

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES May 15, 2018

Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:35 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	Sidney Deutsch	Absent
Morris Scott, Jr., Vice Chairman	Drew Kiszonak	Absent
Laurel Napolitani, Secretary		
Robert Piazza, Treasurer		
Donald Niece		
Everdina O'Connor		
Philip Rosenberg		

Also, in attendance were:

Brian Tipton, Esq., Authority Legal Counsel; Daniel Olshefski, Authority CFO; 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. Piazza seconded to approve the minutes of the April 17, 2018 regular meeting, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated April 18, 2018, from Joseph Mikulka, C.P.M., Senior Project Manager, CP Engineers, to the NJDEP submitting the Acute Methodology Questionnaire for the Oxford WWTF Permit.
- 2) A letter dated April 23, 2018, from Joseph Mikulka, C.P.M., Senior Project Manager, CP Engineers, to Karla Martin, Municipal Finance & Construction Element, NJDEP, regarding Payment Requisition #34 for the Oxford WWTF Upgrade.
- 3) A letter dated April; 27, 2018, from Brian Tipton, Esq., Florio Perrucci Steinhardt & Cappelli, LLC, to Nisivoccia regarding the FY2017 Audit.
- 4) A letter dated April 27, 2018, from Daniel Olshefski, Authority CFO and Billy Wauhop, Authority Consultant, to Nisivoccia LLP regarding the FY2017 Audit.
- 5) A letter dated May 2, 2018, from John Wasser, Licensed Operator in Charge, to Federal Service Desk, S.A.M. Registration Processing, formally appointing Joseph Mikulka, CP Engineers to manage the System for Award Management (S.A.M.).
- 6) A letter dated May 7, 2018, from Terry Beym, Project Manager, Office of Permit Management, NJDEP to the NJPDES Permittee, providing notice that the FY2018 Annual Fee Report and Assessment of Fees for the permit program for the Belvidere Area WWTF is on the Department's website.
- 7) A letter dated May 7, 2018, from Terry Beym, Project Manager, Office of Permit Management, NJDEP to the NJPDES Permittee, providing notice that the FY2018 Annual Fee Report and Assessment of Fees for the permit program for the Oxford Area WWTF is on the Department's website.
- 8) A Notice that DeSapio Real Estate Development has applied for a use variance and preliminary and final major site plan approval regarding property located at 436 Route 46 in White Township (Crossroads Diner). The applicant will be heard at the Township of White Zoning Board of Adjustment public hearing to be held on May 17, 2018.
- 9) A memo dated April 2018 from the Municipal Excess Liability (MEL) Joint Insurance Fund sent to all Members, regarding the 2019-2020 Employment Practices Liability (EPL) Program.
- 10) A letter dated May 4, 2018, from Nisivoccia, LLP, to the Authority Chairman and Commissioners regarding the FY2017 Audit.
- 11) A letter dated May 10, 2018, from Paul Menz, Supervising Engineer, Operations Permit Office, Department of Transportation, State of New Jersey, to Billy Wauhop, Authority Consultant, regarding a Utility Opening Permit for property located on Route 46 in White Township. *(The MUA does not want to be the permittee for this developer's project.)*

CFO'S REPORT

The FY2017 Audit has been received and distributed to the commissioners. There were no comments or recommendations. Mr. Olshefski said the Audit is a reflection on the Authority's solid financial position, the policies of the Board, and on Ms. Kaspereen, and Mr. Olshefski's staff regarding the day-to-day financial operations. He recommended passing the resolution.

Mr. Olshefski summarized the monthly financial statement. We are a third of the way through the year and are doing well. Revenue from our industrial users is still a concern. Expenditures are in line for this time of year, except for energy costs. He will discuss energy costs with Mr. Wauhop. A CD is coming due in June and Mr. Olshefski anticipates getting a higher interest rate when the CD is rolled over.

Chairman Chamberlain presented the resolution for the FY2017 Audit, as well as the Group Affidavit Form.

Mr. Scott moved, and Mr. Rosenberg seconded to adopt Resolution #18-20, approving the Authority's FY2017 Audit; each board member must sign the Group Affidavit Form. The motion passed unanimously on a roll call vote.

GENERAL COUNSEL'S REPORT

Mr. Tipton stated that the situation with Tomar is in the same state as before. Tomar filed an Affidavit of Merit, which he explained in more detail. Next week, Mr. Tipton will be sending a letter regarding Tomar's deficiency of their discovery to us. If they do not respond within 10 days, he will file a motion to compel them to respond.

Mr. Olshefski left the meeting.

ENGINEER'S REPORT

Mr. Donati's report was included in the agenda packets. He was not present, so Mr. Wauhop summarized the report.

NJ American Water: Nothing new to report.

Washington Twp. Development: Their TWA application will be submitted to the NJDEP within the next couple of months.

PCFA Leachate Acceptance: We are still waiting for word from the DEP.

Emergency Generator Air Permits: Renewal of the permit for the South Water Street generator was submitted.

Oxford Upgrade: See correspondence related to the matter.

Interceptor Inspection: CP Engineers obtained one quote for the work. They will be obtaining more quotes.

Climbing Screen: On April 19, Mr. Donati was at the Belvidere STP to observe the grease tank being cleaned out. Last year, the Board approved spending up to \$85,000 for a climbing screen for the tank. Specs are being prepared.

Asset Management Plan: Mr. Wauhop is working on the spreadsheet.

Mr. Niece commented on the New Jersey American Water connection. He did not know how soon this connection would happen, since they are still waiting for some paperwork from DEP. It is located on an easement owned by the DEP. NJAW has an application filed with the Township of Oxford Land Use Board.

AUTHORITY CONSULTANT

Mr. Wauhop's report was distributed prior to the meeting.

Belvidere: He recapped maintenance items for the month. Removed rags from the #2 pump at the South Water Street Pump Station. This is done almost every two weeks. Grease is building up there again, so he thinks he needs to discuss this situation and the grease coming down the County line, with the Department of Health to find out who is dumping the grease. Last summer the Authority spent about \$7,000 pumping out the South Water Street Pump Station. For days afterwards, the plant performed well. This is something he would like to see scheduled on a maintenance plan every five years.

The snow blowers were serviced and stored. The grit screen was serviced and cleaned. All the process pumps are greased monthly.

A farmer damaged one of our light poles by our lower driveway. He reported it to us immediately. We do not use this light, so Mr. Wauhop disconnected and capped the wires. We cut the damaged pole about one foot above the concrete stand and capped it. Mr. Wauhop was asking for direction from the Board. Discussion ensued. Mr. Wauhop offered to see what a replacement pole and light would cost and then evaluate the situation.

Oxford: The decant pump and the return pumps were cleaned out, as well as the wet well at the Warren Haven #1 Pump Station. The ballast lights were changed out in the Service Building. Hodge Electrical changed out the roof top fans. With the regard to past discussions about replacing the louvers, Russ Berger was able to fix the existing louvers at Oxford. Gutters were installed on the chemical shed and a new clutch was installed on the tractor.

Under general business, no stones were discovered when Mr. Donati observed the Belvidere grease tank cleanout. So, there is no issue with using a climbing screen as previously thought.

Mr. Wauhop asked for permission to sign the annual ABB contract. ABB comes out quarterly to

calibrate all our mag meters and service the instruments. The cost is a little over \$5,000 for the year.

Mr. Scott moved, and Ms. O'Connor seconded to grant Mr. Wauhopp permission to sign the ABB contract. All in favor, motion carried.

MEL online training for the commissioners will take place here, at the Administration Building, on Tuesday, June 19th at 7:00 pm sharp, so that the Authority can earn a \$250 training credit for each member that attends the class.

Last month, NJDOT submitted amended agreements for the Route 31 Bridge over Furnace Brook Project for signature by the Authority. The Board agreed to endorse the documents subject to Mr. Tipton's review. Mr. Tipton reviewed it and stated that it was okay to sign the amended agreements.

Mr. Rosenberg initiated discussion with Mr. Wauhopp about the bench test at the Oxford Plant.

As discussed at a previous meeting, the Authority sold an unused generator to the Township of Oxford for \$2,000, but Oxford did not have the funds for the purchase. Mr. Wauhopp said that Oxford does a lot for the MUA, such as weekly garbage collection and salting in the winter, so he was wondering if it could be considered an even trade. Mr. Rosenberg pointed out that Oxford is also our biggest customer. The Board asked for Mr. Tipton's opinion. He said that he did not see an issue with this between public entities, especially for its value, and that the Authority has no further use for the generator. There were no objections.

FINANCE (Treasurer)

Mr. Piazza commented on the cost of the audit and wondered if the charges are a bargain or not. After further discussion, it was thought reasonable by several members.

Mr. Piazza moved that Resolution #18-21 (Certificate No. 382: \$64,687.03) be approved to pay all bills from the Operating Fund, as presented. Mr. Rosenberg seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #18-22 (Certificate No. 390: \$1,204.97) 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

Chairman Chamberlain asked Ms. Kaspereen if all the commissioners had filed their Financial Disclosure Forms. She said she believed most had, but she will check again and report back to him.

Mr. Rosenberg asked about the status of the updated Personnel Policy. Mr. Wauhopp said it was

adopted in January, pending revision. He met with the employees last Friday to review the manual and took down their comments and questions. Some typos were found. He met with Mr. Tipton earlier today to discuss the matter. Mr. Wauhop will take those comments and meet with the FPS&C employment attorney to go over them and get clarification, and then bring it to the Board and get answers back to the employees, to see if revisions are needed.

Mr. Rosenberg asked if Mr. Wauhop could copy the commissioners on the proposed changes. Mr. Wauhop said yes.

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, Mr. Piazza moved, and Mr. Scott seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:29 p.m.

Patricia Kaspereen
Administrative Assistant

40A:5A-15
FORM OF RESOLUTION #18-20

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, The Annual Report of Audit for the year 2017 has been filed by a Registered Municipal Accountant with the Secretary of the Board as per the requirements of N.J.S.A. 40A:5A-15, and a copy has been received by each member of the authority, and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, a per R.S. 52:27BB-34, and

WHEREAS, The Local Finance Board has promulgated a regulation requiring that the governing body of each authority shall by resolution certify to the Local Finance Board of the State of New Jersey all members of the authority have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments

Recommendations

and

WHEREAS, The members of the authority have personally reviewed as a minimum the Annual Report and specifically the sections of the Annual Audit entitled:

General Comments

Recommendations

as evidenced by the group affidavit form of the governing body, and

WHEREAS, Such resolution of certification shall be adopted by the Authority no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

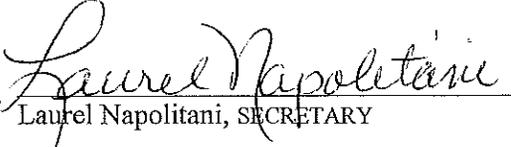
WHEREAS, All members of the Authority have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, Failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local authority to the penalty provisions of R.S. 52:27BB-52 – to wit:

R.S. 52:27BB-52 – “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article; shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE BE IT RESOLVED, That the Board of the Warren County (Pequest River) Municipal Utilities Authority, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON MAY 15, 2018.


Laurel Napolitani, SECRETARY

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTH OF MAY 2018.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of May 15, 2018, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2018 budget.



Chad Chamberlain, Chairperson



Laurel Napolitani, Secretary

Certificate No. OP 382

Dated: May 15, 2018

Moved by: Mr. Piazza

Seconded by: Mr. Rosenberg

Yes 7

No 0

Abstain 0

Absent 2

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: May 15, 2018

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 #18529 - #18536	4/27/18	\$7,316.43
	Due 5/15/18	<u>57,370.60</u>
	Total	\$64,687.03

PENTAMATION
DATE: 07/27/2018
TIME: 10:22:35

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 7/18

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='04/27/2018'
DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18529	04/27/2018	ACCURATE WASTE REMOVAL SE	R	4752.00 ACCOUNTS PAYABLE CHECK
18530	04/27/2018	AFA PROTECTIVE SYSTEMS, I	R	255.00 ACCOUNTS PAYABLE CHECK
18531	04/27/2018	CENTURYLINK	R	64.55 ACCOUNTS PAYABLE CHECK
18532	04/27/2018	COMCAST	R	201.18 ACCOUNTS PAYABLE CHECK
18533	04/27/2018	MAIN POOL & CHEMICAL CO.,	R	1845.80 ACCOUNTS PAYABLE CHECK
18534	04/27/2018	NJ ADVANCE MEDIA	R	82.38 ACCOUNTS PAYABLE CHECK
18535	04/27/2018	ONE CALL CONCEPTS, INC.	R	1.25 ACCOUNTS PAYABLE CHECK
18536	04/27/2018	VERIZON WIRELESS	R	114.27 ACCOUNTS PAYABLE CHECK
TOTAL FUND				7316.43
TOTAL REPORT				7316.43

PENTAMATION
 DATE: 07/27/2018
 TIME: 10:24:55

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
 ACCTPA21
 ACCOUNTING PERIOD: 7/18

SELECTION CRITERIA: chkstat.disp_fund='MUA01' and chkstat.rundate='05/15/2018'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18539	05/15/2018	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
18540	05/15/2018	C & M AUTO PARTS	R	83.71 ACCOUNTS PAYABLE CHECK
18541	05/15/2018	CENTRAL JERSEY EQUIPMENT	R	360.10 ACCOUNTS PAYABLE CHECK
18542	05/15/2018	CENTURLINK	R	124.44 ACCOUNTS PAYABLE CHECK
18543	05/15/2018	CINTAS CORPORATION #101	R	154.72 ACCOUNTS PAYABLE CHECK
18544	05/15/2018	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
18545	05/15/2018	CP ENGINEERS, LLC	R	6126.32 ACCOUNTS PAYABLE CHECK
18546	05/15/2018	CRISTAL ASSOCIATES, LLC	R	223.05 ACCOUNTS PAYABLE CHECK
18547	05/15/2018	DELAWARE RIVER BASIN COMM	R	618.00 ACCOUNTS PAYABLE CHECK
18548	05/15/2018	DELAWARE RIVER BASIN COMM	R	618.00 ACCOUNTS PAYABLE CHECK
18549	05/15/2018	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
18550	05/15/2018	FASTENAL COMPANY	R	95.27 ACCOUNTS PAYABLE CHECK
18551	05/15/2018	FLORIO PERRUCCI STEINHARD	R	384.00 ACCOUNTS PAYABLE CHECK
18552	05/15/2018	GERO, WAYNE	R	516.34 ACCOUNTS PAYABLE CHECK
18553	05/15/2018	HACH COMPANY	R	238.88 ACCOUNTS PAYABLE CHECK
18554	05/15/2018	JCP&L	R	14802.24 ACCOUNTS PAYABLE CHECK
18555	05/15/2018	JCP&L	R	3.16 ACCOUNTS PAYABLE CHECK
18556	05/15/2018	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
18557	05/15/2018	L.E. RITTER LUMBER CO.	R	16.23 ACCOUNTS PAYABLE CHECK
18558	05/15/2018	LIN SUPPLY INC.	R	179.41 ACCOUNTS PAYABLE CHECK
18559	05/15/2018	MAIN POOL & CHEMICAL CO.,	R	2104.90 ACCOUNTS PAYABLE CHECK
18560	05/15/2018	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE CHECK
18561	05/15/2018	NEW JERSEY AMERICAN WATER	R	32.12 ACCOUNTS PAYABLE CHECK
18562	05/15/2018	NIECE, DONALD L.	R	166.67 ACCOUNTS PAYABLE CHECK
18563	05/15/2018	NISIVOCIA LLP	R	13390.00 ACCOUNTS PAYABLE CHECK
18564	05/15/2018	PASSAIC VALLEY SEWERAGE C	R	3880.00 ACCOUNTS PAYABLE CHECK
18565	05/15/2018	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
18566	05/15/2018	PUMPING SERVICES, INC.	R	900.00 ACCOUNTS PAYABLE CHECK
18567	05/15/2018	RIGO GENERAL HARDWARE	R	43.33 ACCOUNTS PAYABLE CHECK
18568	05/15/2018	ROSENBERG, PHILIP H.	R	166.67 ACCOUNTS PAYABLE CHECK
18569	05/15/2018	RUSSELL REID INC.	R	2500.00 ACCOUNTS PAYABLE CHECK
18570	05/15/2018	SANICO INC.	R	121.00 ACCOUNTS PAYABLE CHECK
18571	05/15/2018	THE COUNTY OF WARREN	R	197.58 ACCOUNTS PAYABLE CHECK
18572	05/15/2018	WASHINGTON ONE STOP	R	215.95 ACCOUNTS PAYABLE CHECK
18573	05/15/2018	WILSON PRODUCTS	R	108.50 ACCOUNTS PAYABLE CHECK
TOTAL FUND				57370.60

TOTAL REPORT 57370.60

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF MAY 2018.

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 390

Dated: May 15, 2018

Moved by: Mr. Piazza

Seconded by: Ms. O'Connor

Yes 7

No 0

Abstain 0

Absent 2

PENTAMATION
DATE: 05/10/2018
TIME: 10:52:04

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 5/18

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
18537	10101	05/14/18	292 CP ENGINEERS, LLC	19006	ENG SERV NJEIFP DOCS	164.97
18538	10101	05/14/18	539 FLORIO PERRUCCI STEINHARD	19006	LEGAL SERV TOMAR LIT	1,040.00
TOTAL FUND						1,204.97
TOTAL REPORT						1,204.97