

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES August 15, 2012

---

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

Also, in attendance were:

Stephen Donati, P.E., Authority Engineer and Consultant; Charles L. Houck, Authority Chief Financial Officer; Brian Tipton, Esq., Authority Legal Counsel; John Wasser, Chief Operator; and Patricia Kaspereen, Administrative Assistant.

Billy J. Wauhopp also attended.

Chairman Chamberlain led everyone in the Pledge of Allegiance and then read the Introductory Statement.

### MINUTES

Mr. Piazza moved and Ms. Napolitani seconded to approve the minutes of the July 18, 2012 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Mr. Piazza moved and Mr. Kiszonak seconded to approve the minutes of the July 18, 2012 executive session, as presented. The motion passed. Roll call was as follows:

Mr. Accetturo	Absent	Mr. Rosenberg	Yes
Mr. Kiszonak	Yes	Mr. Scott	Absent

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

If there were no objections, Chairman Chamberlain suggested combining the approval of the minutes for the special meeting and executive session held on August 8, 2012.

Hearing none, Mr. Piazza moved and Mr. Rosenberg seconded to approve the minutes of the August 8, 2012 special meeting and executive session, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence:

1. A letter dated July 31, 2012, from the NJDEP enclosing the Final Surface Water Minor Modification Permit Action for the Oxford WWTF.
2. A letter dated August 1, 2012 to Mr. Bale from Greenman-Pedersen, Inc., regarding a pavement rehabilitation project in Knowlton and White Township. (According to Mr. Donati, this does not affect the Authority and we will respond as such.)
3. A collection system report dated August 2, 2012, from Mr. Guida, Collection System Operator for the Township of Oxford.
4. A letter dated August 3, 2012, from the DRBC to Chairman Chamberlain regarding the Oxford WWTP Docket No. D-1971-096 CP4.
5. A letter dated August 8, 2012, from the NJDEP to Paul Sterbenz, engineer for the town of Belvidere, regarding the town's Wastewater Management Plan.

CFO'S REPORT

Mr. Houck commented on the monthly financial report prepared by his office. The Authority is on course and there is nothing of concern with regard to the 2012 budget.

It is that time of year for preparing the budget for the next fiscal year. The budget must be introduced at least 60 days prior to the start of the next fiscal year, which would be the October 17<sup>th</sup> meeting. Mr. Houck requested direction from the board. In the past, he has met with the

Treasurer to prepare the preliminary budget and then distributed the information to the board. He hopes to have something by the September regular meeting.

Mr. Houck needs to meet with Mr. Donati to prepare a cash flow model for funding the Oxford WWTP Upgrade.

Mr. Piazza agreed to schedule a meeting within the next few weeks, to meet with Mr. Houck and the Finance Committee to discuss the FY2013 budget.

### GENERAL COUNSEL'S REPORT

General Counsel's report needed to be discussed in Executive Session.

Hearing no objections, Chairman Chamberlain changed the Order of Business and moved the Executive Session scheduled to occur at the end of the meeting to the present time.

At approximately 7:41 p.m., Mr. Piazza moved to enter into Executive Session for the purpose of discussing personnel. Mr. Rosenberg seconded. Mr. Tipton asked that contract negotiations be added. Mr. Piazza amended his motion to include contract negotiations. All in favor. (Mr. Wasser, Ms. Kasperen and Mr. Wauhopp stepped out of the meeting for the executive session.)

Mr. Piazza moved and Ms. O'Connor seconded to return to open session at approximately 8:20 p.m. All in favor.

Mr. Tipton and Mr. Houck left the regular meeting.

Chairman Chamberlain presented a resolution authorizing the amendment to the existing agreement for professional engineering services related to the Oxford WWTP Upgrade with CP Engineers to include construction phase services. He said General Counsel recommended approval.

Mr. Rosenberg moved to approve Resolution #12-33, authorizing the amendment to the existing agreement for professional engineering services related to the Oxford WWTP Upgrade with CP Engineers to include construction phase services for an amount not to exceed \$1,139,664. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

Chairman Chamberlain requested a motion to terminate/eliminate the part-time/seasonal employment of the part-time/seasonal employee as of September 1, 2012. Mr. Piazza moved to terminate/eliminate the employment of the part-time/seasonal employee as of September 1, 2012. Mr. Rosenberg seconded. The motion passed unanimously on a roll call vote.

Chairman Chamberlain requested a motion to approve a professional services contract with Billy Wauhopp & Associates, LLC for \$65,000 per year for engineering and operational consulting services for the WCMUA, subject to a professional services agreement.

Mr. Piazza moved to approve a professional services contract with Billy Wauhopp & Associates, LLC for \$65,000 per year for engineering and operational consulting services for the WCMUA,

subject to a professional services agreement. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

Chairman Chamberlain congratulated Mr. Wauhop and invited him to join the meeting.

### ENGINEER'S REPORT

Operations: Correspondence #1 is a NJDEP correction.

Process Pumps at the Belvidere WWTP: The rep for the pump manufacturer came out to align the pumps at the manufacturer's expense.

Country View Village: The owner is installing a new flow meter. There is no provision in the contract between the Authority and the owner whereby the Authority can dictate what meter has to be installed. However, we did request information on the meter he is planning to install and deemed it appropriate, and requested that he periodically provide us with calibration reports. Mr. Donati suggested reminding users to provide the MUA with this type of information when sending out the bills.

Oxford Upgrade Permitting: After the MUA applied pressure in dealing with the Delaware River Basin Commission (DRBC), they are suddenly bringing up issues that were never brought up in the past. For example, in the Docket, there is a provision about yearly reporting of effluent requirements, but in the past, they never requested this information but suddenly they requested the data. Then, the DRBC sent the Authority a N.O.V (corr. #4) for TDS, based on information included in our application for the upgrade. Mr. Donati explained the situation in more detail to the commissioners. He spoke with Mr. Tipton, who said the MUA needed to approach PCFA about the TDS because it is their issue. Chairman Chamberlain recommended Mr. Donati coordinate a meeting with PCFA and Mr. Tipton. The results of that meeting will be discussed at the MUA's next meeting. Mr. Donati will also contact DRBC.

The Authority will be making a presentation before Oxford Township Land Use Board.

The NJDEP FHA (Flood Hazard Application) has been submitted.

Upgrade Financing: Bond Counsel has been notified that the Authority needs the interim financing in place earlier than anticipated, so we have to go to the Local Finance Board's October meeting. Therefore, the MUA will need to adopt a resolution at its September meeting authorizing the application.

A Value Engineering Study is needed for financing; it is a requirement of the funding agency. Mr. Wauhop will also be looking into ways to save money with regard to the upgrade. Chairman Chamberlain asked if having Mr. Wauhop perform the study would meet the requirement. Mr. Donati was unsure but he will check.

Management of General Business: Mr. Bale is preparing for a smooth transition to the new plant superintendent.

Wastewater Management Planning (WMP): The Township of Oxford opting into the Highlands, so they did Oxford's WMP. Mr. Donati will review it. Belvidere's WMP has been submitted and is being advertised (corr. #5) by the DEP.

### CHIEF OPERATOR'S REPORT

Operations: Both plants are running good.

On July 25<sup>th</sup>, the process pit was taken down and cleaned. There was approximately 16 tons of sand in the pit, so it cost a little bit more than anticipated.

Mr. Wasser obtained a few quotes for servicing the seven generators. The amount is approximately \$5,200, plus the cost of the oil and parts (if needed). The other quotes were about the same depending on the scope of the work, but he would prefer to use Jim Flynn's Truck Repair since they are local. The Board gave its approval.

Chairman Chamberlain confirmed with Mr. Wasser that he would set up monthly safety meetings.

### FINANCE

Mr. Piazza reviewed the financial reports and said we have not had to touch our reserves so far this year. He noted Mr. Houck prepared a spreadsheet to track the costs of the Oxford Upgrade; this will be updated monthly.

Mr. Piazza moved that Resolution #12-34 (Certificate No. 313: \$48,429.68) be approved to pay all bills from the Operating Fund, with the exception of the check made payable to Michael Walsh, which will be withheld. (There was a brief discussion regarding CP Engineer's bill for management.)

Mr. Rosenberg questioned the capital bill from the NJDEP for \$4,000, which Mr. Donati explained in more detail. Mr. Rosenberg recommended sending a letter objecting to paying this bill. There was further discussion regarding the bill.

Ms. Napolitani seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #12-35 (Certificate No. 321: \$110,017.03) be approved to pay all bills from the Capital Improvements Fund. Mr. Kiszonak seconded. The motion passed unanimously on a roll call vote.

### UNFINISHED BUSINESS

Ms. Kaspereen reported on the purchase of the new computer. Nisivoccia Consulting came in well under the amount allowed by the Board at last month's meeting. The total cost for a new computer, accessories, external hard-drive, software, and labor for transferring files, setting up

the computer with our network and onsite and offsite backups came to \$1,510. This amount also includes the first five months of off-site (online) backups.

### NEW BUSINESS

The November regular meeting has been rescheduled from Wednesday, November 21 to Tuesday, November 20, 2012.

Ms. O'Connor announced she would not be at the October meeting.

Chairman Chamberlain congratulated Mr. Wauhopp, and the other members welcomed him to the Authority. He, in turn, thanked them for their vote of confidence and addressed a few "housekeeping" items. Chairman Chamberlain said Mr. Wauhopp starts effective immediately.

### PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Ms. O'Connor moved and Mr. Rosenberg seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 9:24 p.m.

*Patricia Kaspereen*

Patricia Kaspereen  
Administrative Assistant