

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES March 18, 2015

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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	Absent
Morris Scott, Jr., Vice Chairman	Everdina O'Connor	Absent
Robert Piazza, Treasurer	Philip Rosenberg	Absent
Laurel Napolitani, Secretary		
Sidney Deutsch		
Donald Niece		

Also, in attendance were:

Daniel Olshefski, Authority Chief Financial Officer; Brian Tipton, Esq., Authority Legal Counsel; Sean Sauder, P.M., S.E.S., Authority Engineer; Billy J. Wauhop, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

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

### MINUTES

Mr. Niece moved and Mr. Scott seconded to approve the minutes of the February 25, 2015 Reorganization Meeting, as presented. The motion passed. Roll call was as follows:

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

Mr. Piazza moved and Mr. Scott seconded to approve the minutes of the February 25, 2015 regular meeting, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Yes	Mr. Piazza	Yes
Mr. Kiszonak	Absent	Mr. Rosenberg	Absent

Ms. Napolitani	Yes	Mr. Scott	Yes
Mr. Niece	Yes	Chairman Chamberlain	Yes
Ms. O'Connor	Absent		

Mr. Niece moved and Mr. Scott seconded to approve the minutes of the February 25, 2015 executive session, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence:

1. A letter dated February 27, 2015, from Mr. Mikulka, C.P.M., Senior Project Manager, CP Engineers to Ms. Martin, Municipal Finance & Construction Element, NJDEP submitting Payment Requisition #10 for Contract No. 12-01: Oxford WWTF Upgrade.
2. A letter dated February 27, 2015, from Ms. Kaspereen, Administrative Assistant, to Ms. Deidre Webster Cobb, Division Director, Division of Public Contracts Compliance, New Jersey Department of Treasury.
3. A letter dated March 2, 2015, from Mr. Collins, Jr., notifying the Authority of his application to be heard before the Oxford Township Land Use Board on March 24, 2015, for property located at 134 Pequest Road.
4. A letter dated March 2, 2015, from the NJDEP to our laboratory manager informing him of the reason for the late mailing of the renewal application for Fiscal Year 2016.
5. A letter dated March 3, 2015, from Ms. Kaspereen, Administrative Assistant, to Mr. Hines, President, QC Labs, enclosing the laboratory agreements for signature and return.
6. A letter dated March 3, 2015, from Ms. Kaspereen, Administrative Assistant, to Mr. O'Malley, President, Main Pool & Chemical, enclosing agreements for signature and return.
7. A letter dated March 9, 2015, from Mr. Donati, P.E., V.P., CPE to Mr. Wauhop, Authority Consultant enclosing a copy of Progress Payment Application No. 14, submitted by Tomar Construction Services for Contract No. 12-01: Oxford WWTF Upgrade.

8. A letter dated March 6, 2015, from Mr. Wauhop, Authority Consultant, to Mr. Tipton, Esq., Florio Perrucci Steinhardt & Fader regarding the FY2014 Audit.
9. A letter dated March 16, 2015, from Terry Beym, Supervisor, Permit Administration Section, Office of Permit Management, NJDEP regarding the FY2015 Annual Fee Report and Assessment of Fees.

Mr. Niece asked if the application in correspondence #3 is approved by the Oxford Township Land Use Board and requires a pump station, does the Authority get involved. The house is already connected to the sewer system but the unattached garage sits downhill from the house. He chairs that committee. Mr. Wauhop explained the steps the Authority took with the Belstra property in White Township. There was communication between their engineer, CP Engineers and the Authority because it was a unique situation. We reviewed their engineer's documents to insure things were done correctly, and would like to do the same for this applicant.

### CFO'S REPORT

On March 11, 2015, the Freeholders passed a resolution for an agreement between Warren County and the WC(PR)MUA for motor fuel services. Mr. Olshefski recommended the Authority execute the agreement. The agreement is for 5 years.

Ms. Kaspereen brought to Mr. Olshefski's attention a letter sent by the Bank of America, whereby they are going to impose a \$50 per month service fee on the Authority's escrow account. This account consists of approximately six sub-accounts that have been dormant for many years. The bank has agreed to waive the fee for now, but Mr. Olshefski suggested liquidating the account and returning the money to the sub-account holders. He offered to check with the county on the process they use in a similar situation. The Board agreed to his suggestion.

In addition, there is a capital account labeled "Belvidere Upgrade Construction Fund", which has a balance of approximately \$2,637. This account has also been dormant for many years. Mr. Olshefski recommended closing that account and transferring the money into our other capital account at Valley National Bank. There were no objections from the Board.

The monthly financial reports were distributed prior to the meeting. Mr. Olshefski did not see anything unusual. Prior to the meeting, some concern was expressed about the energy costs; he will look into the matter further.

The audit is being prepared and there has been no discussion of any findings or recommendations. Mr. Olshefski feels confident that we are in good shape and will report on the matter next month.

Chairman Chamberlain presented a resolution for the agreement with the County of Warren for motor fuel services.

Mr. Piazza moved to adopt Resolution #15-17, authorizing the execution of an Interlocal Services Agreement with the County of Warren for motor fuel services. The term of the agreement is from March 1, 2015 to March 1, 2020. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

### EXECUTIVE SESSION

At approximately 7:40 p.m., Mr. Scott moved and Mr. Deutsch seconded to adopt Resolution #15-18, to enter into an executive session to discuss a contract matter.

At 8:06 p.m., Ms. Napolitani moved and Mr. Scott seconded to return to open session.

### GENERAL COUNSEL'S REPORT

Mr. Tipton's comments were covered in executive session and he had nothing further to report.

### ENGINEER'S REPORT

Mr. Sauder summarized some of the items included in Mr. Donati's report, which was distributed in the agenda packets.

DMRs & SQARs: Earlier today, Mr. Mikulka met with Mr. Wauhop, Mr. Wasser and Ms. Kaspereen to assist in the certification process for Electronic Data Reporting for both plants.

Oxford Upgrade: The bimonthly meeting with the contractor has been rescheduled to this Friday, March 20, 2015. Mr. Sauder gave a brief update on the status of the upgrade and the issues with Tomar's shop drawings.

### AUTHORITY CONSULTANT

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: He recapped maintenance items performed during the month. The wasting issue at the plant is still a problem, especially in the wintertime. We are wasting more than he preferred because the percentage of solids in the sludge that is leaving the plant is down to about 1.5%; the percent is normally 2.5% - 4% in the summertime. The #2 blower is being dismantled and the new blower will be here around the first week in April.

Oxford plant: He recapped maintenance items performed during the month. Yesterday, a technician from Cummins Power was on site to check the transfer switch at the Axford Avenue pump station standby generator because there were issues the previous Thursday. The operators had to trip the switch manually to run the generator. The technician replaced the circuit board; this was covered under our warranty.

Under general business, we continue to work on the plan to increase the sludge thickening

capacity at the Belvidere plant.

Mr. Wauhop displayed drawings of the blower room in the service building at the Belvidere plant, in order to show the commissioners the existing four blowers and his plans for eliminating two blowers and installing one new blower. Next year, he plans to replace the other two blowers with another new blower. This will free up a lot of space and two VFDs, which can be used for the pumps in the FSTs. In addition, the new blowers are a lot quieter.

#### FINANCE (TREASURER)

At last month's meeting, discussion ensued about Mr. Gero's retirement package. Mr. Piazza's understanding from previous conversations is that the Authority is obligated to provide Mr. Gero with health benefits, but does the Authority have to provide him with this specific package. Since Mr. Rosenberg is not present this evening and Mr. Tipton needs to check his archives, the topic will be tabled until next month.

Mr. Piazza stated the bills have been reviewed and there was a question on the JCP&L bill. He said the bill appears to be about \$2,000 higher than in the previous month. Mr. Wauhop explained that on Friday we would be billing Tomar for a portion of the electric bill.

Mr. Piazza moved that Resolution #15-19 (Certificate No. 352: \$354,806.92) be approved to pay all bills from the Capital Improvements Fund. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #15-20 (Certificate No. 344: \$57,082.62) be approved to pay all bills from the Operating Fund. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

#### UNFINISHED BUSINESS

There was no unfinished business.

#### 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, Ms. Napolitani moved and Mr. Niece seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:21 p.m.

Patricia Kaspereen  
Administrative Assistant

**RESOLUTION 15-17**

**AUTHORIZING THE EXECUTION OF AN INTERLOCAL SERVICES AGREEMENT  
WITH THE COUNTY OF WARREN FOR MOTOR FUEL SERVICES**

WHEREAS, there exists a need for the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the "Authority") to obtain access to and the use of motor fuels in the course of the Authority's day to day operations; and

WHEREAS, the County of Warren (hereinafter the "County") has in place a system to acquire, dispense and account for such motor fuels, and is agreeable to providing the same to the Authority on an "as needed" basis; and

WHEREAS, the Authority and the County are authorized to enter into an interlocal services agreement whereby the County would provide said services to the Authority pursuant to N.J.S.A. 40:8A-1.; and

WHEREAS, the Authority and the County have agreed to the terms whereby the County would provide such services, which terms are set forth in that "Interlocal Services Agreement between the County of Warren and the Warren County (Pequest River) Municipal Utilities Authority for Motor Fuels" a copy of which is attached to this Resolution as Exhibit A; and

WHEREAS, funds are available for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the Warren County (Pequest River) Municipal Utilities Authority, in the County of Warren, State of New Jersey as follows:

1. The Chairman and Secretary of the Authority are hereby authorized and directed to execute that Agreement attached hereto as Exhibit A.
2. A copy of this Resolution shall be maintained on file and shall be available for public inspection at the Authority's offices.
3. The term of Agreement to be in effect March 1, 2015 and terminating on March 1, 2020.

CERTIFICATION

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on March 18, 2015.

BY:   
Laurel Napolitani, Secretary

DATE: March 18, 2015

**RESOLUTION**

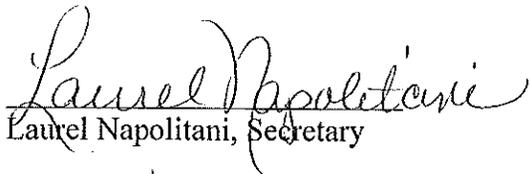
WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

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:  
  
Contractual
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.

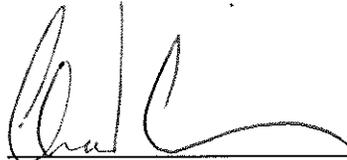
WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY

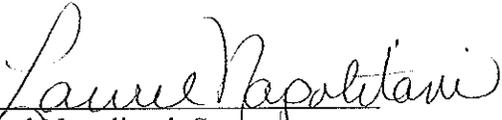
  
Chad Chamberlain, Chairman  
Laurel Napolitani, Secretary

DATED: March 18, 2015

**RESOLUTION RE:** EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF MARCH 2015.

I HEREBY CERTIFY that the bills listed for CAPITAL IMPROVEMENTS are in accordance with the Authority's budget.

  
Chad Chamberlain, Chairman

  
Laurel Napolitani, Secretary

Certificate No. CI 352

Dated: March 18, 2015

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 6

No 0

Abstain 0

Absent 3

**CAPITAL IMPROVEMENT  
BILLS LIST  
March 18, 2015**

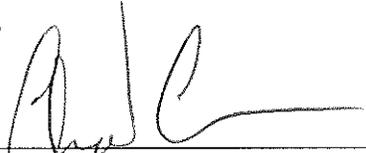
1. CP Engineers, LLC Period: February 2015 Engineering Services Warren Haven Pump Stations Rehab	.....\$3,037.71
2. CP Engineers, LLC Period: February 2015 Engineering Services Construction Services Oxford WWTP Upgrade	.....43,101.72*
3. Certified Testing Laboratories, Inc. Concrete Testing Oxford WWTP Upgrade	.....554.80*
4. Florio Perrucci Steinhardt & Fader, LLC Period: February 2015 Legal Services Oxford WWTP Upgrade	.....176.00*
5. Tomar Construction Services, Inc. Payment Application #14 Contract No. 12-01 Oxford WWTP Upgrade	..... <u>307,936.69</u> *
Total	...\$354,806.92

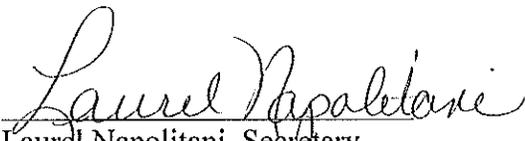
\* Bills to be submitted by CPE to request reimbursement from the NJEIT Financing Program

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND  
DURING THE MONTH OF MARCH 2015.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of March 18, 2015, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2015 budget.

  
Chad Chamberlain, Chairman

  
Laurel Napolitani, Secretary

Certificate No. OF 344

Dated: March 18, 2015

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 6

No 0

Abstain 0

Absent 3

**APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND**

**Meeting: March 18, 2015**

**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 #16566-16568	3/6/15	\$663.81
	Due 3/18/15	<u>56,418.81</u>
	Total	\$57,082.62

PENTAMATION  
DATE: 03/06/2015  
TIME: 11:38:23

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 3/15

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
16566	10101	03/06/15	239 CENTURYLINK	5076	TELE/FAX/LAN/ALRM OXF	130.32
16566	10101	03/06/15	239 CENTURYLINK	5076	TELE/ALRM WH1	32.96
16566	10101	03/06/15	239 CENTURYLINK	5076	TELE/ALRM S WTR ST PS	32.96
16566	10101	03/06/15	239 CENTURYLINK	5076	TELE/ALRM WH2	46.52
16566	10101	03/06/15	239 CENTURYLINK	5076	TELE/ALRM BRKFLD	19.90
16566	10101	03/06/15	239 CENTURYLINK	5076	TELE/ALRM/LAN/FAX BEL	300.19
		TOTAL CHECK				562.85
16567	10101	03/06/15	935 JCP&L	5071	ELECT LIBERTY ST MTR	3.25
16568	10101	03/06/15	2140 VERIZON WIRELESS	5076	MOBILE PHONES & OCCS	97.71
		TOTAL FUND				663.81
		TOTAL REPORT				663.81

PENTAMATION  
 DATE: 03/16/2015  
 TIME: 11:04:57

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 3/15

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
16569	10101	03/18/15	56 AMERIGAS	5070	PROPANE	485.43
16570	10101	03/18/15	165 BILLY WAUHOP & ASSOCIATES	5029	MGMT/OPER SUPER OWNER REP	6,344.08
16571	10101	03/18/15	206 C & M AUTO PARTS	5024	GENERATOR SUPPLIES	219.37
16571	10101	03/18/15	206 C & M AUTO PARTS	5024	OIL, ANTI-GEL	58.95
					TOTAL CHECK	278.32
16572	10101	03/18/15	239 CENTURYLINK	5076	TELE/ALRM AXF AVE PS	36.55
16573	10101	03/18/15	265 CINTAS CORPORATION #101	5043	UNIFORMS	12.24
16573	10101	03/18/15	265 CINTAS CORPORATION #101	5043	UNIFORMS	12.24
16573	10101	03/18/15	265 CINTAS CORPORATION #101	5043	UNIFORMS	7.24
16573	10101	03/18/15	265 CINTAS CORPORATION #101	5043	UNIFORMS	7.24
16573	10101	03/18/15	265 CINTAS CORPORATION #101	5043	UNIFORMS	7.24
16573	10101	03/18/15	265 CINTAS CORPORATION #101	5043	UNIFORMS	12.24
16573	10101	03/18/15	265 CINTAS CORPORATION #101	5043	UNIFORMS	7.24
16573	10101	03/18/15	265 CINTAS CORPORATION #101	5043	UNIFORMS	12.24
					TOTAL CHECK	77.92
16574	10101	03/18/15	287 COUNTY OF WARREN	5028	SUPPORT FINANCE OFFICE	1,000.00
16575	10101	03/18/15	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	2,793.00
16575	10101	03/18/15	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	310.00
16575	10101	03/18/15	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	155.00
16575	10101	03/18/15	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	507.00
16575	10101	03/18/15	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	1,395.00
					TOTAL CHECK	5,160.00
16576	10101	03/18/15	294 CRISTAL ASSOCIATES, LLC	5024	TRASH CAN LINERS	79.20
16577	10101	03/18/15	340 DEUTSCH, SIDNEY	5011	STIPEND MARCH	166.67
16578	10101	03/18/15	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES FEB	752.00
16579	10101	03/18/15	625 GERO, WAYNE	5092	REIMB HEALTH BENEFITS	491.55
16580	10101	03/18/15	935 JCP&L	5071	ELECT BEL STP	9,069.19
16580	10101	03/18/15	935 JCP&L	5071	ELECT S WTR ST PS	1,193.34
16580	10101	03/18/15	935 JCP&L	5071	ELECT MONT STATION	3.58
16580	10101	03/18/15	935 JCP&L	5071	ELECT OXF STP	9,917.71
16580	10101	03/18/15	935 JCP&L	5071	ELECT WH2 PS	454.63
16580	10101	03/18/15	935 JCP&L	5071	ELECT AXF AVE PS	163.99
					TOTAL CHECK	20,802.44
16581	10101	03/18/15	970 JTORLE'S OFFICE SUPPLIES	5030	OFFICE SUPPLIES	213.12
16582	10101	03/18/15	1040 KISZONAK, DREW	5011	STIPEND MARCH	166.67
16583	10101	03/18/15	1145 LICON LIGHTING & SUPPLY C	5024	LAMPS, LIGHT FIXTURES	234.00
16584	10101	03/18/15	1150 LIN SUPPLY INC.	5024	MISC MAINT SUPPLIES	99.63
16584	10101	03/18/15	1150 LIN SUPPLY INC.	5024	MISC MAINT SUPPLIES	14.47
					TOTAL CHECK	114.10
16585	10101	03/18/15	1215 MAIN POOL & CHEMICAL CO.,	5521	CHEMICALS	1,584.60

PENTAMATION  
 DATE: 03/16/2015  
 TIME: 11:04:57

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 3/15

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
16586	10101	03/18/15	1330 NAPOLITANI, LAUREL	5011	STIPEND MARCH	291.67
16587	10101	03/18/15	1355 NIECE, DONALD J.	5011	STIPEND MARCH	166.67
16588	10101	03/18/15	1520 PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL	5,320.00
16589	10101	03/18/15	1565 PIAZZA, ROBERT	5011	STIPEND MARCH	291.67
16590	10101	03/18/15	1630 QC LABORATORIES INC.	5509	LAB TESTING	234.50
16590	10101	03/18/15	1630 QC LABORATORIES INC.	5509	LAB TESTING	234.50
16590	10101	03/18/15	1630 QC LABORATORIES INC.	5509	LAB TESTING	1,406.00
16590	10101	03/18/15	1630 QC LABORATORIES INC.	5509	LAB TESTING	100.50
16590	10101	03/18/15	1630 QC LABORATORIES INC.	5509	LAB TESTING	238.50
16590	10101	03/18/15	1630 QC LABORATORIES INC.	5509	LAB TESTING	12.50
16590	10101	03/18/15	1630 QC LABORATORIES INC.	5509	LAB TESTING	312.00
16590	10101	03/18/15	1630 QC LABORATORIES INC.	5509	LAB TESTING	312.00
16590	10101	03/18/15	1630 QC LABORATORIES INC.	5509	LAB TESTING	800.00
			TOTAL CHECK			3,650.50
16591	10101	03/18/15	1710 R & R PUMP & CONTROL SERV	5024	SERVICE CALL WRN HVN 2 PS	404.50
16592	10101	03/18/15	840 RICOH USA, INC.	5026	MONTHLY COPIER LEASE	73.64
16593	10101	03/18/15	1741 RIGO GENERAL HARDWARE	5024	KNEE BOOT	30.69
16593	10101	03/18/15	1741 RIGO GENERAL HARDWARE	5024	ICE MELT	59.34
16593	10101	03/18/15	1741 RIGO GENERAL HARDWARE	5024	SWIVEL CASTERS	39.96
16593	10101	03/18/15	1741 RIGO GENERAL HARDWARE	5024	BATTERIES, PROPANE	31.17
			TOTAL CHECK			161.16
16594	10101	03/18/15	1765 ROSENBERG, PHILIP H.	5011	STIPEND MARCH	166.67
16595	10101	03/18/15	1780 RUSSELL REID INC.	5024	GREASE REMOVAL	1,700.00
16595	10101	03/18/15	1780 RUSSELL REID INC.	5079	SLUDGE HAULING BEL	3,665.20
16595	10101	03/18/15	1780 RUSSELL REID INC.	5079	SLUDGE HAULING OXF	2,332.40
			TOTAL CHECK			7,697.60
16596	10101	03/18/15	1938 THE COUNTY OF WARREN	5070	MOTOR FUEL JANUARY	208.08
			TOTAL FUND			56,418.81
			TOTAL REPORT			56,418.81