

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES

August 21, 2018

---

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	Sidney Deutsch	Absent
Morris Scott, Jr., Vice Chairman		
Laurel Napolitani, Secretary		
Robert Piazza, Treasurer		
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; 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. Kiszonak seconded to approve the minutes of the July 17, 2018 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Mr. Piazza moved, and Mr. Nyland seconded to approve the minutes of the July 17, 2018 executive session, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Absent	Ms. O'Connor	Abstain
Mr. Kiszonak	Yes	Mr. Piazza	Yes

Ms. Napolitani	Yes	Mr. Scott	Abstain
Mr. Niece	Abstain	Chairman Chamberlain	Yes
Mr. Nyland	Yes		

CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

- 1) A letter dated July 16, 2018, from Daniel Johnson, Director of Project Management, Intercounty Paving Associates, LLC, to Steve Donati, CP Engineers, regarding construction activity commencing on August 1, 2018.
- 2) A letter dated July 18, 2018, from Patricia Kaspereen, Administrative Assistant, to Spectraserve congratulating them on being awarded the Transportation of Liquid Sludge Contract #18-01.
- 3) A letter dated August 3, 2018, from Anthony Pilawski, Section Chief, Bureau of Pretreatment & Residuals, Water Pollution Management Element, Division of Water Quality, NJDEP to Permittees, enclosing a Final permit action related to the Belvidere Area WWTF and Oxford Area WWTF.

EXECUTIVE SESSION

At approximately 7:34 pm, Mr. Piazza moved, and Mr. Scott seconded to adopt Resolution #18-31, to enter an executive session to discuss personnel and litigation matters. All in favor, motion carried.

At 7:38 p.m., Mr. Scott moved, and Ms. O’Connor seconded to return to open session. All in favor, motion carried.

CFO’S REPORT

Mr. Francisco stated that last week the 2019 budget forms and instructions were received from the State. Within the next month, he and Mr. Olshefski will be meeting with Mr. Wauhopp and the Finance Committee to discuss the 2019 Budget. It will then be discussed at our September regular meeting, for approval at our October regular meeting. Our annual Rate Hearing is in December.

Regarding the monthly financial report, the Authority’s cash position is now down by \$210,000 for the year; this is not unexpected. In July, our final debt payment for the year was made. The payment was a little over \$700,000. Expenses are on target.

White Township was late in paying their third quarter billing. Mr. Olshefski is going to give them a friendly reminder of the due date and that the Authority could charge them interest. White was also late last February. A few commissioners felt this was unfair to other ratepayers.

## GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

## ENGINEER'S REPORT

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

CP Engineers submitted the Right-to-Know surveys to the State before the deadline.

CP Engineers is doing some piping schematics for the operators at the Oxford WWTP.

Correspondence: CPE had already responded about the Route 57 project that the Authority has no assets in that area. The NJPDES Permit is for sludge and is a master general permit.

Interceptor Inspections: Mr. Donati did not feel he got really good numbers, so he recommended revisiting the matter now that the busy season is ending. He stressed the importance of having these inspections done within the next year.

## AUTHORITY CONSULTANT

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

Chairman Chamberlain asked Ms. Kaspereen if she had anything to report about the Reverse Online Auction for Electrical Supply. She explained that our current contract expires at the end of October. She asked Mr. Tipton if it was still allowable to do a Reverse Online Auction for Electrical Supply. Ms. Kaspereen explained that the company who conducts the auction, EMEX, would get paid by the supplier. She recommended the auction take place the day of our September meeting and should the Board not be in favor of the rate, they are not obligated to do anything. Mr. Tipton said that this type of auction was still allowed. She will prepare a resolution for the next meeting and was just seeking permission to conduct the auction. The Board agreed to have EMEX conduct the auction.

## FINANCE (Treasurer)

Mr. Piazza moved that Resolution #18-32 (Certificate No. 385: \$49,588.29) be approved to pay all bills from the Operating Fund, as presented. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #18-33 (Certificate No. 393: \$1,582.24) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Scott 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 comment.

As there was no more business to come before the Authority, Mr. Scott moved, and Mr. Kiszona seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 7:48 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:

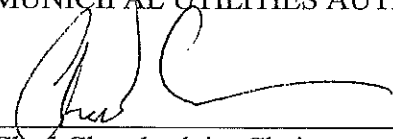
- 1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
- 2. The General nature of the subject matter to be discussed is as follows:

Personnel

Litigation

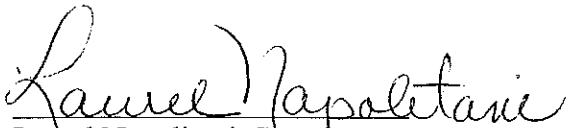
- 3. It is anticipated at this time that the above subject matter will be made public when appropriate.
- 4. This Resolution shall take effect immediately.

WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY




---

Chad Chamberlain, Chairperson




---


Laurel Napolitani, Secretary


DATED: August 21, 2018

**RESOLUTION RE:**

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

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of August 21, 2018, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2018 budget.

  
\_\_\_\_\_  
Chad Chamberlain, Chairperson

  
\_\_\_\_\_  
Laurel Napolitani, Secretary

Certificate No. OP 385

Dated: August 21, 2018

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: August 21, 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 #18680 - #18690

7/27/18	\$4,089.32
Due 8/21/18	<u>45,498.97</u>
Total	\$49,588.29

PENTAMATION  
DATE: 10/10/2018  
TIME: 15:29:27

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1  
ACCTPA21  
ACCOUNTING PERIOD: 10/18

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='07/27/2018'

DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18680	07/27/2018	AEA PROTECTIVE SYSTEMS, I	R	255.00 ACCOUNTS PAYABLE CHECK
18681	07/27/2018	CCP INDUSTRIES INC	R	89.60 ACCOUNTS PAYABLE CHECK
18682	07/27/2018	CENTURYLINK	R	64.72 ACCOUNTS PAYABLE CHECK
18683	07/27/2018	COMCAST	R	201.38 ACCOUNTS PAYABLE CHECK
18684	07/27/2018	COMCAST	R	198.87 ACCOUNTS PAYABLE CHECK
18685	07/27/2018	CRISTAL ASSOCIATES, LLC	R	210.80 ACCOUNTS PAYABLE CHECK
18686	07/27/2018	FASTENAL COMPANY	R	61.49 ACCOUNTS PAYABLE CHECK
18687	07/27/2018	MAIN POOL & CHEMICAL CO.,	R	2332.40 ACCOUNTS PAYABLE CHECK
18688	07/27/2018	NJ ADVANCE MEDIA	R	49.36 ACCOUNTS PAYABLE CHECK
18689	07/27/2018	NJ ADVANCE MEDIA	R	511.90 ACCOUNTS PAYABLE CHECK
18690	07/27/2018	VERIZON WIRELESS	R	113.80 ACCOUNTS PAYABLE CHECK
TOTAL FUND				4089.32

TOTAL REPORT  
4089.32



PENTAMATION  
 DATE: 10/10/2018  
 TIME: 15:32:18

PAGE NUMBER: 1  
 ACCTPA21  
 ACCOUNTING PERIOD: 10/18

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER INCLUDING SYSTEM VOIDS

SELECTION CRITERIA: chkstat.disp\_fund='MUA01' and chkstat.rundate='08/21/2018'


DISTRIBUTION FUND: MUA01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
18693	08/21/2018	ABB INC.	R	1333.25 ACCOUNTS PAYABLE CHECK
18694	08/21/2018	ACCURATE WASTE REMOVAL SE	R	5376.00 ACCOUNTS PAYABLE CHECK
18695	08/21/2018	BILLY WAUHOP & ASSOCIATES	R	7083.33 ACCOUNTS PAYABLE CHECK
18696	08/21/2018	C & M AUTO PARTS	R	65.98 ACCOUNTS PAYABLE CHECK
18697	08/21/2018	CENTURLINK	R	103.78 ACCOUNTS PAYABLE CHECK
18698	08/21/2018	CINTAS CORPORATION #101	R	254.06 ACCOUNTS PAYABLE CHECK
18699	08/21/2018	COMCAST	R	198.87 ACCOUNTS PAYABLE CHECK
18700	08/21/2018	COUNTY OF WARREN	R	1000.00 ACCOUNTS PAYABLE CHECK
18701	08/21/2018	CP ENGINEERS, LLC	R	6671.08 ACCOUNTS PAYABLE CHECK
18702	08/21/2018	DEUTSCH, SIDNEY	R	166.67 ACCOUNTS PAYABLE CHECK
18703	08/21/2018	FASTENAL COMPANY	R	482.54 ACCOUNTS PAYABLE CHECK
18704	08/21/2018	FASTENAL COMPANY	R	583.74 ACCOUNTS PAYABLE CHECK
18705	08/21/2018	FLORIO PERRUCCI STEINHARD	R	800.00 ACCOUNTS PAYABLE CHECK
18706	08/21/2018	GERO, WAYNE	R	516.34 ACCOUNTS PAYABLE CHECK
18707	08/21/2018	JCP&L	R	10166.82 ACCOUNTS PAYABLE CHECK
18708	08/21/2018	JCP&L	R	3.15 ACCOUNTS PAYABLE CHECK
18709	08/21/2018	KISZONAK, DREW	R	166.67 ACCOUNTS PAYABLE CHECK
18710	08/21/2018	LIIN SUPPLY INC.	R	13.54 ACCOUNTS PAYABLE CHECK
18711	08/21/2018	MAIN POOL & CHEMICAL CO.,	R	3341.00 ACCOUNTS PAYABLE CHECK
18712	08/21/2018	MAYBERRY SALES & SERVICE	R	150.37 ACCOUNTS PAYABLE CHECK
18713	08/21/2018	NAPOLITANI, LAUREL	R	291.67 ACCOUNTS PAYABLE CHECK
18714	08/21/2018	NEW JERSEY AMERICAN WATER	R	17.26 ACCOUNTS PAYABLE CHECK
18715	08/21/2018	NIECE, DONALD L.	R	166.67 ACCOUNTS PAYABLE CHECK
18716	08/21/2018	NU ADVANCE MEDIA	R	30.68 ACCOUNTS PAYABLE CHECK
18717	08/21/2018	NYLAND, ROBERT F.	R	166.67 ACCOUNTS PAYABLE CHECK
18718	08/21/2018	ONE CALL CONCEPTS, INC.	R	5.00 ACCOUNTS PAYABLE CHECK
18719	08/21/2018	PASSAIC VALLEY SEWERAGE C	R	3640.00 ACCOUNTS PAYABLE CHECK
18720	08/21/2018	PIAZZA, ROBERT	R	291.67 ACCOUNTS PAYABLE CHECK
18721	08/21/2018	PUMPING SERVICES, INC.	R	1156.06 ACCOUNTS PAYABLE CHECK
18722	08/21/2018	PIRZ WATER SUPPLY CO., IN	R	759.15 ACCOUNTS PAYABLE CHECK
18723	08/21/2018	R & R PUMP & CONTROL SERV	R	37.32 ACCOUNTS PAYABLE CHECK
18724	08/21/2018	RIGO GENERAL HARDWARE	R	253.64 ACCOUNTS PAYABLE CHECK
18725	08/21/2018	SANICO INC.	R	121.00 ACCOUNTS PAYABLE CHECK
18726	08/21/2018	STAPLES CREDIT PLAN	R	84.99 ACCOUNTS PAYABLE CHECK
TOTAL FUND				45498.97

TOTAL REPORT  
 45498.97

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

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

  
Chad Chamberlain, Chairperson

  
Laurel Napolitani, Secretary

Certificate No. CI 393

Dated: August 21, 2018

Moved by: Mr. Piazza

Seconded by: Mr. Scott

Yes 8

No 0

Abstain 0

Absent 0



PENTAMATION  
DATE: 08/17/2018  
TIME: 09:52:31

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 8/18

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
18691	10101	08/17/18	292 CP ENGINEERS, LLC	19002	ENGR'G SERV SCREEN	1,307.50
18692	10101	08/17/18	539 FLORIO PERRUCCI STEINHARD	19006	LEGAL SERV OXF UPGRD	274.74
TOTAL FUND						1,582.24
TOTAL REPORT						1,582.24