

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES January 19, 2011

The regular meeting of the Warren County (Pequest River) Municipal Utilities Authority was called to order by Chairman Chamberlain at 7:37 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	Michael Walsh	Absent
A. Morris Scott, Jr., Vice Chairman		
Laurel Napolitani, Secretary		
Angelo Accetturo, Treasurer		
Drew Kiszonak		
Everdina O'Connor		
Robert Piazza		
Philip Rosenberg		

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer and Consultant; Charles Houck, Authority Chief Financial Officer; Brian Tipton, Esq., Authority Legal Counsel; James Bale, Acting Supervisor; and Patricia Kaspereen, Administrative Assistant.

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

MINUTES

Mr. Scott moved and Ms. O'Connor seconded to approve the minutes of the annual public rate hearing held on December 15, 2010, as presented. The motion passed unanimously on a roll call vote.

Mr. Scott moved and Ms. Napolitani seconded to approve the minutes of the December 15, 2010 regular meeting, as presented. Mr. Piazza questioned one sentence on page 4. The motion passed unanimously on a roll call vote, with the sentence in question deleted.

Mr. Scott moved and Ms. O'Connor seconded to approve the minutes of the December 15, 2010 executive session, as presented. The motion passed unanimously on a roll call vote.

CORRESPONDENCE

Ms. Napolitani recapped the correspondence; Mr. Donati addressed his items during his report.

1. A memo dated December 16, 2010, from Mr. Dibble, Bollinger Insurance enclosing a revised copy of the 2011 insurance proposal.
2. A memo dated December 20, 2010, from Capacity Coverage Company enclosing Binders of Insurance for 2011.
3. A letter dated January 10, 2011, from Biggs Engineering inquiring on fees and sewer capacity for property located at Block 51, Lot 1 in White Township.
4. A letter dated January 12, 2011, from Mr. Donati, P.E., Senior Associate, C&P enclosing the annual inspection report for 2009.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

ENGINEER'S REPORT

Under sewer extensions, Mr. Donati reported that the county's truck-wash facility is now connected to the Authority's system.

Regarding correspondence no. 3 from Biggs Engineering, Mr. Donati estimated their total flow would be 4,040 gpd. The existing facility has a malfunctioning individual subsurface disposal system. While reviewing this request, Ms. Kaspereen and Mr. Donati discovered an inconsistency with the basis of an EDU in the Service Rules and the annual calculation of connections fees and new billing system. Mr. Donati felt 200 gpd was a more appropriate number and suggested correcting the rules.

Mr. Tipton recommended amending the Service Rules to correct the error, as a matter of general housekeeping. The correction would be effective immediately and memorialized by resolution at next month's meeting.

Mr. Scott moved to have a resolution prepared for next month's meeting, to change the EDU figure from 225 to 200 g.p.d., so that all documents are consistent. Mr. Kiszonak seconded. Mr. Piazza questioned the wording of the motion. Mr. Scott withdrew his motion.

The Board directed Mr. Donati to use 200 g.p.d. in his communication to Biggs Engineering.

Mr. Donati asked for direction on the other fees for review; he suggested \$800. The Board agreed.

Yesterday, the DRBC contacted C&P about its review of the Belvidere docket. The renewal was submitted about a year and a half ago, and the docket started about a year ago. The DRBC may require some additional pollutant monitoring. For the Oxford upgrade, the DRBC wants a separate application than what is required by the DEP, and suggested a meeting take place with them during the planning stages of the upgrade.

Feasibility Study for the Oxford Upgrade: progress is continuing. C&P has analyzed the existing process versus the requirements of the new permit. Also looked at were reasonably anticipated future limits. Based on this analysis, C&P has come up with possible process changes. Other necessary changes and issues also need to be considered. A meeting between the subcommittee and Mr. Donati was scheduled for January 31st at 1:00 p.m. Mr. Rosenberg was also invited to join the meeting to discuss possible political support about the rag disposal matter.

C&P met with DSM to discuss the option of pumping flow over to their plant and sludge processing. They are not interested in becoming a public utility, so that option is no longer under consideration, and they do not have sludge processing on site.

Funding Sources: the eligibility application has been completed and submitted to the U.S.D.A. for a possible federal grant. The U.S.D.A. requested more information for their second round of reviews.

The DEP air permit for the Oxford WWTP emergency generator has been renewed. The emergency generators for Warren Haven I and II pumping stations do not need air permits because they are below the required threshold.

Mr. Donati will research the Demand Response Program.

He contacted the mayor of Oxford Township in reference to his request for a shared service agreement for the Authority to provide a licensed operator for the Oxford collection system.

Chairman Chamberlain said this was discussed briefly with the Personnel Committee. He was concerned the Authority did not have the work force to accommodate Oxford's request. Mr. Accetturo felt it might have the potential for conflict.

Rags continue to be an issue. Different ways to notify the public about rag and grease disposal were discussed.

FINANCE

Mr. Accetturo moved that Resolution #11-01 (Certificate No. 294: \$102,108.53) be approved to pay all bills from the Operating Fund. Mr. Rosenberg seconded. Mr. Piazza asked for clarification on the telephone bills. All in favor.

Mr. Accetturo moved that Resolution #11-02 (Certificate No. 302: \$5,862.50) be approved to pay all bills from the Capital Improvements Fund. Mr. Scott seconded, all in favor.

Mr. Accetturo discussed the RFP for third-party energy providers. The format is the same as the County's.

Mr. Tipton believes this falls under the exemption to the public bidding law. In addition, the BPU conducted an auction to come with a list of approved providers. The list is on BPU's website. Mr. Tipton has the updated list. He said one of the reasons it is exempt from public notification is because the BPU somewhat did that process for the entire state.

RFPs will go out to the providers on BPU's list on February 1, 2011, with the end of February as the submittal deadline for proposals. The Board can then award the contract at the regular meeting in March.

Mr. Rosenberg moved to send out RFPs on February 1, 2011, to the third-party energy providers listed on BPU's list, with the end of February as the submittal deadline for proposals. Mr. Accetturo seconded; all in favor.

CFO REPORT

Mr. Houck reviewed his end-of-year financial report. The good news is the Authority did not have to spend 100% of its budget, and more revenue than anticipated was received from PCFA.

An issue was discovered with Country View Village in White Township. There was a significant increase in meter readings from the discharge at Country View for a four-month period in 2010. Ms. Kaspereen discovered the situation and reported it to the developer. At this time, the reason for the problem is unknown, but the meter and its calibration are the responsibility of the developer. The MUA's operators read the sewer meter and it was read correctly.

Mr. Houck has been in touch with the developer, who supplied him with flow data from their well water meter. This situation affects the development's billing for sewer discharge. The developer wants the MUA to bill him on his well water meter readings, but Mr. Houck informed him that his service agreement states he will be billed on the metered discharge into the system. Mr. Houck does not know if the water meter readings are from both wells, he will verify this information.

Mr. Bale asked Mr. Houck if the sewer meter was calibrated in December when the meter readings decreased. Mr. Houck was unsure at this time, it has not been verified, but that is his understanding.

Mr. Houck said the first thing he needs to do is verify that the readings from the well water meters are accurate and include both wells. He will ask the developer to send him the reports, and inform him that based on the data we have the Board has agreed to adjust the 2011 billing.

Discussed ensued on how to adjust the 2011 billing for Country View. The adjustment would be for only four months – June, July, August and September of 2010. Mr. Houck will contact the developer.

In a related matter, Mr. Bale informed the Board of a current situation at Windtryst Apartments. He received a visit from their new manager about the water meter readings because December's readings were incomplete. He discussed this with Mr. Houck. Mr. Bale took the average of the first eleven months in 2010 and used that number for December 2010.

Mr. Houck recommended the new billing system be monitored for disproportional increases or decreases in discharge or water consumption.

PERSONNEL COMMITTEE

Discussed under executive session at the end of meeting.

UNFINISHED BUSINESS

Updated documents for the future website will need to be submitted.

NEW BUSINESS

Ms. Napolitani asked if the Board was going to send out RFPs for professional services, since the reorganization meeting will be next month. It was decided not to do so this year.

PUBLIC COMMENT

Mr. Hess, council member from Belvidere, thanked the Board for contacting DSM. Regarding the rag disposal issue, he agreed with some of the commissioners about attempting to get the public to change their habits. He felt the MUA should consider the pros and cons of financing the mechanical screening versus the costs of dealing with the problem.

EXECUTIVE SESSION

Mr. Scott moved to enter into Executive Session at approximately 8:50 p.m., for the purpose of discussing personnel matters. Ms. O'Connor seconded, all in favor.

Mr. Scott moved to return to open session at approximately 9:55 p.m. Mr. Kiszonak seconded, all in favor.

Mr. Scott moved to adopt Resolution #11-03, for annual salary adjustments as discussed during executive session. Mr. Rosenberg seconded. The motion passed seven in favor, one opposed, and one absent.

As there was no more business to come before the Authority, Mr. Scott moved and Mr. Piazza seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 9:58 p.m.

Patricia Kaspereen
Administrative Assistant