

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES May 18, 2011

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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
Morris Scott, Jr., Vice Chairman	Michael Walsh	Absent
Laurel Napolitani, Secretary		
Robert Piazza, Treasurer		
Drew Kiszonak		
Everdina O'Connor		
Philip Rosenberg		

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer and Consultant; Brian Tipton, Esq., Authority Legal Counsel; 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

Mr. Scott moved and Ms. Napolitani seconded to approve the minutes of the April 20, 2011 regular meeting, as presented. The motion passed. Roll call was as follows:

Mr. Accetturo	Absent	Mr. Rosenberg	Yes
Mr. Kiszonak	Yes	Mr. Scott	Yes
Ms. Napolitani	Yes	Mr. Walsh	Absent
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 April 20, 2011, from the NJDEP to Chairman Chamberlain granting a stay of the effluent limitations for phosphorus and ammonia nitrogen in the final permit for the Oxford WWTP.
2. A memo dated April 21, 2011, from Stephen Donati, P.E., C&P to Jess Symonds, P.E., Biggs Engineering regarding flow allocation for the project located at Block 51, Lot 1 in White Township (a.k.a. Augustinian Recollects Center).
3. A letter dated April 25, 2011, from Stephen Donati, P.E., C&P to the NJDEP concerning their proposed draft sewer service area boundary map.
4. A letter dated May 1, 2011, from Mr. Guida, Collection System Operator for the Township of Oxford, submitting his monthly report.
5. A letter dated May 4, 2011, from the State of New Jersey, Division of Public Contracts, Equal Employment Opportunity Compliance to Mr. Piazza, the Authority's PACO, notifying him that the Authority is in compliance with affirmative action requirements.
6. A letter dated May 5, 2011, from Finelli Consulting Engineers to Stephen Donati, P.E., C&P requesting sewer capacity information for the Township of Oxford.
7. A memo dated May 18, 2011, from Stephen Donati, P.E., C&P to the Board certifying Change Order No. 2 for Contract No. 09-01. (this item was added at the meeting)

Mr. Piazza informed the Board that the former executive director, Mr. Guida, had always taken care of complying with affirmative action requirements. After Mr. Guida retired, Mr. Piazza was asked to be the Authority's PACO. With regard to the most recent audit (corr. no. 5), he credited Ms. Kaspereen with maintaining and providing the necessary records, as well as discussing the requirements with the investigator. There were no violations.

Chairman Chamberlain expressed his gratitude to Mr. Piazza and Ms. Kaspereen.

#### GENERAL COUNSEL'S REPORT

There was no attorney's report.

#### OXFORD UPGRADE COMMITTEE REPORT

Mr. Piazza reported on the May 9<sup>th</sup> committee meeting:

At that meeting, Mr. Donati and Mr. Enright presented four alternatives for the

Oxford WWTP Upgrade. Option #1 is very bare bones and will meet present day requirements, but does not allow for future requirements and does not deal with leachate. Option #2 is reliable, been in existence for many decades, easy to operate and maintain, allows for expansion, and is used by many other MUAs. Option #3, at first, was thought to be the best choice because it duplicates the Belvidere facility. However, the Belvidere facility relies mostly on gravity, whereas the Oxford facility would rely heavily on pumps. In addition, the Belvidere facility has a more consistent flow, but Oxford's flow fluctuates greatly. Option #4 is a very complex process and would be costly to maintain and operate.

After careful consideration, the committee recommended Option #2.

Mr. Wasser, who also attended the committee meeting, agreed with the committee's recommendation.

Mr. Kiszonak added that Option #4 does not lend itself to wide fluctuations in flow.

Chairman Chamberlain thanked the committee for their hard work and effort.

#### ENGINEER'S REPORT

Under sewer extensions, a memo was sent to the engineer for the Augustinian Recollects Center (corr. no.2) per his request. Mr. Donati followed up with the engineer that same day. Nothing has been heard back since then.

Regarding correspondence from Finelli Consulting Engineers (no. 6), the Township of Oxford is attempting to get a town center designation. Mr. Donati will respond after he reviews the last five or six years of flow. Due to the economy, flow has decreased. He will take the highest year's flow and add on 50,000 g.p.d. of leachate, in order to obtain the remaining available sewer capacity.

Under operations, the Township of Oxford contacted Mr. Donati about Covanta's flow meter. The meter is calibrated on a quarterly basis. The first quarter calibration certification was forwarded to the township.

Oxford Upgrade: C&P agrees with the committee's recommendation in choosing Option #2 as the process for the upgrade. In addition to the potential for high flows at the Oxford facility, the leachate from the landfill must be taken into consideration. Sludge handling will be examined. Mr. Donati displayed a layout of Option #2 and reviewed it with the commissioners. Screening will be added to handle the ragging issues. The process is the same as it is now (conventional activated sludge), but the new system will expand on the old. Aeration volume will be increased to remove ammonia. Two new clarifiers would be built. There will be chemical addition for

phosphorus removal. While the process would be able to handle leachate, it does not remove color. There was further discussion regarding the chemicals.

At this point, the dollar figures are very preliminary stressed Mr. Donati. In addition, he will prepare the costs to do the applications for the U.S.D.A and/or the NJEIT.

As mentioned in correspondence no. 1, the NJDEP has set the formal start date of March 1, 2011, and end date of February 28, 2014 to meet the new limits for the Oxford Area WWTP permit. The new limits were also set.

Mr. Donati presented a resolution and change order for Contract No. 09-01, for an increase in the contract with HC Constructors for the Belvidere WWTP influent screening at a cost of \$139,464.91. Because the change order is greater than 20% of the original contract price, the Authority must comply with N.J.A.C. 5:30-11.9. As the Authority's engineer, Mr. Donati certified the change order (corr. no. 7).

Mr. Scott moved to adopt Resolution #11-25, authorizing the chairman to execute Change Order No. 2 to Contract No. 09-01 (Belvidere WWTP Improvements), for an increase in the contract with HC Constructors for the influent screening at a cost of \$139,464.91. Ms. O'Connor seconded, all in favor.

Mr. Donati received a call from the DEP in response to his letter (corr. no. 3) opposing DEP's proposed Warren County Working Draft Sewer Service Area map. The person he spoke with seemed willing to make changes, but had to discuss it with her supervisor and would get back to Mr. Donati. Nothing further has been heard.

Municipalities are the parties who need to oppose these proposed WMP changes. Chairman Chamberlain recommended the commissioners discuss the letter with their respective community leaders. Mr. Tipton believed White Township had already written a similar letter; their engineer is very involved in the matter. The Board authorized Mr. Donati to contact Mr. Sterbenz and Mr. Finelli.

#### CHIEF OPERATOR'S REPORT

Mr. Wasser reported that both plants are operating well.

He requested the Board's approval to hire a summer helper, and recommended hiring the person who has been here for the past three summers.

Mr. Scott moved to hire Matt Berger as the summer helper for a maximum period of 13 weeks at \$12.75 per hour. Mr. Rosenberg seconded, all in favor.

Inoculations, liability issues, safety and work requirements related to the summer helper were discussed. Mr. Wasser will discuss these issues with Mr. Bale and report back to the Board at the next meeting.

#### FINANCE (Treasurer's Report)

Mr. Piazza reviewed the monthly financial reports with the Board. So far, the Authority is in good shape.

Regarding the bills, Mr. Rosenberg questioned the bill to Jack's Glass Shop. He asked Ms. Kaspereen to contact our insurance company about comprehensive coverage on the Authority's vehicles. Mr. Piazza requested payment of the bill be delayed until she verifies coverage with the JIF.

Mr. Piazza moved that Resolution #11-26 (Certificate No. 298: \$55,457.43) be approved to pay all bills (as discussed above) from the Operating Fund. Ms. Napolitani seconded, all in favor.

Mr. Piazza moved that Resolution #11-27 (Certificate No. 306: \$12,496.00) be approved to pay all bills from the Capital Improvements Fund. Ms. O'Connor seconded, all in favor.

#### PERSONNEL COMMITTEE

There was nothing to report.

#### UNFINISHED BUSINESS

As directed at last month's meeting, Ms. Kaspereen obtained two additional quotes for the lease or purchase of a new copier. She and Mr. Piazza discussed the three quotes and recommended the lease of a Ricoh copier from Ikon Office Solutions. Under the state contract, the lease is for four years at \$73.64 per month. The service agreement is included in the price and covers everything except paper.

Mr. Piazza moved to enter into a four-year contract with Ikon Office Solutions for the lease of a Ricoh MP2851SP copier. As per state contract, the monthly fee is \$73.64, with the service agreement included. Mr. Scott seconded, all in favor.

Per Mr. Tipton's instructions, a resolution for leasing the copier will be needed. Ms. Kaspereen will prepare a simple resolution for next month's meeting, which memorializes the action taken by the Board at tonight's meeting.

#### NEW BUSINESS

Chairman Chamberlain initiated discussion concerning insurance. Renewal for the three-year agreement with the JIF is approaching and the one-year agreement with our current risk manager also expires at the end of this year. He expressed concern about the service from our current risk manager and suggested RFPs. In addition, the Board needs to consider if they want to stay with the current JIF.

Mr. Tipton indicated that under the Fair and Open Process, the RFP could be placed on our website. There is no need to publish in the newspaper, which would incur an expense for the Authority. Ms. Napolitani mentioned placing the RFP on the county's website as well.

Mr. Scott moved and Mr. Rosenberg seconded to do RFPs for risk management. All were in favor.

Chairman Chamberlain asked Mr. Tipton to prepare an RFP for risk manager.

Mr. Piazza asked if an attempt would be made to contact a representative of the Augustinian Recollect Sisters.

Mr. Donati stated the Sisters would incur the expense of a pump station and force main, in addition to the other costs to connect to our system.

Mr. Tipton said that if the Board is going to deviate from standard rules, they needed to clarify that the situation is unique. In addition, conditions could be included in the agreement or resolution, which would address particular concerns.

There was ongoing discussion regarding the connection fee for the "lodging rooms." These rooms will only be used for retreats; no one will be living there. Mr. Donati suggested using a different category, such as labor camp, which has a lesser gallon per day of flow. This would reduce the connection fee to \$67,921.63. He reminded everyone that the previously proposed \$83,378.63 was not a concession, but a correction due to incorrect information.

Mr. Tipton will research the Service Rules regarding the matter and get back to the Board at the next meeting.

Should the Sisters agree to the connection fee of \$67,921.63, the option of a payment plan might not be under consideration said Chairman Chamberlain.

The consensus of the Board was to have Mr. Tipton invite a representative, preferably the attorney, to our next public meeting, who has authorization to work out all the issues with the Authority.

#### 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. The motion passed unanimously. The meeting was adjourned at 9:13 p.m.

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Patricia Kaspereen  
Administrative Assistant