

WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY

MINUTES

January 18, 2012

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	Philip Rosenberg	Absent
Morris Scott, Jr., Vice Chairman		
Robert Piazza, Treasurer		
Laurel Napolitani, Secretary		
Angelo Accetturo		
Drew Kiszonak		
Everdina O'Connor		
Michael Walsh		

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer and Consultant; Charles L. Houck, Authority Chief Financial Officer; Brian Tipton, Esq. Authority Legal Counsel; John Wasser, Chief Operator; 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. Accetturo seconded to approve the minutes of the December 21, 2011 annual public rate hearing, as presented. The motion passed. Roll call was as follows:

Mr. Accetturo	Yes	Mr. Rosenberg	Absent
Mr. Kiszonak	Yes	Mr. Scott	Abstain
Ms. Napolitani	Yes	Mr. Walsh	Abstain
Ms. O'Connor	Yes	Chairman Chamberlain	Yes
Mr. Piazza	Yes		

Ms. O'Connor moved and Mr. Piazza seconded to approve the minutes of the December 21, 2011 regular meeting, as presented. The motion passed. Roll call was as follows:

Mr. Accetturo	Yes	Mr. Rosenberg	Absent
Mr. Kiszonak	Yes	Mr. Scott	Yes
Ms. Napolitani	Yes	Mr. Walsh	Abstain
Ms. O'Connor	Yes	Chairman Chamberlain	Yes
Mr. Piazza	Yes		

Mr. Piazza moved and Mr. Accetturo seconded to approve the minutes from the executive session held on December 21, 2011, as presented. The motion passed. Roll call was as follows:

Mr. Accetturo	Yes	Mr. Rosenberg	Absent
Mr. Kiszonak	Yes	Mr. Scott	Yes
Ms. Napolitani	Yes	Mr. Walsh	Abstain
Ms. O'Connor	Yes	Chairman Chamberlain	Yes
Mr. Piazza	Yes		

PRESENTATIONS

Chairman Chamberlain invited Mr. Costantino from Coastal Energy Consultants to give his presentation. Mr. Costantino thanked everyone for giving him the opportunity to present the objective of Coastal Energy Consultants, which is to lower the Authority's energy costs. Coastal is a full service energy-consulting firm that performs utility audits. The audit consists of Coastal reviewing the Authority's past electric bills for possible errors. Should they discover any billing errors, they will apply for a refund on the Authority's behalf. There are no upfront costs for the Authority; Coastal would share in a portion of the refund. The second thing they perform is a rate structure and tariff analysis. Another task would be on a go-forward basis to save on future billings. Programs are done on a contingency basis, with no upfront costs for the customer. There is no obligation for the Authority to act on any of Coastal's recommendations. Coastal has other programs as well. After answering a few questions from the Board, Mr. Costantino thanked everyone and left the meeting.

As discussed at last month's meeting, a local resident, Mr. Wauhop, was invited by the Board to discuss the possibility of hiring him as a Clerk of the Works or Owners' Representative to oversee the Oxford WWTP upgrade. Chairman Chamberlain introduced him to the rest of the Board.

Mr. Wauhop, who has been a Belvidere resident for almost 40 years, summarized his education and work history. He has a degree in mechanical engineering and extensive experience in the concrete industry, as well as other construction experience. Regarding the Oxford WWTP Upgrade, he believes the Authority needs an Owners' Representative rather than a Clerk of the Works. He does not see this as a full-time job, perhaps an hour a day. He has already seen the drawings for the upgrade and met with our engineer. His fee was discussed and the type of over-site he will provide as an Owners' Representative.

Chairman Chamberlain opened the discussion up to the Board for questions and/or comments.

Discussion ensued regarding over-site responsibilities and disagreements, if any, between the Owners' Representative and our engineer. Chairman Chamberlain stated that if both parties could not agree, the matter would be brought before the Board.

After further discussion, the consensus of the Board was to retain Mr. Wauhup as a professional service as our Owners' Representative for the upgrade. Mr. Tipton will work with him to develop a written agreement detailing the scope of work and other items for the Authority's next meeting.

CORRESPONDENCE

Ms. Napolitani recapped the correspondence.

1. A letter dated December 28, 2011 from Ms. Swan, Executive Director, New Jersey Highlands Council in response to the Authority's request for a determination of whether the Oxford Upgrade is exempt from the Highlands Act.
2. The annual Loss Control Report from the NJUA JIF dated January 3, 2012.

GENERAL COUNSEL'S REPORT

Chemical Supply Contract: The Notice to Bidders was republished and three bidders responded. The Authority's attorney and engineer reviewed the bid documents and all bidders were compliant. The lowest bidder was Main Pool & Chemical Co., Inc. Mr. Tipton and Mr. Donati recommended the Board award Contract No. 11-02 to the lowest bidder.

Mr. Scott moved to adopt Resolution #12-01, authorizing the award of contract to the lowest responsible and responsive bidder for Contract 11-02, to Main Pool & Chemical, for a cumulative total delivery price for all chemicals for \$32,155. Mr. Accetturo seconded. All in favor.

Oxford WWTP Upgrade Geotechnical Engineering Services: Mr. Tipton received the agreement earlier this evening and has not had the opportunity to review the agreement in detail but sees a few issues. However, he was sure something could be worked out and had no problem with the Board approving the contract, so that the project could move forward, subject to him coming to terms on the agreement with the engineer. Mr. Donati explained the services and process in more detail. There was further discussion.

Mr. Piazza moved to adopt Resolution #12-02, for the authorization of a professional services agreement with SESI Consulting Engineers, for a geotechnical investigation and report related to the Oxford WWTP Upgrade for a total amount not to exceed \$9,200. (It should be noted that an extra day, at an additional cost of \$2,000, might be needed if rock is encountered.) Mr. Scott seconded. All in favor.

ENGINEER'S REPORT

Augustinian Recollect Center: Last week their contractor contacted Mr. Wasser about beginning the work for the sewer connection. Mr. Bale and Mr. Wasser visited the site earlier today and plan to contact the contractor with their concerns.

Village Square Connection: Mr. Houck prepared a memo regarding the connection fee for the proposed county library/office space. The figures are not final.

Brookfield Assisted Living Facility: Mr. McDermott called about the possibility of expanding the facility and available sewer capacity. Mr. Donati supplied him with the information. Mr. Houck said this is an example of an event that would trigger going back and modifying billing unit assessments.

Sludge Disposal: Costs are down. This is attributed to a change in the process of sludge reduction.

Oxford WWTP Upgrade Design: C&P met with the Upgrade Committee on January 13, 2012.

Oxford Upgrade Permitting: It appears our project is scheduled for DRBC's May 9 meeting. The project is exempt from the Highland's Act. Local permitting needs to go through the DCA.

Upgrade Financing: March 5, 2012 is the deadline for submitting the funding application to the NJEIT (New Jersey Environmental Infrastructure Trust). There is a NJEIFP (New Jersey Environmental Infrastructure Financing Program) seminar on February 3, 2012. Mr. Houck, Mr. Olshefski and a rep from C&P will be attending the seminar.

Belvidere WWTP Influent Screening: The screen delivered in December was damaged in shipment. The screen was returned and a new one delivered on January 12. There is a payment request included in the Capital Bills List.

CHIEF OPERATOR'S REPORT

Manhole Inspections: Mr. Wasser stated all manholes should be inspected every three years.

A new transducer is needed; it will cost about \$1,200.

Matt Berger: He needs his booster hepatitis shot. The Board gave its approval for him to receive the shot through his private physician, and then submit the bill for reimbursement of the co-pay. Classes for Introduction to Water/Wastewater do not start until this September.

The Board gave approval to purchase winter jackets or one-piece coveralls for the operators (one item per operator).

Operations: Both plants are running good.

FINANCE

Mr. Piazza reported on the financial reports. He gave praise to the staff and professionals for coming in under budget. No surplus funds were used and revenue exceeded expectations.

Mr. Houck recommended that connection fees go into capital and they should not be used as anticipated revenue.

Ms. O'Connor moved that Resolution #12-03 (Certificate No. 306: \$88,780.47) be approved to pay all bills from the Operating Fund. Mr. Accetturo seconded. All in favor.

Mr. Piazza moved that Resolution #12-04 (Certificate No. 314: \$123,430.21) be approved to pay all bills from the Capital Improvements Fund. Mr. Accetturo seconded. All in favor.

CFO's REPORT

At next month's meeting, Mr. Houck will report on the NJEIT seminar.

Covanta Billing: The Authority has begun to bill Covanta directly for sewer treatment charges.

UNFINISHED BUSINESS

Chairman Chamberlain asked the Board for their thoughts on the presentation given by Coastal Energy Consultants. The Board expressed interest in moving forward, but asked Mr. Tipton for legal advice. He will research the matter and report back to the Board at next month's meeting. Action was tabled.

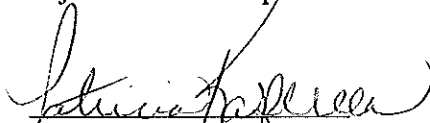
NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Mr. Scott moved and Mr. Accetturo seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 9:02 p.m.


Patricia Kaspereen
Administrative Assistant