

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES February 16, 2011

The regular meeting of the Warren County (Pequest River) Municipal Utilities Authority was called to order by Chairman Chamberlain at 7:54 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
Morris Scott, Jr., Vice Chairman
Laurel Napolitani, Secretary
Robert Piazza, Treasurer
Angelo Accetturo
Drew Kiszonak
Everdina O'Connor
Philip Rosenberg
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; and Patricia Kaspereen, Administrative Assistant.

Chairman Chamberlain read the Introductory Statement.

MINUTES

Mr. Scott moved and Mr. Accetturo seconded to approve the minutes of the January 19, 2011 regular meeting, as presented. Roll call was as follows:

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

Mr. Scott moved and Ms. O'Connor seconded to approve the minutes of the January 19, 2011 executive session, as presented. Roll call was as follows:

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

CORRESPONDENCE

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

1. Notice of Open Public Comment Period dated January 19, 2011, from the NJDEP regarding proposed amendments to the FFY2011 drinking water priority system/intended use plan and a second call for projects
2. A letter dated January 24, 2011, from Mr. Bongiovanni, P.E., C&P to Mr. Fry, USDA submitting additional information for funding eligibility for the Oxford WWTP upgrade.
3. Resolution 80-11 from the Warren County Freeholders reappointing Mr. Scott and Mr. Piazza to the WC(PR)MUA Board.
4. Notice of Open Public Comment Period dated January 28, 2011, from the NJDEP regarding proposed amendments to the FFY2011 Clean Water Priority System/Intended Use Plan.
5. A letter dated February 10, 2011, from Mr. Bale, Acting Supervisor to the NJDEP.
6. A letter dated February 11, 2011, from Mr. Donati, P.E., Senior Associate, C&P to the NJDEP submitting a response to the Compliance Evaluation Inspection of the Oxford WWTP performed on September 24, 2010.
7. A letter dated February 11, 2011, from Mr. Donati, P.E., C&P to Biggs Engineering informing them of the required fees and available sewer capacity for a possible connection of property located at Block 51, Lot 1 in White Township.

GENERAL COUNSEL'S REPORT

Mr. Tipton presented a resolution to amend the Service Rules, as discussed at last month's meeting. The reason for the resolution is for clarification purposes in the definitions section, to be consistent with the changes in the billing system passed at the December 15, 2010 public meeting.

Mr. Scott moved and Mr. Piazza seconded to adopt Resolution 11-11, authorizing the amendment of the Authority's Service Rules to change the definition of an EDU from 225 gallons per day to 200, in order to be consistent with changes made at the December 15, 2010 public meeting. Roll call was as follows:

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

ENGINEER'S REPORT

Regarding the property mentioned in correspondence no. 7, the consultant for the property contacted Mr. Donati and questioned the amount of the connection fee. Their engineer and consultant did a cost analysis on redoing the septic system or connecting to the sewer system, but did not include the connection fee. Mr. Donati suggested they come before the Board to discuss the connection fee. They may attend the Authority's next regular meeting, and will be sending payment for the technical review fee.

Mr. Donati explained the reason for the letter to the DEP (corr. no. 5). The Oxford plant is not designed to remove ammonia, and the cold weather is affecting the treatment process. During the month of January, the plant exceeded the permit limit for ammonia and the level was still high in the beginning of February. Additional seed sludge was sent to the Oxford plant from the Belvidere plant and more will be sent tomorrow and possibly Friday.

Discussion ensued about the possibility of the cause being due to the discharge from the EFR, and what steps will be taken if Covanta is the cause. This will be looked into further.

There is a possibility the DEP will fine the MUA for exceeding the limit. The DEP does allow the limit to be exceeded by a certain percentage but they round numbers upward. Mr. Donati is hopeful that the affirmative defense letter helps avoid a fine, but it may depend on whether we are out of compliance again in February.

Mr. Donati reported on the status of the TMDL and the compliance schedule for the Oxford WWTP upgrade. In order to determine the design of the upgrade, the MUA needs written documentation of the phosphorus limit. We are still on schedule.

Mr. Donati met with the Feasibility Study Committee. He briefly explained the four treatment processes discussed at the committee meeting. One of the options is the same process utilized at the Belvidere WWTP, which is the Upflow Sludge Blanket Filtration (USBF) system. This process performs well but operations are labor intensive.

Mr. Piazza said the committee was unaware of the operational issues with the USBF system when they met with Mr. Donati, and felt it was perhaps the most reasonable choice for various reasons.

Mr. Wasser, an operator at the Belvidere plant, explained the USBF process in more detail. Mr. Donati stated it might be possible to improve upon the process for the Oxford WWTP upgrade.

He hopes to have preliminary costs for the four options at next month's meeting. Mr. Wasser will be included in feasibility study meetings.

C&P submitted additional information to the U.S.D.A. for the grant eligibility application. The U.S.D.A. has requested more information.

The Belvidere WWTP influent screening was also discussed at the feasibility study meeting. The operators visited the HMUA to see its screening process. C&P met with HC Constructors (the contractor for Contract 09-01) to show them the modified design and to obtain a price for a possible change order to the original contract.

Mr. Tipton will research the legality of doing a change order or determine if the MUA must go out to bid.

As mentioned at last month's meeting, Mr. Donati made inquiries about the Demand Response Program. There are several problems, one of the biggest obstacles was the emergency generator air permits and the other was the March 1, 2011 deadline. Therefore, Mr. Donati recommended the Board not consider this program at this time.

Mr. Donati presented a resolution and agreement for Cerenzio & Panaro to continue to provide the professional services of administration and supervision of operations of the Authority's facilities. The Board tabled action on this matter until after the executive session.

Next, Mr. Donati presented a resolution for the appointment of the Authority's insurance administrator.

Mr. Scott moved to adopt Resolution 11-13 for the reappointment of Bollinger Inc., as the Authority's insurance administrator for the NJUA and JIF funds for 2011. Mr. Piazza seconded. The motion passed unanimously on a roll call vote.

Mr. Donati presented the resolution and agreement authorizing the award of a non-fair and open contract for the professional services for laboratory testing to QC, Inc., for one year.

Mr. Scott moved to adopt Resolution 11-14, awarding the non-fair and open contract for the professional services of laboratory testing to QC, Inc., for one year. Ms. Napolitani seconded. The motion passed unanimously on a roll call vote.

The Township of Oxford hired a licensed operator for their collection system.

The county hit a manhole and broke its casing. A county employee was sent to the MUA to see if we could assist them. The line and manhole are owned by the county. The Authority was able to provide the county with a casing. The Board decided not to seek reimbursement from the County, since they have helped us in the past with tree trimming.

A public notice was created about the disposal of rags (wipes). Ms. Kaspereen obtained quotes from the Riverbend Advertiser to either publish the notice in the Riverbend or have separate notices printed and then distributed with the sewer bills. The Board decided on a one issue full-page ad in the Riverbend. Some minor modifications will be made to the notice, as suggested by the commissioners.

FINANCE

Mr. Piazza moved that Resolution #11-15 (Certificate No. 295: \$66,815.68) be approved to pay all bills from the Operating Fund. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #11-16 (Certificate No. 303: \$8,201.45) be approved to pay all bills from the Capital Improvements Fund. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

CFO REPORT

Mr. Houck provided the Board with a follow-up financial report for the end of 2010. He also reviewed the January 2011 financial report.

Mr. Houck presented a resolution for adoption of the annual Cash Management Plan that is required by statute. The plan has been updated to reflect changes in bank names.

Mr. Scott moved to adopt Resolution 11-17, adopting the Cash Management Plan for 2011. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

Ms. Napolitani stated the Authority's website is ready, but the issue is how we will pay for the domain name and hosting the site. Mr. Houck will figure out a way to resolve this issue.

Ms. Kaspereen reviewed the fees with the Board, who gave authorization not to exceed \$300 to purchase the domain name and hosting. For the time being, the professor at WCCC has agreed to manage the content. There was a brief discussion about donating to the college's graphic and web design program for designing the website.

NEW BUSINESS

There was no new business to report.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

Ms. O'Connor moved to enter into Executive Session at approximately 9:10 p.m., for the purpose of discussing personnel matters. Mr. Rosenberg seconded, all in favor.

Ms. O'Connor moved to return to open session at approximately 9:40 p.m. Mr. Scott seconded, all in favor.

Chairman Chamberlain presented a resolution to create the position of Chief Operator, establishing the position's description, and appointing John Wasser as the Chief Operator for a one-year period starting on March 1, 2011.

Mr. Scott moved to adopt Resolution 11-18, which creates the position of Chief Operator, establishes the position's description, and appoints John Wasser as the Chief Operator for a one-year period starting on March 1, 2011. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

The resolution and agreement tabled earlier, for Cerenzio & Panaro to continue to provide the professional services of management and supervision of operations of the Authority's facilities was presented.

Mr. Piazza moved to adopt Resolution 11-12, awarding a non-fair and open contract for professional services of management and supervision of operations to Cerenzio & Panaro. Mr. Scott seconded. The motion passed on a roll call vote, with one abstention.

As there was no more business to come before the Authority, Mr. Accetturo moved and Mr. Scott seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 9:45 p.m.

Patricia Kaspereen
Administrative Assistant