

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES March 21, 2017

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

Also, in attendance were:

Brian Tipton, Esq., Authority Legal Counsel; Daniel Olshefski, Authority CFO; Kim Francisco, Authority Fiscal Officer; 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

Ms. Napolitani moved and Mr. Deutsch seconded to approve the minutes of the February 28, 2017 Reorganization Meeting, as presented. The motion passed. Roll call was as follows:

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

Ms. O'Connor moved and Mr. Deutsch seconded to approve the minutes of the February 28, 2017 regular meeting, as presented. The motion passed. Roll call was as follows:

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

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

Mr. Deutsch moved and Ms. O'Connor seconded to approve the minutes of the February 28, 2017 executive session (parts 1 & 2), as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1)
  - a. A letter dated March 1, 2017, from NJDEP to our Laboratory Manager, regarding renewal of our New Jersey Environmental Laboratory Certification for the Oxford WWTP for 2018.
  - b. A letter dated March 1, 2017, from NJDEP to our Laboratory Manager, regarding renewal of our New Jersey Environmental Laboratory Certification for the Belvidere WWTP for 2018.
- 2) A letter dated March 3, 2017, from Ms. Kaspereen, Administrative Assistant, to the NJ Department of Treasury, enclosing a certified copy of the resolution appointing Mr. Wauhup as the Authority's PACO for 2017.
- 3) A letter dated March 3, 2017, from Mr. Selders, P.E., Senior Water Engineer, H2M Associates to Chairman Chamberlain, regarding the design for potable water supply system improvements for the Belvidere Square Apartment Complex and the Authority's Service Rules for discharge into our wastewater treatment system.
- 4) A letter dated March 10, 2017, from Mr. Chebra, P.E., Assistant Director, Municipal Finance & Construction Element, Division of Water Quality, NJDEP to Mr. Wasser, Licensed Operator, recommending approval of Payment Requisition No. 31 for reimbursement from the New Jersey Environmental Infrastructure Financing Program for \$142,589.

EXECUTIVE SESSION

At approximately 7:35 p.m., Ms. O'Connor moved and Mr. Deutsch seconded to adopt Resolution #17-16, to enter into an executive session to discuss a contract matter and a personnel matter. All in favor, motion carried.

At 7:42 p.m., Ms. O'Connor moved and Mr. Niece seconded to return to open session. All in favor, motion carried.

Chairman Chamberlain said the Personnel Committee would take charge of updating the Personnel Policy by incorporating sections of what the County has in their policy that is appropriate to the WCMUA.

#### CFO'S REPORT

Mr. Olshefski briefly reviewed the monthly financial report. Cash balances are holding steady.

The auditor should be contacting the Authority within the next month to perform the audit.

The CD is coming due in April. After obtaining information about interest rates, it will be rolled over into a new CD.

Mr. Olshefski and Mr. Francisco left the meeting.

#### GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing further to report, other than what was discussed in executive session.

#### ENGINEER'S REPORT

Mr. Donati was at a convention, so his report was included in the agenda packets. Mr. Wauhopp summarized the report.

Proposed Washington Twp. Development: nothing new to report

Route 31 Bridge over Furnace Brook: CP continues to work with the NJDOT.

Belvidere Square Apartments: There is a letter in correspondence (#4) from H2M about this matter. They are putting in a larger water softener. A softener involves salt, which affect TDS. The Authority has a new permit limit on the TDS discharge going into the Delaware River. Mr. Donati knows the person who wrote the letter and will be seeing him at the convention. At Mr. Wauhopp's request, he will obtain additional information. H2M requested a copy of our Service Rules but new permit limits have been imposed since our rules have been updated. The Service Rules need to be updated to incorporate the new limits. Mr. Wauhopp and Mr. Donati will report on the matter at our next regular meeting.

Oxford Upgrade Phase 2: Progress is status quo due to weather. Three Work Directives have been issued; we are waiting for final construction costs from the contractor in order to prepare formal Change Orders. Change Order #1 was approved at the last meeting, which extends the contract time by 120 days. The Authority is still holding \$62,723.13.

Warren Haven Pump Stations Rehab, Contract #15-03: It appears that Rapid Pump is very busy right now. Most of their submittals have been received. Mr. Donati will be sending Rapid Pump a letter to inquire about a start date. We are anxious to start the project once the weather breaks. Final Completion for the project is June 10, 2017.

### AUTHORITY CONSULTANT

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: He recapped maintenance items performed during the month. The non-potable pump and process pit pumps were greased. A baffle was fabricated and installed in the county-line grease trap, which will allow most of the debris to be caught in the mechanical screen. Once the auger is installed in the trap, the debris will be captured and go into a dumpster for disposal.

Oxford plant: Mr. Wauhop recapped maintenance items performed during the month. Russ continues to work on the new tractor. The operators serviced the John Deere riding mowers and Ford truck. They replaced the chain on Disc Filter #1, greased the bearings on both disc filters, and put a new tube in both Stenner pumps located in the new chemical shed.

Under general business, we are still working on wasting and decanting at the Belvidere WWTP. A rep from Reiner Pumps is scheduled to visit the Belvidere site this Thursday to look at the two pumps that waste down to the #2 FST and waste up to the storage tank.

Summer Projects: At the Belvidere plant, a new auger will be installed in the grease pit for removal of debris coming down the county line. Install handrails on the new storage tank lid. Install two gates in the existing fence to make snow plowing and mowing easier, as well as fixing the fencing. At the Oxford plant, the generator room will be completely cleaned out and painted.

Mr. Wauhop requested authorization to renew our agreements with AFA Protective Systems for monitoring and inspection of the fire alarms at the Oxford WWTP for a period of one year. The rates are the same as the current agreements.

Ms. Napolitani made a motion and Mr. Rosenberg seconded to renew our agreements with AFA Protective Systems for monitoring and inspection of the fire alarms at the Oxford WWTP for a period of one year. The rates are the same as the current agreements. The motion passed unanimously on a roll call vote.

### FINANCE

Mr. Piazza was not present due to not feeling well, so, Chairman Chamberlain presented the resolutions for operating and capital bills.

Mr. Rosenberg moved that Resolution #17-17 (Certificate No. 368: \$54,799.43) be approved to pay all bills from the Operating Fund, as presented. Mr. Niece seconded. The motion passed

unanimously on a roll call vote.

Mr. Rosenberg moved that Resolution #17-18 (Certificate No. 376: \$20,685.70) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. O'Connor seconded. The motion passed unanimously on roll call vote.

#### UNFINISHED BUSINESS

There was no unfinished business.

#### NEW BUSINESS

Group online training will take place after the meeting to receive the discount on our insurance premium.

#### PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Mr. Rosenberg moved and Ms. Napolitani seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:00 p.m.

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Patricia Kaspereen  
Administrative Assistant

**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.

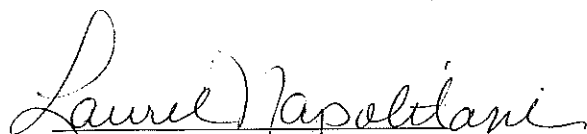
**NOW, THEREFORE, BE IT RESOLVED** by the Warren County (Pequest River) Municipal Utilities Authority of the Township of White, County of Warren and State of New Jersey, as follows:

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:  
  
Contract Matter  
Personnel Matter
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, Chairperson



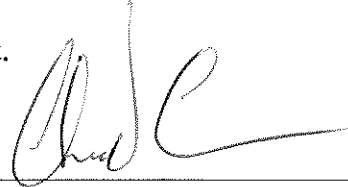
Laurel Napolitani, Secretary

DATED: March 21, 2017

**RESOLUTION RE:**

EXPENDITURES FROM THE OPERATING FUND  
DURING THE MONTH OF MARCH 2017.

I **HEREBY CERTIFY**, that the bills listed on the attached Resolution of March 21, 2017, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2017 budget.



Chad Chamberlain, Chairperson



Laurel Napolitani, Secretary

Certificate No. OP 368

Dated: March 21, 2017

Moved by: Mr. Rosenberg

Seconded by: Mr. Niece

Yes 6

No 0

Abstain 0

Absent 3

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

**Meeting: March 21, 2017**

**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 #17800 - #17808	3/8/17	\$20,662.58
	Due 3/21/17	<u>34,136.85</u>
	Total	\$54,799.43



PENTAMATION  
DATE: 08/03/2017  
TIME: 10:40:25

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 8/17

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='03/08/2017'  
DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
17800	03/08/2017	C & M AUTO PARTS	R	196.53 ACCOUNTS PAYABLE CHECK
17801	03/08/2017	CENTURYLINK	R	70.34 ACCOUNTS PAYABLE CHECK
17802	03/08/2017	COMCAST	R	905.96 ACCOUNTS PAYABLE CHECK
17803	03/08/2017	JCP&L	R	17876.92 ACCOUNTS PAYABLE CHECK
17804	03/08/2017	JCP&L	R	3.32 ACCOUNTS PAYABLE CHECK
17805	03/08/2017	MAIN POOL & CHEMICAL CO.,	R	1403.95 ACCOUNTS PAYABLE CHECK
17806	03/08/2017	ONE CALL CONCEPTS, INC.	R	3.75 ACCOUNTS PAYABLE CHECK
17807	03/08/2017	VERIZON WIRELESS	R	106.56 ACCOUNTS PAYABLE CHECK
17808	03/08/2017	WILSON PRODUCTS	R	95.25 ACCOUNTS PAYABLE CHECK
TOTAL FUND				20662.58
TOTAL REPORT				20662.58

PENTAMATION  
 DATE: 08/03/2017  
 TIME: 10:43:28

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
 ACCTPA21  
 ACCOUNTING PERIOD: 8/17

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='03/21/2017'

DISTRIBUTION FUND: MUA01

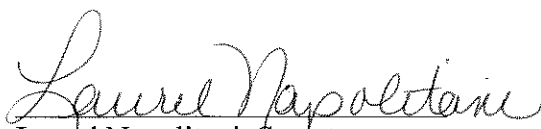
CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
17813	03/21/2017	ACCURATE WASTE REMOVAL SE	R	6144.00 ACCOUNTS PAYABLE CHECK
17814	03/21/2017	AMERICAS	R	331.60 ACCOUNTS PAYABLE CHECK
17815	03/21/2017	BELVIDERE NAPA AUTO PARTS	R	48.03 ACCOUNTS PAYABLE CHECK
17816	03/21/2017	BILLY WAUHOP & ASSOCIATES	R	6907.40 ACCOUNTS PAYABLE CHECK
17817	03/21/2017	CENTURYLINK	R	29.17 ACCOUNTS PAYABLE CHECK
17818	03/21/2017	CINTAS CORPORATION #101	R	114.12 ACCOUNTS PAYABLE CHECK
17819	03/21/2017	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
17820	03/21/2017	CP ENGINEERS, LLC	R	3599.88 ACCOUNTS PAYABLE CHECK
17821	03/21/2017	DEUTSCH, SIDNEY	R	166.66 ACCOUNTS PAYABLE CHECK
17822	03/21/2017	FLORIO PERRUCCI STEINHARD	R	1696.00 ACCOUNTS PAYABLE CHECK
17823	03/21/2017	GERO, WAYNE	R	542.20 ACCOUNTS PAYABLE CHECK
17824	03/21/2017	JIORLE'S OFFICE SUPPLIES	R	168.97 ACCOUNTS PAYABLE CHECK
17825	03/21/2017	KISZONAK, DREW	R	166.66 ACCOUNTS PAYABLE CHECK
17826	03/21/2017	L.E. RITTER LUMBER CO.	R	18.96 ACCOUNTS PAYABLE CHECK
17827	03/21/2017	MAIN POOL & CHEMICAL CO.,	R	1656.95 ACCOUNTS PAYABLE CHECK
17828	03/21/2017	NAPOLITANI, LAUREL	R	291.66 ACCOUNTS PAYABLE CHECK
17829	03/21/2017	NEW JERSEY AMERICAN WATER	R	15.50 ACCOUNTS PAYABLE CHECK
17830	03/21/2017	NIECE, DONALD L.	R	166.66 ACCOUNTS PAYABLE CHECK
17831	03/21/2017	NJ ADVANCE MEDIA	R	219.80 ACCOUNTS PAYABLE CHECK
17832	03/21/2017	PASSAIC VALLEY SEWERAGE C	R	6380.00 ACCOUNTS PAYABLE CHECK
17833	03/21/2017	PIAZZA, ROBERT	R	291.66 ACCOUNTS PAYABLE CHECK
17834	03/21/2017	POSTMASTER BELVIDERE	R	118.00 ACCOUNTS PAYABLE CHECK
17835	03/21/2017	RIGO GENERAL HARDWARE	R	300.31 ACCOUNTS PAYABLE CHECK
17836	03/21/2017	ROSENBERG, PHILIP H.	R	166.66 ACCOUNTS PAYABLE CHECK
17837	03/21/2017	RUSSELL REID INC.	R	1700.00 ACCOUNTS PAYABLE CHECK
17838	03/21/2017	SMITH TRACTOR & EQUIPMENT	R	74.66 ACCOUNTS PAYABLE CHECK
17839	03/21/2017	THE COUNTY OF WARREN	R	151.34 ACCOUNTS PAYABLE CHECK
17840	03/21/2017	TREASURER - STATE OF NJ	R	835.00 ACCOUNTS PAYABLE CHECK
17841	03/21/2017	TREASURER - STATE OF NJ	R	835.00 ACCOUNTS PAYABLE CHECK
TOTAL FUND				34136.85
TOTAL REPORT				34136.85

**RESOLUTION RE:** EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF MARCH 2017.

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



Chad Chamberlain, Chairperson



Laurel Napolitani, Secretary

Certificate No. CI 376

Dated: March 21, 2017

Moved by: Mr. Rosenberg

Seconded by: Ms. O'Connor

Yes 6

No 0

Abstain 0

Absent 3

**CAPITAL IMPROVEMENT  
BILLS LIST  
Dated: March 20, 2017**

1. CP Engineers, LLC Period: February 2017 Engineering Services Warren Haven Pump Stations Rehab	.....\$141.50
2. CP Engineers, LLC Period: February 2017 Engineering Services Doc Prep & NJEIFP App. Oxford WWTP Upgrade	.....1,388.00*
3. Florio Perrucci Steinhardt & Fader Period: February 2017 Legal Services Oxford WWTP Upgrade	.....2,470.20*
4. Pumping Services, Inc. New Floats & Alarms New Control Panel S. Water St. Pump Station	..... <u>16,686.00</u>
	.....\$20,685.70

\* Bills to be submitted by CPE at a date TBD, to request reimbursement from the NJEIT Financing Program

PENTAMATION  
DATE: 08/03/2017  
TIME: 10:46:19

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 8/17

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='03/20/2017'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
17809	03/20/2017	CP ENGINEERS, LLC	R	141.50 ACCOUNTS PAYABLE CHECK
17810	03/20/2017	CP ENGINEERS, LLC	R	1388.00 ACCOUNTS PAYABLE CHECK
17811	03/20/2017	FLORIO PERRUCCI STEINHARD	R	2470.20 ACCOUNTS PAYABLE CHECK
17812	03/20/2017	PUMPING SERVICES, INC.	R	16686.00 ACCOUNTS PAYABLE CHECK
TOTAL FUND				20685.70
TOTAL REPORT				20685.70