15/2019	HACH COMPANY	R	142.75 ACCOUNTS PAYABLE CHECK
18940	01/15/2019	JCP&L	R	17794.91 ACCOUNTS PAYABLE CHECK
18941	01/15/2019	JEFCO EQUIPMENT SUPPLIES	R	187.70 ACCOUNTS PAYABLE CHECK
18942	01/15/2019	KASPEREN, PATRICIA	R	173.81 ACCOUNTS PAYABLE CHECK
18943	01/15/2019	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
18944	01/15/2019	LJN SUPPLY INC.	R	7.26 ACCOUNTS PAYABLE CHECK
18945	01/15/2019	MAIN POOL & CHEMICAL CO.,	R	1453.65 ACCOUNTS PAYABLE CHECK
18946	01/15/2019	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE CHECK
18947	01/15/2019	NEW JERSEY AMERICAN WATER	R	16.85 ACCOUNTS PAYABLE CHECK
18948	01/15/2019	NEW JERSEY ANALYTICAL LAB	R	224.00 ACCOUNTS PAYABLE CHECK
18949	01/15/2019	NUVA JOINT INSURANCE FUND	R	19880.00 ACCOUNTS PAYABLE CHECK
18950	01/15/2019	NIECE, DONALD L.	R	166.67 ACCOUNTS PAYABLE CHECK
18951	01/15/2019	NISIVOCIA CONSULTING LLC	R	360.00 ACCOUNTS PAYABLE CHECK
18952	01/15/2019	NU ADVANCE MEDIA	R	326.84 ACCOUNTS PAYABLE CHECK
18953	01/15/2019	NYLAND, ROBERT F.	R	166.67 ACCOUNTS PAYABLE CHECK
18954	01/15/2019	ONE CALL CONCEPTS, INC.	R	2.50 ACCOUNTS PAYABLE CHECK
18955	01/15/2019	PASSAIC VALLEY SEWERAGE C	R	3360.00 ACCOUNTS PAYABLE CHECK
18956	01/15/2019	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
18957	01/15/2019	PYRZ WATER SUPPLY CO., IN	R	2570.00 ACCOUNTS PAYABLE CHECK
18958	01/15/2019	RIGO GENERAL HARDWARE	R	177.35 ACCOUNTS PAYABLE CHECK
18959	01/15/2019	SAFEGUARD BUSINESS SYSTEM	R	43.44 ACCOUNTS PAYABLE CHECK
18960	01/15/2019	SANICO INC.	R	121.00 ACCOUNTS PAYABLE CHECK
18961	01/15/2019	WILSON PRODUCTS	R	108.50 ACCOUNTS PAYABLE CHECK
TOTAL FUND				62326.25
TOTAL REPORT				62326.25