

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES March 21, 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	Angelo Accetturo	Absent
Laurel Napolitani, Secretary	Robert Piazza	Absent
Drew Kiszonak	Morris Scott, Jr.	Absent
Everdina O'Connor	Michael Walsh	Absent
Philip Rosenberg		

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 Daly, Risk Manager; 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 Ms. O'Connor seconded to approve the minutes of the February 15, 2012 reorganization meeting, as presented. The motion passed. Roll call was as follows:

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

Ms. Napolitani moved and Ms. O'Connor seconded to approve the minutes of the February 15, 2012 regular meeting, as presented. The motion passed. Roll call was as follows:

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

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

Chairman Chamberlain congratulated all of the officers on their reelections. He also expressed his appreciation to the Board for their confidence in reelecting him as chairman.

CORRESPONDENCE

Ms. Napolitani recapped the correspondence.

1. A copy of a letter dated February 22, 2012, from Maser Engineering to the NJDEP regarding bank erosion along a portion of the Pequest River in the Town of Belvidere.
2. A letter dated February 23, 2012, from the NJDEP to the Authority in response to C&P's Oxford WWTP facility upgrade project planning and design report dated September 2011.
3. A letter dated February 24, 2012, from the NJDEP to the Authority regarding the Cultural Resource Review of planning documents for the Oxford WWTP Upgrade.
4. A letter dated February 27, 2012, from Mr. Tipton, Esq., Florio Perrucci Steinhardt & Fader giving his legal opinion that the Authority owns the property where the upgrade is being constructed for the NJEIFP application.
5. A letter dated March 1, 2012, from PK Environmental to the NJDEP, Land Use Regulation enclosing requested copies of the revised Topographic Survey for property located at Block 33, Lot 23.01 in Oxford Township.
6. A letter dated March 2, 2012, from Mr. Mikulka, Senior Project Manager, C&P to Mr. Patel, NJDEP enclosing copies of plans and specs, as well as other documents, for the Oxford WWTP Upgrade.
7. A letter dated March 8, 2012, from the NJDEP to Chairman Chamberlain in response to the Authority's request for a Letter of Interpretation from the Division of Land Use Regulation for the Oxford WWTP Upgrade.
8. A letter dated March 9, 2012, from Mr. Donati, P.E., C&P to Mr. Wasser submitting the annual inspection report for 2011.
9. A letter dated March 12, 2012, from the NJDEP notifying the Authority that the DEP has withdrawn from the DMR-QA Program.
10. A letter dated March 14, 2012, from the Authority to Florio, Perrucci, Steinhardt & Fader regarding the Authority's FY2011 audit.

11. A memo dated March 15, 2012, from Mr. Marvin, County Administrator, to the Authority enclosing copies of a shared services agreement and the amended drug and alcohol policy.
12. A letter dated March 19, 2012, from Mr. Mikulka, Senior Project Manager, C&P to the NJDEP in response to correspondence #2.
13. A letter dated March 20, 2012, from Russell Reid to Mr. Wasser concerning rags and other debris in the grease interceptor.

CFO's REPORT

As a follow-up on action taken by the Board at last month's meeting, Mr. Houck asked Mr. Marvin, the County Administrator, to prepare an agreement between Warren County and the Authority for shared services of the county's Bond Counsel and Financial Advisors in connection with the financing for the Oxford Upgrade. There will be minimal involvement needed from the bond counsel and financial advisors. Bond Council will need to opine to the public purpose of the project. Mr. Houck has also asked the financial advisors to see if there is some way to tweak our existing outstanding debt and, in connection with this project, maybe save the Authority some money. Mr. Marvin sent over the agreements for Board approval and signatures.

Mr. Rosenberg moved to approve and execute the shared services agreement by and between the County of Warren and the WC(PR)MUA for Bond Counsel and Financial Advisor Services. Ms. Napolitani seconded; all in favor.

Covanta Billing: The MUA billed Covanta directly for January's discharge as they reported. Covanta agreed to pay December's bill as invoiced.

Mr. Houck left the meeting.

GENERAL COUNSEL'S REPORT

Utility Bill Audit: The Notice to Bidder documents were prepared and will be published on March 22, 2012. The submittal deadline is April 4, 2012 at 1:00 p.m.

Drug and Alcohol Policy: Warren County adopted an amendment to its Drug and Alcohol Policy; and, since the MUA has already adopted the County's policy, Mr. Tipton felt it appropriate that the MUA also review and adopt updates as each one becomes made by the County.

Ms. O'Connor moved to adopt Resolution 12-17, amending the MUA's Drug and Alcohol Policy per the County's most recent amendments to its Drug and Alcohol Policy. Ms. Napolitani seconded, all in favor.

ENGINEER'S REPORT

Augustinian Recollect Center: The physical connection was done on February 2, 2012. Mr. Donati asked when the MUA should start billing for flow? The Board requested that billing begin on April 1, 2012.

Oxford WWTP Upgrade Geotechnical Engineering Services: The geotechnical evaluation was completed in two days and came in slightly below budget. Their report was submitted March 1.

Oxford Upgrade Permitting: The DRBC is requiring a Natural Treatment Alternatives analysis, which could be expensive. In addition, C&P is attempting to get the DRBC to approve the docket at their May 2012 meeting in order to keep on schedule.

There may be an issue with the NJDEP flood hazard area; the buffer is 150 feet.

A Cultural Research Survey is required for NJEIT funding. C&P will contact the DEP about this matter.

Upgrade Financing: The funding application was submitted to the NJEIT on March 5, 2012.

The USDA has agreed to an application meeting with the MUA, to discuss the potential of obtaining grant money for the Oxford Upgrade. This would be for their FY2013 cycle. The meeting is to take place in April. No firm date has been set.

Mr. Rosenberg moved to have a letter sent to Congressman Garrett to invite him or a representative from his office, and the upgrade committee, to the meeting with the USDA. Chairman Chamberlain recommended meeting with the USDA first, before requesting assistance from Congressman Garrett. Mr. Rosenberg deferred to Chairman Chamberlain's recommendation and withdrew his motion.

The increase in fuel prices could have a huge impact on construction costs, said Mr. Donati.

Belvidere Influent Screening: HC Constructors will be on site this Friday to start the project.

At last month's meeting, Mr. Rosenberg requested a comparison of C&P's costs from last year to this year for their management contract. Mr. Donati distributed a billing analysis.

Bank Erosion: The letter (corr. #1) concerning the bank erosion of the Pequest River in Belvidere was discussed. The MUA's pipe is 23 feet from the edge of the bank erosion. Ms. Napolitani remarked that the situation is serious and was discussed at the Belvidere town meeting. She said it is state owned property located in Belvidere. Mr. Donati said it would take a major storm to affect our interceptor line but offered to send a letter expressing our concerns. The Board agreed.

Laboratory Analysis Contract: QC Labs submitted their pay-to-play documents on time.

Chairman Chamberlain 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.

Mr. Rosenberg moved to adopt Resolution 12-18, awarding the non-fair and open contract for the professional services of laboratory testing to QC, Inc. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

CHIEF OPERATOR'S REPORT

Operations: Both plants are running good.

County Line Grease Trap: For approximately two years, the MUA has had Russell Reid remove grease from this trap. The grease is accepted at a site in Pennsylvania. Up until last week, there have been no problems. However, Lehigh County Authority states the last load contained four yards of solids (i.e. rags, underwear, etc.). Reid sent a letter (corr. #13) to Mr. Wasser informing him that Lehigh County Authority would impose a surcharge for any future loads containing rags and debris. Mr. Wasser suggested charging the Warren County jail for any surcharges.

Mr. Donati reminded everyone that the County contributed \$80,000 towards the grease trap. However, the Authority's Service Rules are very clear on prohibited discharges and penalties.

Chairman Chamberlain suggested sending pictures of the "rags" with a cautionary letter (including a copy of the Reid letter) to Sheriff Gallant.

Manhole Inspections: Manhole inspections continue and should be done in about three more days.

Tour: Mr. Barbour, an agent with the Rutgers Cooperative Extension of Warren County, would like to give a class tour of the Belvidere facility. Mr. Daly suggested Mr. Wasser request Mr. Barbour provide a Certificate of Insurance naming the MUA as an additional insured.

Tractor Mower: As suggested at last month's meeting, Mr. Wasser initiated discussion about purchasing a new tractor mower for the Oxford site. Ms. Napolitani reminded the Board of Mr. Piazza's suggestion at last month's meeting. The matter was discussed further, and, although Mr. Kiszonak agreed it might be cheaper to have one mower and a trailer, it may not be as effective.

Mr. Rosenberg moved to purchase a new John Deere tractor mower for \$6,076. Ms. O'Connor seconded, all in favor.

The old tractor will be kept for a spare.

Trailer: Mr. Wasser asked the Board to consider purchasing a trailer at some time in the future. The Board declined.

Shed for Emergency Generator: Mr. Wasser needs a scaled drawing of the pump station, in order for White Township's planning board to determine if the MUA needs a variance. A permit is needed.

FINANCE

Mr. Rosenberg moved that Resolution #12-19 (Certificate No. 308: \$65,562.03) be approved to pay all bills from the Operating Fund. Mr. Kiszona seconded. The motion passed unanimously on a roll call vote.

Ms. O'Connor moved that Resolution #12-20 (Certificate No. 316: \$76,247.93) be approved to pay all bills from the Capital Improvements Fund. Ms. Napolitani seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

Ms. O'Connor asked Mr. Tipton for an update on Mr. Wauhop's status as our Owner's Representative for the Oxford Upgrade. Mr. Tipton has heard nothing further. He will contact him for an update.

NEW BUSINESS

There was no new business to report.

PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Ms. Napolitani moved and Ms. O'Connor seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 8:50 p.m.


Patricia Kasperech
Administrative Assistant