

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES June 19, 2018

Vice Chairman Scott called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:37 p.m. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

Oath of Office: Mr. Tipton administered the oath of office to Robert Nyland and congratulated him on his appointment. Vice Chairman Scott welcomed him to the Board.

Roll Call:

Morris Scott, Jr., Vice Chairman	Chad Chamberlain	Absent
Laurel Napolitani, Secretary		
Robert Piazza, Treasurer		
Sidney Deutsch		
Drew Kiszonak		
Donald Niece		
Robert Nyland		
Everdina O'Connor		

Also, in attendance were: Steve Donati, P.E., Authority Engineer; Brian Tipton, Esq., Authority Legal Counsel; Kim Francisco, Authority Fiscal Officer; Billy J. Wauhop, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

Vice Chairman Scott 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 May 15, 2018 regular meeting, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated May 15, 2018, from John Murray, Environmental Specialist, Bureau of Pretreatment & Residuals, Water Pollution Management Element, Division of Water Quality, NJDEP to Permittees, enclosing a preliminary draft permit action related to the Belvidere Area WWTF and Oxford Area WWTF.
- 2) A letter dated May 16, 2018, from Patricia Kaspereen, Administrative Assistant, to the White Township Clerk, enclosing 2 copies of the Authority's FY2017 Audit.
- 3) A letter dated May 16, 2018, from Patricia Kaspereen, Administrative Assistant, to the Belvidere Town Clerk, enclosing 2 copies of the Authority's FY2017 Audit.
- 4) A letter dated May 16, 2018, from Patricia Kaspereen, Administrative Assistant, to the Oxford Township Clerk, enclosing 2 copies of the Authority's FY2017 Audit.
- 5) A letter dated May 23, 2018, from Michele Potter, Manager, Office of Quality Assurance, NJDEP, to John Wasser, Laboratory Manager, notifying him that the Belvidere WWTP laboratory performed acceptably on all parameters for the 2018 Non-Potable Water Proficiency Test Study.
- 6) A letter dated May 23, 2018, from Michele Potter, Manager, Office of Quality Assurance, NJDEP, to John Wasser, Laboratory Manager, notifying him that the Oxford WWTP laboratory performed acceptably on all parameters for the 2018 Non-Potable Water Proficiency Test Study.
- 7) A letter dated May 24, 2018, from Steve Marvin, Warren County Administrator, to Robert Nyland, enclosing a resolution approved by the Warren County Board of Chosen Freeholders, which appoints him to the WC(PR)MUA board.
- 8) A letter dated May 29, 2018, from Patricia Kaspereen, Administrative Assistant, to Timothy Cunningham, Director, NJDCA, enclosing the Synopsis of our FY2017 Audit, proof of publication, resolution and Group Affidavit form.
- 9) A letter dated May 31, 2018, from Patricia Kaspereen, Administrative Assistant, to Robert Nyland, welcoming him to the WC(PR)MUA and enclosing information related to the Authority.
- 10) A letter dated June 1, 2018, from Chairman Chamberlain to Philip Rosenberg thanking him for his service to the WC(PR)MUA.
- 11) A letter dated June 1, 2018, from Michele Potter, Manager, Office of Quality Assurance, NJDEP, to John Wasser, Laboratory Manager, notifying him that the FY19 laboratory certification renewal application has been processed and a Certificate and Annual Certified Parameter List are enclosed for the Belvidere WWTP.

- 12) A letter dated June 1, 2018, from Michele Potter, Manager, Office of Quality Assurance, NJDEP, to John Wasser, Laboratory Manager, notifying him that the FY19 laboratory certification renewal application has been processed and a Certificate and Annual Certified Parameter List are enclosed for the Oxford WWTP.
- 13) A letter dated June 19, 2018, from Billy J. Wauhop, Authority Consultant, to William Godfrey, regarding sewer capacity for a single-family home to be built in the Township of Oxford.

EXECUTIVE SESSION

At approximately 7:44 pm, Ms. Napolitani moved, and Mr. Deutsch seconded to adopt Resolution #18-23, to enter into an executive session to discuss litigation and a contract matter. All in favor, motion carried.

At 8:08 p.m., Ms. O'Connor moved, and Mr. Niece seconded to return to open session. All in favor, motion carried.

CFO'S REPORT

Due to a family illness, Mr. Olshefski was not present. However, Mr. Francisco was present to summarize the monthly financial report as of May 31, 2018.

Our Cash Balance has increased by about \$234,000 and now stands at \$6.6 million. However, we do expect a \$400,000-\$500,000 deficit by year end, which will be covered by using our Rate Stabilization Fund. Overall, things are good at this time and on target. Revenue is at 49% and Expenses 39%. No surprises. \$4.5 million is invested in a CD. The CD that came due last week was at 1.57% interest, whereas the new CD is at 2.07% interest. Rates are increasing, which will help with our revenue. The Authority earned \$35,000 with the former CD and we should earn about \$46,000 with the new CD.

DEP has been notified that the Authority wants to close out the loan. The Trust will be deducting \$143,000 from our scheduled August 2018 debt payment. The loan portion will get a \$321,000 deduction off our final payment in 2033.

Ms. Kaspereen filed all the paperwork related to the FY2017 Audit.

Towards the end of the summer, discussion for the FY2019 budget will begin.

Mr. Kiszona asked for a forecast of what the budgets may be like in 4-5 years, or 10 years from now. Is there a trend? Mr. Francisco said that in 4 years a debt payment will fall off, which is why we are utilizing the Rate Stabilization Fund for the next few years. Capital projects need planning and other factors such as utilities, salaries, insurance etc. need to be projected. Mr. Donati stressed that this is another reason to have an Asset Management Plan. Mr. Wauhop said

part of budget every year is to set aside funds for capital improvements. Mr. Piazza stated we could also do things to reduce our costs, such as solar panels at the Oxford site. The Authority's electric bills are very high.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing further to report than what was discussed in Executive Session.

ENGINEER'S REPORT

Mr. Donati's report was included in the agenda packets.

Oxford Upgrade Loan: Mr. Donati believes the EPA audited the DEP on this project, so they are looking for a lot of detailed certification documents that CP Engineers is attempting to get from Tom Bartha & Son Excavating.

Interceptor Inspection: CP Engineers obtained quotes. He distributed info to the members. It needs to be determined if this work is considered a professional service. Alternate items were added, based on the operators' recommendation (this is a decision to be made at a later date).

Ms. Napolitani suggested that Mr. Donati contact John Snyder, who oversees Belvidere's Department of Public Works, to find out who Belvidere used to perform CCTV work on the town's entire collection system. She said the company is very good. Mr. Donati agreed to contact Mr. Snyder and will revisit the matter at a later meeting.

AUTHORITY CONSULTANT

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

Belvidere: He recapped maintenance items for the month. Greased all the process pumps and replaced the block heater on the Water Street standby generator. Replaced the hose on the polymer pump. Removed the slide gate on the county-line grease pit, which allows for some flow to leave that pit and then they will install a Little Giant Pump to pump the cleaner water back into the big pit to keep everything stirred up.

Oxford: He recapped maintenance items for the month. The operator replaced the front brakes on the 1994 Ford Escort and fabricated a new bucket for the grit chamber. Installed a pump for the sludge thickener to take care of rainwater. Patched around the manhole on Pequest Road, per former commissioner Rosenberg's request. Cleaned out the rags from the RAS pumps, pulled and cleaned all the dissolved oxygen probes, and replaced the aluminum chloride pump with a new one.

Under general business, we are still waiting to find out from DEP what the resolution is on PCFA's application for allowing us to do the Pilot Study on raw leachate.

Regarding the climbing screen, Mr. Wauhopp asked for permission to go out for bid as soon as the drawings and specs are ready.

Mr. Niece moved, and Mr. Piazza seconded to grant Mr. Wauhopp permission to go out for bids for the climbing screen for the Belvidere WWTP. There was a brief discussion about the cost. The motion passed unanimously on a roll call vote.

Our current sludge hauling contract is expiring soon, so Mr. Wauhopp requested permission to advertise for bids for a new contract. The bid opening will be on the morning of our July meeting, so that the Board can award a contract at that July 17 meeting.

Ms. Napolitani moved, and Mr. Kiszonak seconded to grant Mr. Wauhopp permission to advertise for bids for a new sludge hauling contract. The motion passed unanimously on a roll call vote.

The gentleman who created and maintained our website for free since 2011 is very sick and will no longer be able to maintain or update our website. Ms. Napolitani spoke about how when she became a commissioner, she was very proactive about us having a website and gave us the contact info for the gentleman who has been doing this service for free. He has saved the Authority a great deal of money. Ms. Kaspereen obtained 2 quotes for converting the current HTML site to WordPress and for maintaining and updating the site. The conversion process is a one-shot deal; one quote is for \$2,500 the other \$3,000. Maintaining and updating the website is an ongoing process. The vendor with the lowest quote, from Jean Paul Reece, will provide website content maintenance on a half hour basis of \$75.00, as needed. The other vendor, Nisivoccia LLC, offered an annual contract for \$3,500.

Several commissioners were familiar with Jean Paul Reece, since he does Oxford's, Belvidere's and White Township's websites and are happy with his work.

Ms. Napolitani moved, and Ms. O'Connor seconded to hire Jean Paul Reece to convert the Authority's current website from HTML to WordPress for \$2,500, and to utilize his services on a \$75 half hour basis to maintain and update the converted website, as needed. Mr. Reece will also include some training with using WordPress. All in favor, motion carried.

Mr. Wauhopp stated that the 1994 Ford Escort is on its last leg. Russ Berger's uncle has a 2008 Honda Civic with 100,000 miles on it that he is selling for \$5,000. Mr. Wauhopp is not asking for permission this evening to purchase it and he will get some pictures of the car for the Board. There was ongoing discussion about the need for the car. Some commissioners were for it, some against.

Ms. Kaspereen informed the Board that she had a hard drive issue with her computer recently, but after contacting Lou Nisivoccia, was able to resolve the matter, for now. He suggested that she get a new computer, since it is 6 years old. She was not requesting authorization for purchasing a new computer this evening, but to keep it in mind for later. She obtained one quote for under \$1,000, plus set up and transfer of files. She was told to bring the matter up at the next meeting, as well as the car. Mr. Tipton urged caution with purchasing the new computer;

making sure nothing is destroyed since we are in litigation.

FINANCE (Treasurer)

Mr. Piazza moved that Resolution #18-24 (Certificate No. 383: \$112,725.60) 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. Piazza moved that Resolution #18-25 (Certificate No. 391: \$1,953.00) 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 to report.

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, Ms. Napolitani moved, and Ms. O'Connor seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:42 p.m.

Patricia Kaspereen
Administrative Assistant

RESOLUTION

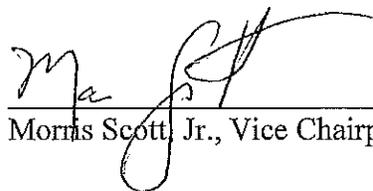
WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

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:
Litigation
Contract 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



Morris Scott, Jr., Vice Chairperson



Laurel Napolitani, Secretary

DATED: June 19, 2018

RESOLUTION RE:

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

I HEREBY CERTIFY, that the bills listed on the attached Resolution of June 19, 2018, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2018 budget.



Morris Scott, Jr., Vice Chairperson



Laurel Napolitani, Secretary

Certificate No. OP 383

Dated: June 19, 2018

Moved by: Mr. Piazza

Seconded by: Mr. Niece

Yes 8

No 0

Abstain 0

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: June 19, 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 #18574 - #18588	5/24-6/7/18	\$34,733.52
	Due 6/19/18	<u>77,992.08</u>
	Total	\$112,725.60

PENTAMATION
DATE: 07/27/2018
TIME: 11:04:03

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='05/24/2018'
DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18574	05/24/2018	ACCURATE WASTE REMOVAL SE	R	6192.00 ACCOUNTS PAYABLE CHECK
18575	05/24/2018	AMERIGAS	R	190.05 ACCOUNTS PAYABLE CHECK
18576	05/24/2018	CENTURYLINK	R	64.55 ACCOUNTS PAYABLE CHECK
18577	05/24/2018	COMCAST	R	198.90 ACCOUNTS PAYABLE CHECK
18578	05/24/2018	MAIN POOL & CHEMICAL CO.,	R	1574.00 ACCOUNTS PAYABLE CHECK
18579	05/24/2018	NEW JERSEY ANALYTICAL LAB	R	2676.00 ACCOUNTS PAYABLE CHECK
18580	05/24/2018	NEW JERSEY UTILITY AUTHOR	R	21477.36 ACCOUNTS PAYABLE CHECK
18581	05/24/2018	ONE CALL CONCEPTS, INC.	R	6.25 ACCOUNTS PAYABLE CHECK
18582	05/24/2018	VERIZON WIRELESS	R	113.88 ACCOUNTS PAYABLE CHECK
18583	05/24/2018	WELLS FARGO VENDOR FINANC	R	237.12 ACCOUNTS PAYABLE CHECK
TOTAL FUND				32730.11
TOTAL REPORT				32730.11

PENTAMATION
DATE: 07/27/2018
TIME: 11:05:44

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='06/07/2018'
DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18584	06/07/2018	CENTURYLINK	R	124.61 ACCOUNTS PAYABLE CHECK
18585	06/07/2018	COMCAST	R	201.18 ACCOUNTS PAYABLE CHECK
18586	06/07/2018	JCP&L	R	3.15 ACCOUNTS PAYABLE CHECK
18587	06/07/2018	NEW JERSEY ANALYTICAL LAB	R	1537.50 ACCOUNTS PAYABLE CHECK
18588	06/07/2018	STAPLES CREDIT PLAN	R	136.97 ACCOUNTS PAYABLE CHECK
TOTAL FUND				2003.41
TOTAL REPORT				2003.41

PENTAMATION
 DATE: 07/27/2018
 TIME: 11:17:33

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='06/19/2018'
 DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18591	06/19/2018	ABB INC.	R	1320.00 ACCOUNTS PAYABLE CHECK
18592	06/19/2018	ACCURATE WASTE REMOVAL SE	R	6480.00 ACCOUNTS PAYABLE CHECK
18593	06/19/2018	BEVIDERE NAPA AUTO PARTS	R	143.52 ACCOUNTS PAYABLE CHECK
18594	06/19/2018	BILL HODGE ELECTRICAL CON	R	2400.00 ACCOUNTS PAYABLE CHECK
18595	06/19/2018	BILL HODGE ELECTRICAL CON	R	441.21 ACCOUNTS PAYABLE CHECK
18596	06/19/2018	BILL HODGE ELECTRICAL CON	R	1336.05 ACCOUNTS PAYABLE CHECK
18597	06/19/2018	BILLY WAUROP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
18598	06/19/2018	C & M AUTO PARTS	R	76.63 ACCOUNTS PAYABLE CHECK
18599	06/19/2018	CINTAS CORPORATION #101	R	271.25 ACCOUNTS PAYABLE CHECK
18600	06/19/2018	COMCAST	R	198.84 ACCOUNTS PAYABLE CHECK
18601	06/19/2018	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
18602	06/19/2018	CP ENGINEERS, LLC	R	5491.20 ACCOUNTS PAYABLE CHECK
18603	06/19/2018	CRISTAL ASSOCIATES, LLC	R	87.40 ACCOUNTS PAYABLE CHECK
18604	06/19/2018	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
18605	06/19/2018	FASSTENAL COMPANY	R	583.74 ACCOUNTS PAYABLE CHECK
18606	06/19/2018	FASSTENAL COMPANY	R	179.88 ACCOUNTS PAYABLE CHECK
18607	06/19/2018	FIRE FIGHTERS EQUIPMENT C	R	1147.00 ACCOUNTS PAYABLE CHECK
18608	06/19/2018	FLORIO PERRUCCI STEINHARD	R	736.00 ACCOUNTS PAYABLE CHECK
18609	06/19/2018	GERO, WAYNE	R	516.34 ACCOUNTS PAYABLE CHECK
18610	06/19/2018	JCP&L	R	12331.01 ACCOUNTS PAYABLE CHECK
18611	06/19/2018	JEFKO EQUIPMENT SUPPLIES	R	483.07 ACCOUNTS PAYABLE CHECK
18612	06/19/2018	JTORLE'S OFFICE SUPPLIES	R	51.38 ACCOUNTS PAYABLE CHECK
18613	06/19/2018	JOHNSON & TOWERS, INC	R	420.00 ACCOUNTS PAYABLE CHECK
18614	06/19/2018	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
18615	06/19/2018	L.E. RITTER LUMBER CO.	R	190.15 ACCOUNTS PAYABLE CHECK
18616	06/19/2018	LIN SUPPLY INC.	R	155.70 ACCOUNTS PAYABLE CHECK
18617	06/19/2018	MAIN POOL & CHEMICAL CO.,	R	1769.90 ACCOUNTS PAYABLE CHECK
18618	06/19/2018	MAYBERRY SALES & SERVICE	R	59.84 ACCOUNTS PAYABLE CHECK
18619	06/19/2018	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE CHECK
18620	06/19/2018	NEW JERSEY AMERICAN WATER	R	15.68 ACCOUNTS PAYABLE CHECK
18621	06/19/2018	NIECE, DONALD L.	R	166.67 ACCOUNTS PAYABLE CHECK
18622	06/19/2018	NISIVOCIA CONSULTING LLC	R	41.25 ACCOUNTS PAYABLE CHECK
18623	06/19/2018	NJ ADVANCE MEDIA	R	107.05 ACCOUNTS PAYABLE CHECK
18624	06/19/2018	ONE CALL CONCEPTS, INC.	R	8.75 ACCOUNTS PAYABLE CHECK
18625	06/19/2018	PASSAIC VALLEY SEWERAGE C	R	5640.00 ACCOUNTS PAYABLE CHECK
18626	06/19/2018	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
18627	06/19/2018	R & R PUMP & CONTROL SERV	R	5910.00 ACCOUNTS PAYABLE CHECK
18628	06/19/2018	R & R PUMP & CONTROL SERV	R	5910.00 ACCOUNTS PAYABLE CHECK
18629	06/19/2018	RIGO GENERAL HARDWARE	R	410.62 ACCOUNTS PAYABLE CHECK
18630	06/19/2018	RUSSELL REID INC.	R	3750.00 ACCOUNTS PAYABLE CHECK
18631	06/19/2018	SANICO INC.	R	121.00 ACCOUNTS PAYABLE CHECK
18632	06/19/2018	THE COUNTY OF WARREN	R	189.59 ACCOUNTS PAYABLE CHECK
18633	06/19/2018	TREASURER - STATE OF NJ	R	4779.59 ACCOUNTS PAYABLE CHECK
18634	06/19/2018	TREASURER - STATE OF NJ	R	4963.26 ACCOUNTS PAYABLE CHECK
18635	06/19/2018	WILSON PRODUCTS	R	108.50 ACCOUNTS PAYABLE CHECK
TOTAL FUND				77992.08

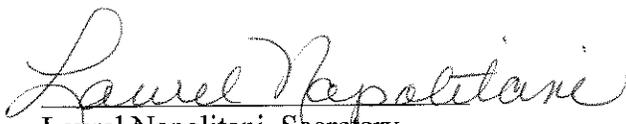
TOTAL REPORT 77992.08

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

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



Morris Scott Jr., Vice Chairperson



Laurel Napolitani, Secretary

Certificate No. CI 391

Dated: June 19, 2018

Moved by: Mr. Piazza

Seconded by: Ms. O'Connor

Yes 8

No 0

Abstain 0

Absent 1

PENTAWATION
DATE: 06/14/2018
TIME: 10:33:52

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 6/18

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
18589	10101	06/18/18	292 CP ENGINEERS, LLC	19006	ENGINEER/G SERV OXF UPGRD	441.00
18590	10101	06/18/18	539 FLORIO PERRUCCI STEINHARD	19006	LEGAL SERV OXF UPGRAD	1,512.00
TOTAL FUND						1,953.00
TOTAL REPORT						1,953.00