

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES September 21, 2011

Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:37 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
Robert Piazza, Treasurer	Laurel Napolitani	Absent
Angelo Accetturo	Philip Rosenberg	Absent
Everdina O'Connor	Morris Scott, Jr.	Absent
Michael Walsh (via speakerphone, then entered room at 7:58p.m.)		

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.

John Daly, Risk Manager, from Wells Fargo was also present.

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

MINUTES

Mr. Piazza moved and Ms. O'Connor seconded to approve the minutes of the August 17, 2011 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Approval of the minutes from the execution session held on August 17, 2011 was tabled until a future meeting.

CORRESPONDENCE

Chairman Chamberlain recapped the correspondence.

1. A letter dated August 18, 2011, from Chairman Chamberlain to PERMA regarding risk management.
2. A letter dated August 23, 2011, from Ms. Kaspereen to Mr. Marvin, County Administrator, Office of the Clerk for the Warren County Freeholders, requesting the county act as the Authority's Certifying Officer and Supervising Certifying Officer for the state health benefits and pension system.
3. A letter dated August 25, 2011, from Ms. Kaspereen to PERMA reserving the right to seek alternative options of its insurance program effective January 1, 2012.
4. A letter dated September 1, 2011, from Mr. Mikulka, Senior Project Manager, Cerenzio & Panaro, to the NJDEP, in response to the draft surface water permit renewal action for the Oxford WWTP. (submitted minor comments)

GENERAL COUNSEL'S REPORT

Cerenzio & Panaro Design Services Agreement for the Oxford Upgrade: During the month, Mr. Tipton's office and C&P worked out a variety of issues. The agreement is ready for approval, pending the Board's decision.

Personnel Policy: Chairman Chamberlain submitted to Mr. Tipton some suggestions for changes. He will review them and present his recommendations to the Board at the next meeting.

ENGINEER'S REPORT

Hurricane Irene: Mr. Donati commended the staff on operations during the hurricane. Approximately 6.8 inches of rain fell in 2 days.

Belvidere Pump Station: The station ran on its emergency generator for at least a day. The generator is 30 years old, and may need to be replaced in the future.

C & P Design Services Agreement for the Oxford Upgrade: The language in the agreement was tweaked to protect the Authority. The insurance matter was also covered.

Mr. Piazza moved to adopt Resolution 11-38, authorizing the award of a non-fair and open contract for professional engineering design, permitting and bid phase services related to the Oxford WWTP Upgrade, for an amount not to exceed \$929,100. Ms. O'Connor seconded. The motion passed; roll call was as follows:

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

Oxford Upgrade Preliminary Design: Mr. Donati suggested meeting with the staff and committee within the next couple of weeks.

Oxford Upgrade Financing: Mr. Donati is preparing a cash flow analysis for Mr. Houck.

Mr. Donati prepared and distributed a proposal for preparation of funding applications and coordination of project financing.

Mr. Walsh entered.

Mr. Piazza felt the cost was a small investment for the potential reward of receiving low-interest loans and/or grants.

Mr. Piazza moved to approve C&P's proposal for preparation of funding applications to the NJEIT and USDA and coordination thereof, for the upgrade, for an amount not to exceed \$34,900. Mr. Accetturo seconded. The motion passed unanimously on a roll call vote.

Mr. Donati reviewed the schedule with the commissioners. He contacted the DRBC to set up a meeting, and suggested attending the October 26th Freeholder meeting. A Letter of Intent needs to be filed with the NJEIT. This needs to be done on-line and by a designated agent of the Authority, who must be a full-time employee of the Authority. He prepared a resolution for the appointment of the designated agents.

Ms. O'Connor moved to adopt Resolution 11-39, appointing Mr. Wasser, Chief Operator, as the "Authorized Official"; Patricia Kaspereen, Administrative Assistant, as the "Authorized Representative"; and Cerenzio & Panaro, as the "Engineer" with respect to the NJEIFP SFY 2013 Loan Program. Mr. Piazza seconded. All in favor.

Belvidere WWTP Influent Screening: We should see some activity in the next six weeks.

111 Water Street, Belvidere: The owner signed a release and the operating staff completed the clean up. The homeowner's insurance company, as well as the Authority's denied the claim. Chairman Chamberlain thanked everyone for their participation.

CHIEF OPERATOR'S REPORT

Operations: Both plants held up well during the storms.

Summer Helper: Matt Berger's last week with the Authority was a few weeks ago. Mr. Wasser made a request to hire Matt Berger as a part-time worker for 24 hours per week at the same rate of pay.

Ms. O'Connor moved to hire Matt Berger as a part-time worker for three days a week, not to exceed 24 hours per week, at \$12.75 per hour. Mr. Accetturo seconded. The motion passed; roll call was as follows:

Mr. Accetturo	Yes	Mr. Rosenberg	Absent
Mr. Kiszonak	Absent	Mr. Scott	Absent
Ms. Napolitani	Absent	Mr. Walsh	Yes
Ms. O'Connor	Yes	Chairman Chamberlain	Yes
Mr. Piazza	No		

Seal-Coat Driveway: Postponed until next year.

Garage Doors – Belvidere WWTP: Three vendors were contacted, only two submitted quotes.

Mr. Piazza moved to have Summit Doors (lowest quote) install three new garage doors at the Belvidere facility for \$1,350 each. Mr. Accetturo seconded. All in favor.

License Renewals: The Board agreed to reimburse the operators for the cost of renewing their collection system and/or treatment licenses.

Return-Pump – Oxford Facility: the pump needs to be rebuilt, said Mr. Wasser. The cost should not be more than \$5,000.

Mr. Walsh made a motion to have R&R Pump & Control Services rebuild the return-pump at the Oxford facility at a cost not to exceed \$5,000. Mr. Piazza seconded. All in favor.

FINANCE (Treasurer's Report)

FY2012 Budget: The Finance Committee met with Mr. Houck and Mr. Olshefski to review preliminary budget numbers. The budget will be flat. Rates should remain the same. The budget has to be submitted to the state by the end of October. The Board needs to be prepared to

approve the budget at its October regular meeting. Some items on the capital budget needed clarification.

Mr. Piazza moved to approve the preliminary budget for FY2012, so that Mr. Houck could prepare the formal documents for approval at the October meeting. Mr. Accetturo seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #11-40 (Certificate No. 302: \$54,782.42) be approved to pay all bills from the Operating Fund. Mr. Accetturo seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #11-41 (Certificate No. 310: \$27,221.19) be approved to pay all bills from the Capital Improvements Fund. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

Chairman Chamberlain thanked Mr. Piazza and the rest of the Finance Committee for their hard work.

CFO's REPORT

Mr. Houck reviewed the monthly financial reports with the Board. Expenditures are at or below what was anticipated. So far, the Authority's finances are in good shape.

FY2012 Budget: Any questions, contact Mr. Houck. The documents he presents to the Board at the October meeting are the formal documents that will be submitted to the State.

Mr. Houck presented a resolution to insure that the Authority complies with Treasury regulations.

Mr. Piazza moved to adopt Resolution 11-42, declaring the Authority's intention to incur debt in connection with payment of the cost of various capital projects, and to reimburse various Authority funds or accounts for expenditures made toward the cost of the projects. Mr. Accetturo seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

Uniform Contract: The current vendor has agreed to lock in the new prices for the three-year contract. Chairman Chamberlain will sign the agreement.

NEW BUSINESS

Insurance: Chairman Chamberlain introduced the new risk manager, John Daly, from Wells Fargo Insurance. Mr. Daly thanked the Board for appointing Wells Fargo. He has reviewed our

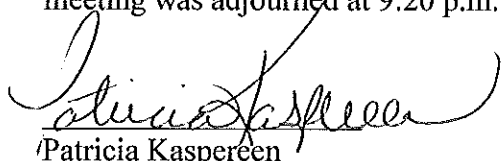
policies and files related to insurance and distributed his findings to the members. He expressed his concerns to the Board, who gave their consent for him to consult with Mr. Donati about values. Mr. Daly will contact Ms. Kasperen regarding the NJUA JIF renewal application for FY2012. In addition, he will explore alternative options for insurance, contact our current JIF, and report back to the Board at our next meeting.

During the incident caused by Tropical Storm Lee, it was discovered that the Authority does not own a camera. Mr. Piazza suggested the Authority purchase an inexpensive camera to take pictures for documentation purposes. The Board granted permission to Ms. Kasperen to purchase a digital camera for the Authority at a cost not to exceed \$250.

PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Ms. O'Connor moved and Mr. Accetturo seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 9:20 p.m.



Patricia Kasperen
Administrative Assistant