

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES June 20, 2012

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

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer and Consultant; Mark Peck, 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

Ms. Napolitani moved and Mr. Scott seconded to approve the minutes of the May 16, 2012 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Ms. O'Connor moved and Mr. Accetturo seconded to approve the minutes of the May 16, 2012 executive session, as presented. The motion passed. Roll call was as follows:

Mr. Accetturo	Yes	Mr. Rosenberg	Abstain
Mr. Kiszonak	Yes	Mr. Scott	Yes

Ms. Napolitani	Yes	Mr. Walsh	Absent
Ms. O'Connor	Yes	Chairman Chamberlain	Yes
Mr. Piazza	Absent		

CORRESPONDENCE

Ms. Napolitani recapped the correspondence:

1. A letter dated May 17, 2012, from the NJDEP to Beckett of White Twp, LLC granting a one-year extension of Beckett's TWA.
2. A letter dated May 17, 2012, from the NJDEP, Bureau of Construction and Connection Permits, regarding the TWA application for the Oxford WWTP Upgrade.
3. A memo dated May 18, 2012, from C&P to Mr. Tipton, Esq., about the DRBC NMC to EWQ analysis.
4. A letter dated May 22, 2012, from Mr. Sauder, Senior Environmental Specialist, C&P, to the NJDEP, Municipal Finance & Construction Element responding to the DEP (corr. #2).
5. A letter dated May 23, 2012, from Mr. Bale, Acting Supervisor, to Ms. Decker, Warren Haven Administrator regarding disposable wipes.
6. A letter dated May 25, 2012, from the NJDEP, Municipal Finance & Construction Element regarding the Stage I Cultural Resource Survey.
7. A letter dated May 29, 2012, from the NJDEP, Municipal Finance & Construction Element commenting on the documents submitted for the Oxford WWTP Upgrade.
8. A letter dated May 31, 2012, from the NJDEP addressing items in correspondence no. 2.
9. A memo dated June 1, 2012, from the Warren County Director of Purchasing regarding the County auction. (Ms. Kaspereen suggested that this is something the Authority might want to consider next year.)
10. A letter dated June 15, 2012, from the NJDEP to Mr. Wasser, laboratory manager for the Belvidere WWTP announcing that the lab performed acceptably for the Water Pollution Proficiency Study.
11. A letter dated June 15, 2012, from the NJDEP to Mr. Schnorrbusch, laboratory manager for the Oxford WWTP announcing that the lab performed acceptably for the Water Pollution Proficiency Study.

## GENERAL COUNSEL'S REPORT

Chairman Chamberlain introduced Mark Peck from Florio Perrucci Steinhardt & Fader. Mr. Peck is filling in this evening for Mr. Tipton.

Mr. Peck had nothing to report.

## ENGINEER'S REPORT

Sewer Extensions: One of the two residents who lives on Water Street in White Township and wants to connect to the sewer system contacted Mr. Donati. Both residents live in White but the Town of Belvidere owns the line, so they must deal with three separate government entities. The resident wants the Authority to design the residents' connections. Although Mr. Donati wants to assist them, he stated that the resident's request is not the Authority's responsibility because it is not our line and we should not assume the liability. Mr. Donati said there are some technical issues involved, which make the connections more complicated.

Chairman Chamberlain had directed Mr. Tipton to prepare a letter and send it to the residents informing them of the Authority's opinion on the matter.

After receiving his letter, one of the residents called Mr. Tipton and Ms. Kaspereen expressing frustration about the situation.

Due to the complicated nature of the connections, Chairman Chamberlain said the residents needed to hire an engineer to do their designs. This is going to be expensive and the Authority should not be assuming the costs; we would be setting a terrible precedent. He reiterated the Authority's opinion – Belvidere owns the line and should be involved in the decision, the residents need to hire their own professionals for their designs, and the Authority will assist them in any way we can.

Ms. Napolitani informed the Board that the attorney for Belvidere has written letters to the residents and drawn up an agreement.

Mr. Donati directed the resident to contact the town engineer since it is the town's line. He also gave the resident the name and number of the engineer who originally designed the siphon line.

Mr. Kiszonak acknowledged that the residents have burdensome hurdles to overcome, which are not their fault.

Mr. Accetturo said some Oxford residents had plenty of technical and costly problems to overcome with connections in the beginning. These connections were more expensive for them than for other Oxford residents.

Chairman Chamberlain said the White Township residents needed to determine if they want to connect to the sewer system or to utilize a septic system. The decision is theirs; they are not being forced to connect to the system.

Mr. Donati received a copy of the letter sent to the attorney for the Augustinian Sisters by the attorney for Belvidere about not obtaining proper permits before connecting to the system.

Warren Haven: As directed, Mr. Bale sent a letter to Warren Haven regarding disposable wipes. The administrator, Ms. Decker, responded immediately and informed Mr. Bale that they do not use those types of materials at her facility.

The Authority will continue to track down the source of these wipes coming into the Oxford WWTP.

Oxford Upgrade Permitting: The NJDEP FHA (Flood Hazard Application) permit continues to be an issue. The Authority may have to go to the next level of permitting, which will result in an additional \$3,000 permit fee. Mr. Donati requested authorization from the Board to get a check from the Authority before next month's meeting for this fee, if necessary. The Board was agreeable to his request.

As discussed last month, the DRBC wants to institute its new measurable change analysis and are trying to impose a Nitrate limit. Since last month, there has been a conference call with C&P's water quality expert and the DRBC. They agreed to take our data, put it into their non-completed model and calibrate and run their model. The water quality expert believes this should be favorable for the Authority and show we are not causing any issues. In addition, Mr. Tipton contacted Governor Florio for his assistance. Mr. Donati is hoping the matter is on the DRBC docket for their July 11 meeting.

Local permits for Oxford go through the DCA (Department of Community Affairs). CP Engineers was able to meet with the DCA for a pre-application meeting earlier today. The meeting was daunting. They want a complete application for each structure. Permits are required for the contractor and engineer's trailers.

Upgrade Financing: The bonding process was briefly discussed. Costs were revisited. Mr. Kiszonak asked, hypothetically, at what point would it become cost prohibitive to do the upgrade, with all these different agencies having different and costly requirements? There was further discussion.

Contract No. 09-01: Previously, HC Constructors had billed for more work than was completed, at which time Mr. Donati deducted those charges from their bill. The work has since been completed and there is a payment request for \$2,300.48 in the bills list.

Sludge Transportation Contract: The current sludge-hauling contract expires on July 31, 2012. It is a 3-year contract. The bid documents have been updated and Mr. Donati requested authorization to advertise for bids to be received on July 18, for award of the contract that same evening.

Mr. Scott moved and Ms. Napolitani seconded to advertise for bids for the sludge transportation contract. All in favor.

As an aside, Russell Reid, our current hauler contacted the Authority to propose extending the current contract by one year at the current price. Mr. Donati stated that our current contract does not have a one-year extension provision, so he did not know if agreeing to Reid's proposal would be legal. In addition, there may be other reasons for not agreeing to their proposal. Mr. Donati asked Mr. Peck for his opinion. Mr. Peck said it would depend on whether the contract provides for the possibility on an extension. Without the provision, it would be like entering into a new contract and because it is over the bid threshold, we would need to go out to bid. He would like to look into it a little more for confirmation. Mr. Donati will review the contract again and forward it to Mr. Tipton. Mr. Peck recommended being ready to advertise.

Manhole Inspections: All but about 10 manholes have been inspected. The uninspected manholes are located in wetlands and currently inaccessible from a safety point of view. They will be inspected in the fall when the ground may be drier. Mr. Rosenberg requested a particular manhole be inspected where rainwater collects and drains into it.

### CHIEF OPERATOR'S REPORT

Operations: Both plants are performing well.

Mr. Wasser revisited the issue of the part-time worker's hours. The commissioners were concerned the additional hours would cost the Authority more money in benefits (i.e. pension and health). Mr. Peck will discuss this with Mr. Tipton. In the meantime, Mr. Peck suggested authorizing the increase in the part-time worker's hours from 24 to 40 until the July 18 meeting, when the issue can be revisited.

Mr. Rosenberg moved to increase the permanent part-time worker's hours to 40 hours per week until the July 18 meeting. Mr. Kiszonak seconded. The motion passed unanimously on a roll call vote.

Mr. Wasser requested permission to purchase (thru petty cash) a used diamond-plated toolbox from one of the employees for \$50. It will be placed in one of the Authority's trucks to house a DC to AC inverter and tools. The board agreed to his request.

### FINANCE

Chairman Chamberlain presented the resolutions for the Operating and Capital bills.

Ms. O'Connor moved that Resolution #12-28 (Certificate No. 311: \$54,367.52) be approved to pay all bills from the Operating Fund. Mr. Accetturo seconded. The motion passed unanimously on a roll call vote.

Ms. Napolitani moved that Resolution #12-29 (Certificate No. 319: \$92,613.75) be approved to pay all bills from the Capital Improvements Fund. Mr. Accetturo seconded. The motion passed unanimously on a roll call vote.

## UNFINISHED BUSINESS

Chairman Chamberlain updated the Board on the status of hiring a part-time plant superintendent. The job was posted on the County and Authority websites and the Riverbend Advertiser. As of today, only one resume has been received, so, he recommended expanding the advertising in hopes of receiving more resumes. Ms. Kaspereen will update the deadline on the websites and research other avenues of advertisement.

## NEW BUSINESS

Ms. Kaspereen initiated discussion about Internet Security, both onsite and offsite backups, and the age of the two computers in the administration building. She spoke with Nisivoccia Consulting who provides information technology services. Both computers are 7 ½ years old. The cost would be minimal for Nisivoccia to set up Ms. Kaspereen's computer for local backup thru an external hard drive and offsite backup as well. Ms. Kaspereen was authorized to purchase Internet Security that was transferable to another computer and to have Nisivoccia set up local and offsite backups for her computer. Regarding the age of the computers, Chairman Chamberlain instructed her to have Lou Nisivoccia research the cost of a new computer for her for the next meeting. The Authority will wait on deciding about purchasing another computer until the new hire is in place.

## PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Mr. Scott moved and Ms. Napolitani seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 8:43 p.m.

  
Patricia Kaspereen  
Administrative Assistant