

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES March 16, 2011

The regular meeting of the Warren County (Pequest River) Municipal Utilities Authority was called to order by Chairman Chamberlain 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	Angelo Accetturo	Absent
Laurel Napolitani, Secretary	Morris Scott, Jr.	Absent
Robert Piazza, Treasurer		
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; Jessica Cardone, Esq., Authority Legal Counsel; John Wasser, Chief Operator; and Patricia Kaspereen, Administrative Assistant.

Representing the Augustinian Recollect Sisters: Luis Sanchez, Esq., Sor Beatriz, Augustinian Recollect Sister; Jess Symonds, P.E., Biggs Engineering; and Haydee Ballester, Spanish interpreter.

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

MINUTES

Mr. Piazza moved and Ms. O'Connor seconded to approve the minutes of the February 16, 2011 reorganization meeting, as presented. Roll call was as follows:

Mr. Accetturo	Absent	Mr. Rosenberg	Yes
Mr. Kiszonak	Yes	Mr. Scott	Absent
Ms. Napolitani	Yes	Mr. Walsh	Yes

Ms. O'Connor	Yes	Chairman Chamberlain	Yes
Mr. Piazza	Yes		

Ms. Napolitani moved and Mr. Rosenberg seconded to approve the minutes of the February 16, 2011 regular meeting, as presented. Roll call was as follows:

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

Ms. O'Connor moved and Mr. Piazza seconded to approve the minutes of the February 16, 2011 executive session, as presented. Roll call was as follows:

Mr. Accetturo	Absent	Mr. Rosenberg	Yes
Mr. Kiszonak	Yes	Mr. Scott	Absent
Ms. Napolitani	Yes	Mr. Walsh	Yes
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. A letter dated January 10, 2011 (received on March 7), from Jess Symonds, P.E., Biggs Engineering to the Authority enclosing plans and specs for a possible connection of property located at Block 51, Lot 1 in White Township.
2. A letter dated February 16, 2011, from Mr. Restaino of ECO USA to Ms. Kaspereen enclosing the required review fees for the project located at Block 51, Lot 1 in White Township (a.k.a. Augustinian Recollect Center).
3. Notice of the Delaware River Basin Commission Meeting and Public Hearing held on March 2, 2011, when the docket for the WC(PR)MUA will be discussed.
4. Notice of Commission Action from the DRBC dated March 2, 2011, regarding Docket No. D-1971-094-CP-4.
5. Local Finance Notice 2011-11, dated March 4, 2011, concerning Local Government Ethics Law and Financial Disclosure Statements.

GENERAL COUNSEL'S REPORT

There was no attorney's report.

ENGINEER'S REPORT

Under sewer extensions, plans and specs as well as the review fee were received from the representatives of the Augustinian Recollect Center. As discussed at last month's meeting, there was concern about the connection fees. Representatives of the property were present at tonight's meeting.

Mr. Sanchez, the center's attorney, gave an overview of the plans for the property. Currently, nine Augustinian Recollect Sisters (semi-cloistered) reside together in Irvington, New Jersey. Their goal is to have a place to live together, and be available to other Catholics for retreats. A year ago, the sisters purchased the property with this goal in mind.

The property consists of four buildings: the main house, an attached area for dorms with a chapel, a small one-family house and a one-story building. Their plans are to convert the main home from 10 bedrooms to 14 bedrooms to be used as the sisters' residence and for postulates. There are 26 small bedrooms in the dorm. One bathroom serves the entire dorm. There are no plans to change the dorm. The dorm will be used occasionally (1-3 nights per month) for Catholic retreats; some retreats only occur for a day. The small one-family house will be used for visiting priests or other visitors. The other building will be used for conferences for the retreats; no one will be living there. The premises will not be used as a hotel, motel, nursing home or an assisted living facility.

Mr. Sanchez expressed concern on how the connection fee was calculated. Mr. Donati explained how the connection fee was determined. The fee was based on information provided to the Authority from the center's engineer. Mr. Piazza suggested that if the information submitted was incorrect, their engineer resubmit the information. Mr. Donati pointed out their engineer had designated the facility as assisted living. If this were not the case, the flow would be much lower, resulting in a lower connection fee. Mr. Symonds, their engineer, said the project manager informed him that it was to be an assisted living facility.

Mr. Sanchez swore in the Haydee Ballester, the Spanish interpreter and Sor Beatriz. The Sister, through the interpreter, acknowledged the accuracy of Mr. Sanchez's statements about their plans for the Augustinian Recollect Center. Sor Beatriz said it is the Sisters dream to live there. Mr. Sanchez asked her if it was their intention to live there a long time. Her response was "What God wants, we'll be there."

Mr. Rosenberg asked Ms. Cardone if an agreement could be structured with an option to up-charge the connection fees in the event the property's usage or ownership changes? She will have to research the matter. Chairman Chamberlain discussed this with Mr. Tipton before the meeting, and was told it was possible to put some protections in place. Mr. Sanchez said they had no problem with this suggestion; perhaps it could be part of the resolution.

Chairman Chamberlain requested the Center's representatives resubmit their information, and the Board will discuss it again at next month's meeting.

As reported at last month's meeting, the Oxford plant exceeded the permit limit for ammonia for the month of January. Although the plant continued to struggle in February, the ammonia level was under the limit for that month. Mr. Donati is hopeful this reflects well on our affirmative defense.

C&P concentrated on the schedule for the Oxford upgrade. They contacted several divisions within the DEP and the Deputy Attorney General's office. The DEP has verbally (and via email) agreed to set February 10, 2011 as the start date for the three-year compliance period. C&P is expecting a letter from the DEP confirming the start date and permit limits.

Regarding the four treatment process options for the upgrade, they are still being analyzed. He will meet with the committee before the next meeting, or shortly thereafter. He hopes to make a full presentation for the May regular meeting on the alternatives and costs.

Mr. Donati heard the MUA might be eligible for the U.S.D.A. funding for a 25% grant, but there is still another criterion to be met and that is need-based.

The Belvidere WWTP influent screening: HC Constructors submitted a proposal for a change order for Contract No. 09-01. Mr. Houck obtained the law for doing a change order of that magnitude. There is a lot of paperwork involved for approving change orders for more than 20% of the original contract amount.

Alternatives for the influent screening were discussed, as well as the costs versus the benefits and what the MUA is doing now in dealing with the rags. Mr. Wasser said the some of the costs involved now are the purchase of ragbags and manhours. Mr. Piazza was concerned about the possibility of damage to existing pumps if the problem continues, and the committee felt the screening was a priority. Other concerns were also expressed.

The consensus of the Board was to have Mr. Donati go back to the contractor and negotiate a better price.

A notice was published in the Riverbend Advertiser informing the public about the proper disposal of rags (wipes).

Regarding the DRBC docket (corr. no. 3 & 4), there were no changes and the docket was approved at the hearing.

FINANCE

Mr. Piazza met with Mr. Houck earlier in the week and briefly reviewed and discussed the

finances of the Authority. Very little has occurred since the beginning of the year. He plans to meet with Mr. Houck monthly.

Mr. Piazza moved that Resolution #11-19 (Certificate No. 296: \$90,181.39) be approved to pay all bills from the Operating Fund. Ms. Napolitani seconded; all in favor.

Mr. Piazza moved that Resolution #11-20 (Certificate No. 304: \$9,019.50) be approved to pay all bills from the Capital Improvements Fund. Ms. O'Connor seconded; all in favor.

CFO REPORT

Mr. Houck provided the Board with the February 2011 financial report.

Two proposals were received from third-party electric providers; the commissioners received copies of the proposals in their packets. Our QPA has reviewed them and does not have a problem with either provider. Although he has a preference, he did not want to indicate that preference and preferred leaving the decision up to the Board.

The commissioners wanted to make sure there was an opt-out clause. The Board directed Ms. Kaspereen to forward both proposals to Mr. Tipton for his review, and Mr. Houck will meet again with the QPA and come back to the Board with a recommendation.

PERSONNEL COMMITTEE

There was nothing to report.

UNFINISHED BUSINESS

The Authority's website is online.

Ms. Napolitani and Ms. Kaspereen will prepare a letter of thanks to the Warren County Community College for the classes' hard work, and give special recognition to Mr. Homa the instructor of the Graphic and Web Design program.

NEW BUSINESS

There was no new business to report.

PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Ms. Napolitani moved and Mr. Piazza seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 8:37 p.m.

Patricia Kaspereen
Administrative Assistant