

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES July 20, 2011

Secretary Napolitani, who was the presiding officer of the meeting in Chairman Chamberlain's absence, 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.

Present at Roll Call:

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

Angelo Accetturo (entered after roll call – 7:35 p.m.)

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer and Consultant; Jessica Cardone, Esq., Authority Legal Counsel; John Wasser, Chief Operator; and Patricia Kaspereen, Administrative Assistant.

Risk manager for the county, Michael Grossmann, was also present.

Secretary Napolitani led everyone in the Pledge of Allegiance and then read the Introductory Statement.

MINUTES

Mr. Piazza moved and Mr. Kiszonak seconded to approve the minutes of the June 15, 2011 regular meeting, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence.

1. A letter dated June 28, 2011, from Mr. Wasser to Mr. Cavanagh, NJDEP regarding the force main break on June 26, 2011.
2. A letter received on June 29, 2011, from NJDEP to Chairman Chamberlain attaching the Preliminary Draft Surface Water Renewal Permit Action for the Oxford Area Wastewater Treatment Plant (WWTP).
3. A letter dated June 30, 2011, from Ms. Kaspereen, Fund Commissioner, to PERMA regarding the JIF/MEL underwriting renewal application for 2012 and risk management.
4. A letter dated July 1, 2011, from Mr. Guida, Collection System Operator for the Township of Oxford, to Ms. Kaspereen submitting his monthly report.
5. A letter dated July 19, 2011, from Ms. Kaspereen to Cintas Corporation regarding the uniform rental service agreement.

GENERAL COUNSEL’S REPORT

Mr. Accetturo entered the meeting.

Ms. Cardone presented a form of resolution memorializing and ratifying action taken at last month’s meeting in relation to the Augustinian Recollects Center.

Mr. Rosenberg made a motion to adopt Resolution 11-31, authorizing an agreement between the Authority and the Augustinian Recollect Sisters for the purpose of calculating the connection fee based on an agreed upon flow number of 2,145 g.p.d., in connection with Block 51, Lot 1, in the Township of White. Ms. O’Connor seconded. Roll was as follows:

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

The point of contact for the above project will be between the Authority’s attorney and the Sister’s attorney.

ENGINEER’S REPORT

Under operations, there was a force main break on June 26, 2011 at the Axford Avenue pump station. The operating staff responded quickly and was able to minimize the release of wastewater. They also worked closely with the excavator to minimize repair costs. The DEP hotline was contacted and a letter (corr. no 1) sent to the DEP as required.

The NJDEP sent a copy of the preliminary draft surface water renewal permit action for the Oxford Area WWTP (corr. no. 2). C&P reviewed it and prepared a memo that was distributed to the commissioners. There were a couple of errors and the DEP agreed to correct them. The DEP also agreed to the MUA's request for a reduction in reporting and testing requirements. The next step will be the DEP sending us the draft.

Mr. Donati distributed copies of the feasibility study for the Oxford upgrade.

In order to keep pace with the schedule, C&P began the preliminary design phase of the upgrade by meeting with the Authority's operating staff.

Included in the commissioners' agenda packets was a proposal from C&P, for professional engineering services for the design and bidding phase of the upgrade. Ms. Napolitani initiated discussion as to whether RFPs should be generated, from a procedural standpoint.

The total anticipated costs for the entire upgrade, including soft costs such as C&P's proposal, are not expected to exceed fifteen million dollars. C&P's proposal, which is just over nine-hundred thousand, compares favorably with the curve provided by the American Society of Civil Engineers for consulting engineer services as a percentage of construction costs. The estimated construction cost is eleven million dollars. In addition, C&P is intimately acquainted with the MUA's needs and its facilities, and presented the Board with the four options for the upgrade, including advising the Authority of the most cost effective option from both a construction and operations perspective. C&P is continuing to pare down construction costs. Moreover, they will prepare very clear contract documents, in order to eliminate serious change orders in the future.

Mr. Piazza stated C&P was appointed as the Authority's consulting engineer in February, and felt this type of project falls within that service.

Mr. Piazza made a motion to appoint Cerenzio & Panaro as Engineer of Record for the Oxford WWTP Upgrade. Mr. Accetturo seconded. Roll call was as follows:

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

Mr. Donati will prepare an agreement for the proposal for professional engineering services for the design and bidding phase of the upgrade for next month's meeting. The Board authorized C&P to continue with the preliminary design of the upgrade.

Regarding Change Order No. 2 for Contract No. 09-01 (Belvidere WWTP influent screening), things are moving slowly. There have been some staff changes at HC Constructors. They are proceeding with shop drawings.

Mr. Donati and Mr. Piazza attended the meeting between the Township of White and DEP about Wastewater Management mapping. The DEP reps agreed that their map was technology driven and that the Route 46 corridor must be reconsidered. As requested, C&P sent a letter to the mayor of Belvidere.

CHIEF OPERATOR'S REPORT

Mr. Wasser reported that both plants are operating well.

On July 10, there was a slight mishap at the Oxford facility; repairs were done that same day by the operating staff.

Mr. Wasser is exploring the idea of eliminating the need for Abcode Security for the alarms and installing direct dialers. He has obtained three quotes; the lowest is \$7,424 for eight dialers. These dialers would pay for themselves in 5 years. He has been experiencing problems with Abcode.

FINANCE (Treasurer's Report)

As Mr. Piazza mentioned at last month's meeting, he discussed with Mr. Olshefski (county financial analyst) the low amount of interest we are getting on the money market account. The county is dealing with the same problem. There are several reasons, one of which is the money has to remain liquid. In addition, the state imposes many requirements and restrictions on public money.

He reviewed the monthly financial reports with the Board. Expenditures are below budget for this time of year.

Mr. Piazza moved that Resolution #11-32 (Certificate No. 300: \$61,598.80) be approved to pay all bills from the Operating Fund. Mr. Accetturo seconded. All in favor.

Mr. Piazza moved that Resolution #11-33 (Certificate No. 308: \$29,323.70) 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

Mr. Grossmann gave a brief overview of the proposals for risk management. Chairman Chamberlain conferred with the subcommittee about the proposals. Discussion ensued about risk management and insurance.

Mr. Rosenberg made a motion to table action on the resolution for risk management until next month's meeting. Mr. Piazza seconded. The motion passed. Roll call was as follows:

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

Regarding uniforms for the operators, Mr. Piazza inquired about the possibility of giving them a clothing allowance in lieu of the Authority renting uniforms. Quotes will also be obtained from several vendors, so the commissioners can consider both options.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Ms. O'Connor moved and Mr. Kiszonak seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 8:40 p.m.

Patricia Kaspereen
Administrative Assistant