

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES

July 17, 2013

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

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer; Charles L. Houck, Authority Chief Financial Officer; Brian Tipton, Esq., Authority Legal Counsel; 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

Mr. Scott moved and Ms. Napolitani seconded to approve the minutes of the June 19, 2013 regular meeting, as presented. The motion passed unanimously on a roll call vote.

Mr. Scott moved and Ms. O'Connor seconded to approve the minutes of the June 19, 2013 executive session, as presented. The motion passed unanimously on a roll call vote.

CORRESPONDENCE

Ms. Napolitani recapped the correspondence:

1. A letter dated June 21, 2013, from Mr. Mikulka, CPM, Senior Project Manager, CP Engineers to Mr. Paull, Chief, Northern Bureau of Water Compliance & Enforcement, NJDEP, regarding the pre-emptive affirmative defense claim for the Oxford WWTF.

2. A letter dated June 27, 2013, from Mr. Donati, P.E., VP, CPE to Mr. Patel, Division of Water Quality, Municipal Finance & Construction Element, NJDEP, submitting a Reserve Capacity Analysis for the Oxford WWTP Upgrade.
3. A letter dated July 1, 2013, from Mr. Guida, Collection System Operator for the Township of Oxford, submitting the township's monthly collection system report.

CFO'S REPORT

Mr. Houck asked the Board if they would like to continue with the past practice of him meeting with the Finance Committee to prepare the next year's budget, prior to presenting a draft to the full Board. The draft will then be circulated to all the commissioners for the October 16, 2013 meeting. By statute, the FY2014 budget must be introduced by the end of October. Adoption of the budget takes place at the December meeting.

Hearing no objections from the Board, Chairman Chamberlain instructed Mr. Houck to proceed as he has in the past in preparing the budget.

Mr. Houck left the meeting.

GENERAL COUNSEL'S REPORT

Mr. Tipton is in the process of reviewing the contract documents for the Oxford WWTF Upgrade. He will be meeting with Mr. Donati within the next couple of weeks to go over any potential legal clarifications and revisions.

Mr. Tipton prepared the professional services contract between the Authority and Billy Wauhopp & Associates. As discussed last meeting, the terms are substantially similar to the current agreement, but with a modified rate of \$75,000 a year.

Mr. Piazza made a motion to adopt Resolution #13-30, authorizing the award of a non-fair and open contract for professional consulting services to Billy Wauhopp & Associates for one year. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

ENGINEER'S REPORT

Oxford Upgrade Design: The design is complete.

Oxford Upgrade Permitting: We are still waiting for approval from the DEP for the TWA modification, before the Trust grants us approval to go out to bid.

Submissions have also been sent to the State Comptroller's office, which has to review all bid documents before we can go out to bid. We have requested a waiver of their 30-day notification period. Mr. Tipton's office is assisting with this request.

Once the permits are done, the NJEIFP has to issue an Environmental Decision Document before we can request permission to advertise from the Trust.

Mr. Donati is hopeful that we will be able to go out to bid by the end of this month.

The local construction permit applications have been submitted to the DCA, and Mr. Donati will be meeting with them possible this Friday.

Axford Avenue Pump Station: CPE is putting together the necessary bid documents. Mr. Donati met with Mr. Wauhob and Mr. Berger at the site last week to insure everything is included. The bid documents should be done within the next couple of weeks.

At Mr. Piazza's request, Mr. Donati gave a brief synopsis of why the Oxford WWTP Upgrade is needed.

AUTHORITY CONSULTANT

Mr. Wauhob distributed his report before the meeting. He recapped the list of some of the maintenance items performed in-house within the last month.

Smith Motors fixed the brakes on the Jet Truck.

Last Friday, the sludge thickener rake arm for the FST #2 broke and jammed the skimmer blade. The operators diverted all flow to the #1 tank, drained the #2 tank, and made the necessary repairs.

A water meter was ordered to meter the clear water being recycled at the Oxford plant. Mr. Wauhob displayed and explained charts he created to track, on a daily basis, phosphate, TDS and turbidity in the effluent, as well as the daily flow including what is received from the PCFA. Since starting the process of recycling the clear water into the plant, the plant seems to have settled down. During this period, phosphate and TDS levels were steadier and turbidity improved. These results are preliminary but look good, stressed Mr. Wauhob. Monitoring will continue. The operators will be able to see this information on a daily basis, which will aid them in operating the plant.

However, there is a limit to how much water can be added because we do not want to lose the bugs. The bugs remove ammonia. Discussion ensued about this recycling process and the upgraded plant.

Mr. Niece spoke briefly about PCFA's pretreatment plant and their leachate and its effect on the MUA's facility. He said coordination between the two plants is important and that Mr. Wauhob is doing a good job in the matter.

Under general business, Mr. Wauhob and two of the operators visited the sewer plant for the town of Milford to observe how they backwash their sand-filter. It is similar to ours. Afterward,

Mr. Wauhopp realized that our filter is set up with the wrong settings for backwashing and changes will be made to our operating procedure.

Mr. Donati asked Mr. Wauhopp if flows from the Augustinian Recollects Center have remained consistent. Mr. Wauhopp will furnish him with the flow information. Ms. Napolitani asked Mr. Wauhopp if she could have the CFO for White Township contact him for assistance regarding billing and meter readings. He agreed to her request.

As of July1, staffing at the Oxford facility is back to normal.

FINANCE (TREASURER)

Mr. Piazza announced that revenue from Covanta and PCFA was higher than anticipated, and expenses are in line with the budget.

Mr. Piazza moved that Resolution #13-28 (Certificate No. 332: \$34,404.64) be approved to pay all bills from the Capital Improvements Fund. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #13-29 (Certificate No. 324: \$57,187.09) be approved to pay all bills from the Operating Fund. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

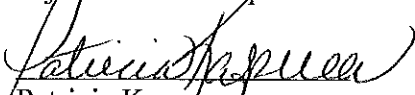
PUBLIC COMMENT

There was no public present.

EXECUTIVE SESSION

None.

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 8:09 p.m.

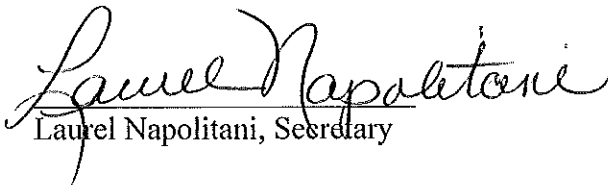

Patricia Kasperech
Administrative Assistant

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF JULY 2013.

I HEREBY CERTIFY that the bills listed for CAPITAL IMPROVEMENTS are in
accordance with the Authority's July 2013 budget.



Chad Chamberlain, Chairperson



Laurel Napolitani, Secretary

Certificate No. CI 332

Dated: July 17, 2013

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 8

No 0

Abstain 0

Absent 1


**CAPITAL IMPROVEMENT
BILLS LIST
July 17, 2013 Meeting**


1. CP Engineers, LLC	
Period: June 1, 2013 to June 30, 2013	
Engineering Services	
Value Engineering Study Phase 2 Implementation	
Oxford WWTP Upgrade\$20,256.14
2. CP Engineers, LLC	
Period: June 1, 2013 to June 30, 2013	
Engineering Services	
Vertical Screen Design	
Oxford WWTP Upgrade <u>14,148.50</u>
Total\$34,404.64

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTH OF JULY 2013.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of July 17, 2013, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2013 budget.


Chad Chamberlain, Chairperson


Laurel Napolitani, Secretary

Certificate No. OF 324

Dated: July 17, 2013

Moved by: Mr. Piazza

Seconded by: Ms. O'Connor

Yes 8

No 0

Abstain 0

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: July 17, 2013

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 # 15659-15668	6/26-7/10/13	\$13,964.38
	Due 7/17/13	<u>43,222.71</u>
	Total	\$57,187.09

PENTAMATION
 DATE: 06/26/2013
 TIME: 10:52:14

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 6/13

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15659	10101	06/26/13	CENTURYLINK	5076	TELE/FAX/LAN BEL	306.57
15659	10101	06/26/13	CENTURYLINK	5076	TELE/ALRM BRKFLD	19.90
15659	10101	06/26/13	CENTURYLINK	5076	TELE/ALRM S WTR PS	31.11
	TOTAL CHECK					357.58
15660	10101	06/26/13	ONE CALL CONCEPTS, INC.	5024	ONE CALL LOCATES MAY	4.56
15661	10101	06/26/13	TD BANK, NA	5047	NJEIT ADMIN FEE 02/07 LOA	3,150.00
15662	10101	06/26/13	TD BANK, NA	5047	NJEIT ADMIN FEE 03A LOAN	1,575.00
15663	10101	06/26/13	UNIVAR USA INC	5521	CAUSTIC SODA	754.97
15664	10101	06/26/13	VERIZON WIRELESS	5076	MOBILE PHONES & OCCS	102.34
	TOTAL FUND					5,944.45
	TOTAL REPORT					5,944.45

PENTAMATION
 DATE: 07/10/2013
 TIME: 10:53:08

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 7/13

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15665	10101	07/10/13	CENTURYLINK	5076	TELE/ALRM WH2	42.04
15665	10101	07/10/13	CENTURYLINK	5076	TELE/FAX/OXF STP	88.65
15665	10101	07/10/13	CENTURYLINK	5076	TELE/ALRM AXF AVE	34.47
15665	10101	07/10/13	CENTURYLINK	5076	TELE/ALRM WH1	31.11
	TOTAL CHECK					196.27
15666	10101	07/10/13	JCP&L	5071	ELECT S WTR ST PS	654.98
15666	10101	07/10/13	JCP&L	5071	ELECT BEL STP	7,070.59
15666	10101	07/10/13	JCP&L	5071	ELECT LIBERT ST MTR	3.25
	TOTAL CHECK					7,728.82
15667	10101	07/10/13	NEW JERSEY AMERICAN WATER	5072	WATER SERV S WTR ST	10.60
15667	10101	07/10/13	NEW JERSEY AMERICAN WATER	5072	WATER SERV S WTR ST	10.60
	TOTAL CHECK					21.20
15668	10101	07/10/13	RICOH USA, INC.	5026	COPIER LEASE	73.64
	TOTAL FUND					8,019.93
	TOTAL REPORT					8,019.93

PENTAMATION
 DATE: 07/12/2013
 TIME: 10:31:09

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 7/13

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15669	10101	07/17/13	165 BILLY WAUHOP & ASSOCIATES	5029	MGMT/OPER SUPER OWNER REP	5,906.13
15670	10101	07/17/13	206 C & M AUTO PARTS	5024	MISC SUPPLIES JET TRK	56.96
15670	10101	07/17/13	206 C & M AUTO PARTS	5024	MISC SUPPLIES JET TRK	43.98
			TOTAL CHECK			100.94
15671	10101	07/17/13	265 CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	7.24
15671	10101	07/17/13	265 CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	7.24
15671	10101	07/17/13	265 CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	12.24
15671	10101	07/17/13	265 CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	12.24
15671	10101	07/17/13	265 CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	12.24
15671	10101	07/17/13	265 CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	7.24
15671	10101	07/17/13	265 CINTAS CORPORATION #101	5043	UNIFORM RENT/DEL	12.24
			TOTAL CHECK			77.92
15672	10101	07/17/13	287 COUNTY OF WARREN	5028	SUPP SERV FINANCE OFFICE	800.00
15672	10101	07/17/13	287 COUNTY OF WARREN	5028	SUPP SERVICE FINANCE OFFI	800.00
			TOTAL CHECK			1,600.00
15673	10101	07/17/13	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	1,240.00
15673	10101	07/17/13	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	2,305.25
15673	10101	07/17/13	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	504.55
15673	10101	07/17/13	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	77.50
15673	10101	07/17/13	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	331.00
15673	10101	07/17/13	292 CP ENGINEERS, LLC	5545	ENGINEERING SERVICES	77.50
			TOTAL CHECK			4,535.80
15674	10101	07/17/13	340 DEUTSCH, SIDNEY	5011	STIPEND JULY	166.63
15675	10101	07/17/13	368 DON & LENS AUTO PARTS INC	5024	MISC MAINT SUPPLIES	24.35
15675	10101	07/17/13	368 DON & LENS AUTO PARTS INC	5024	MISC MAINT SUPPLIES	54.03
15675	10101	07/17/13	368 DON & LENS AUTO PARTS INC	5024	MISC OIL	8.41
			TOTAL CHECK			86.79
15676	10101	07/17/13	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVI CES	493.00
15677	10101	07/17/13	625 GERO, WAYNE	5092	REIMB HEALTH BENEFITS	456.36
15678	10101	07/17/13	715 HACH COMPANY	5509	DO PROBE/KIT	1,265.95
15679	10101	07/17/13	935 JCP&L	5071	ELECT WIR ST	3.58
15679	10101	07/17/13	935 JCP&L	5071	ELECT OXF STP	4,876.83
15679	10101	07/17/13	935 JCP&L	5071	ELECT AXF AVE	40.23
			TOTAL CHECK			4,920.64
15680	10101	07/17/13	1020 KASPEREN, PATRICIA	5024	PETTY CASH REIMB	121.77
15680	10101	07/17/13	1020 KASPEREN, PATRICIA	5022	PETTY CASH REIMB	22.31
			TOTAL CHECK			144.08
15681	10101	07/17/13	1040 KISZONAK, DREW	5011	STIPEND JULY	167.07
15682	10101	07/17/13	1110 L.F. RITTER LUMBER CO.	5024	MISC MAINT SUPPLIES	69.89
15683	10101	07/17/13	1150 LIN SUPPLY INC.	5024	MISC PLUMBING SUPP	40.93
15683	10101	07/17/13	1150 LIN SUPPLY INC.	5024	MISC PLUMBING SUPP	33.69

PENTAMATION
 DATE: 07/12/2013
 TIME: 10:31:09

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 2
 VENCHK11
 ACCOUNTING PERIOD: 7/13

FUND - MUA01 - MON UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
15683	10101	07/17/13	1150 LIN SUPPLY INC.	5024	MISC PLUMBING SUPP	6.08
15683	10101	07/17/13	1150 LIN SUPPLY INC.	5024	MISC MAINT SUPPLIES	119.49
		TOTAL CHECK				200.19
15684	10101	07/17/13	1227 MAYBERRY SALES & SERVICE	5024	REGULATOR FOR ZTURN	72.43
15685	10101	07/17/13	1330 NAPOLITANI, LAUREL	5011	STIPEND JULY	292.07
15686	10101	07/17/13	1355 NIECE, DONALD L.	5011	STIPEND JULY	167.07
15687	10101	07/17/13	1520 PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISP 5/16-6/15	5,600.00
15688	10101	07/17/13	1565 PIAZZA, ROBERT	5011	STIPEND JULY	291.63
15689	10101	07/17/13	1590 PUMPING SERVICES, INC.	5024	SEWAGE PUMPS FOR DECONT	1,380.00
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	176.40
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	220.00
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	220.00
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	48.00
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	12.50
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	1,379.00
15690	10101	07/17/13	1630 QC LABORATORIES INC.	5509	LAB ANALYSIS	220.00
		TOTAL CHECK				2,338.40
15691	10101	07/17/13	1741 RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	10.28
15691	10101	07/17/13	1741 RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	33.19
		TOTAL CHECK				43.47
15692	10101	07/17/13	1765 ROSENBERG, PHILIP H.	5011	STIPEND JULY	167.07
15693	10101	07/17/13	1780 RUSSELL REID INC.	5024	PUMP OUT GREASE INTERCPT	1,700.00
15693	10101	07/17/13	1780 RUSSELL REID INC.	5079	SLUDGE HAULING	3,998.40
15693	10101	07/17/13	1780 RUSSELL REID INC.	5079	SLUDGE HAULING	2,665.60
		TOTAL CHECK				8,364.00
15694	10101	07/17/13	1780 RUSSELL REID INC.	5024	WET WELL CLEAN OUT	1,842.50
15695	10101	07/17/13	2050 UNIVAR USA INC	5521	CAUSTIC SODA	681.76
15695	10101	07/17/13	2050 UNIVAR USA INC	5521	CHEMICALS	1,790.92
		TOTAL CHECK				2,472.68
		TOTAL FUND				43,222.71
		TOTAL REPORT				43,222.71

RESOLUTION #13-30: AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL CONSULTING SERVICES, FOR 2013 - 2014

WHEREAS, there exists a need for professional consulting services relative to engineering and management of the business and supervision of the Warren County (Pequest River) Municipal Utilities Authority (Authority), as set forth in detail in the attached Agreement between this Authority and Billy Wauhopp & Associates, L.L.C. (Contractor); and

WHEREAS, the Authority desires to contract for services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the terms of this Agreement reflect approved monthly fees for a defined scope of services, and based thereon the Authority has determined that the annual cost for the services is \$75,000, which value will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from August 16, 2013 to August 15, 2014; and

WHEREAS, Contractor has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the County of Warren, New Jersey, in the previous one year, and that the contract will prohibit the Contractor from making any reportable contributions through the term of the contract; and

WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into a contract with Billy Wauhopp & Associates, L.L.C. as described herein.
2. The contract is awarded without competitive bidding as a "Professional Service" because professional engineering services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).
3. A Notice of this resolution shall be published in the official newspapers as required by law within ten days of its passage.
4. One copy of this Resolution, and the contract itself, shall be made available at the Authority offices for public inspection.
5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.

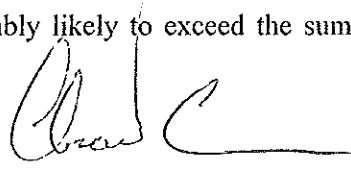
CERTIFICATION

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on July 17, 2013.

BY: 
Laurel Napolitani, Secretary

CERTIFICATION

I, Chad Chamberlain, Chairman of the Authority, do this date certify that the contract mentioned herein exceeds, or is reasonably likely to exceed the sum of \$17,500.00 during its term.

BY: 
Chad Chamberlain, Chairman

Dated: July 17, 2013