

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES

October 17, 2012

Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:31 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	Everdina O'Connor	Absent
Morris Scott, Jr., Vice Chairman		
Robert Piazza, Treasurer		
Laurel Napolitani, Secretary		
Sidney Deutsch		
Drew Kiszonak		
Philip Rosenberg		

Angelo Accetturo (entered meeting at 7:38)

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; Billy J. Wauhop, Authority Consultant; John Wasser, Chief Operator; 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. Scott seconded to approve the minutes of the September 19, 2012 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Mr. Scott moved and Mr. Piazza seconded to approve the minutes of the September 19, 2012 executive session, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence:

1. A Notice of Commission Action dated September 12, 2012, from the Delaware River Basin Commission (DRBC) with regard to the Oxford WWTP Upgrade.
2. A letter dated September 20, 2012, from the NJDEP to the Authority enclosing a Treatment Works Approval for the Oxford WWTP Upgrade.
3. A letter dated September 27, 2012, from Sean Sauder, Senior Environmental Specialist, CP Engineers to Mr. Finelli, P.E., Finelli Consulting Engineers regarding revisions to the Soil Erosion and Sediment Control Plan for the Oxford WWTP Upgrade.
4. A letter dated September 27, 2012, from the NJDEP to the Authority determining that the Oxford Area WWTP is in compliance with the department.
5. A letter dated October 10, 2012, from Mr. Wauhopp to the NJDEP regarding the annual report for 2011 for Wastewater Beneficial Reuse for the Belvidere facility.
6. A letter dated October 10, 2012, from Mr. Wauhopp to the NJDEP regarding the annual industrial report for the Belvidere Area STP permit.
7. A letter dated October 10, 2012, from Mr. Wauhopp to the NJDEP regarding the annual industrial report for the Oxford Area STP permit.
8. A letter dated October 12, 2012, from the NJDEP regarding its review, determination and approval of planning information for financial assistance from the New Jersey Environmental Infrastructure Financing Program relative to the Oxford WWTP Upgrade.

CFO'S REPORT

Mr. Houck prepared a resolution amending the FY2012 Budget. This is indicative of how tight the budget is for 2012. The amendment involves a transfer of funds from one line item to another, and does not change the total budget figure.

Mr. Accetturo entered the meeting.

Mr. Scott moved to adopt Resolution #12-40, requesting the Department of Local Government Services approve the amendment of the FY2012 Budget as follows: transferring \$6,000 from salaries and wages to fringe benefits. Mr. Piazza seconded, all in favor.

Mr. Houck prepared the official documents for introduction of the FY2013 Budget. The budget will be discussed in more detail at the annual public hearing in December. Adoption of the budget is scheduled to take place at the regular meeting, which immediately follows the public hearing.

Mr. Piazza moved to adopt Resolution #12-41, for approval of the introduced FY2013 Annual Operating and Capital Budgets, and to certify the FY2013 Annual Budget, including the Supplemental Schedules, and the FY2013 Capital Budget/Program as presented. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Houck left the meeting.

GENERAL COUNSEL'S REPORT

As discussed at last month's meeting, the DRBC sent their agreement, which Chairman Chamberlain signed. Per Mr. Tipton's request, Mr. Wauhop checked that there were not any threats of additional violations between the time-period in this agreement and the present. Hearing none, Mr. Tipton recommended the Board approve this form of agreement.

Mr. Scott moved and Mr. Kiszonak seconded to approve the form of agreement for the settlement with the DRBC.

Ms. Napolitani asked Mr. Tipton if the MUA would receive a reimbursement from PCFA, since he is legal counsel for both Authorities. Mr. Tipton responded that he could not answer her question because it was passed on to PCFA as a request from the MUA. To his knowledge, PCFA has not taken any action on the matter. Mr. Wauhop will discuss this later in the meeting.

The motion passed on a roll call vote as follows:

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

The agreement between the MUA and Billy J. Wauhop & Associates will be discussed in executive session.

The resolution for action taken by the Oxford Township Land Use Board was not memorialized because they did not have a quorum at their last meeting. They expect to have a quorum at their October 23rd meeting.

ENGINEER'S REPORT

DRBC TDS: Mr. Donati believes PCFA is aware that eventually they will have to put in additional treatment to remove TDS. However, in the short term they would like to pursue a

relaxation of the limit. Mr. Williams contacted Mr. Donati to see if CP Engineers would like to submit a proposal to perform that work. Mr. Donati wanted to check with the Board to make sure they were okay with this arrangement. CP Engineers would be working directly for the PCFA. In answer to questions put forth from the Board, he felt there would be no conflict since both Authorities are working toward the same goal.

Permit Compliance: In addition to the reports Mr. Wauhoh submitted to the DEP, CPE is working on the Local Limits Analysis.

Per Bond Resolution, CP Engineers is preparing the Annual Inspection Report.

Oxford Upgrade: The design is essentially complete and it is going through the Quality Assurance Process and obtaining final information from subcontractors.

Permitting: The NJDEP's review of the FHA (Flood Hazard Application) continues.

The Treatment Works Approval has been received (corr. #2).

CPE submitted revisions of the Soil Erosion and Sediment Control Plan (corr. #3), which should be approved shortly.

Regarding the Value Engineering Study, CPE contacted the NJEIFP to ask if the Study could be done in-house. They agreed to accept an in-house Value Engineering Study. Performing the study in-house will cost around \$21,500, whereas a Certified VE Study would cost about \$60,000. Mr. Wauhoh believes there are a couple of areas where the budget for the upgrade seems high and timing is an issue. In-house, the study can be completed by November 9 but outsourcing the study could take months. The Authority cannot go out to bid until the study has been completed. The funding agency is looking for a Resolution from the Authority.

Mr. Scott moved to adopt Resolution #12-42, authorizing the award of a Non-Fair and Open Contract for professional engineering services for completion of a Value Engineering Study of the design of the Oxford WWTP Upgrade. CP Engineers, LLC is to perform said services under the General Consulting Agreement and compensation for a defined scope of services in an amount not to exceed \$21,500. Mr. Piazza seconded.

Discussion ensued. Mr. Wauhoh did not see an issue with the study being completed by November 9, 2012. Mr. Donati said CP Engineers has two new professional engineers who were not involved in the design of the upgrade, so their review, along with Mr. Wauhoh's, will be completely fresh and they are considered experts in their fields.

The motion passed on a roll call vote.

Mr. Donati distributed and explained a draft of the estimated construction costs for the Upgrade. The figure is higher than expected, especially the electrical costs, he said. The costs were discussed in more detail.

SUPERINTENDENT'S REPORT

Mr. Wauhop distributed his report.

Operations: Mr. Codis installed shelving in the maintenance building to improve the efficiency of repairs.

The Belvidere operators winterized (enclosed) the new influent screen discharge chute.

Renovated and installed one of the twelve worm-gear operators for the pipe scum skimmers; the new design works. Two more were removed from the wet side, and the shims and needle thrust bearings have been received to repair six more. Two at a time will be repaired.

Last week, all the operators attended safety training provided by our JIF.

General Business: Mr. Wauhop requested authorization to advertise for bids for the annual chemical contract.

Mr. Scott moved and Mr. Rosenberg seconded to advertise for bids for the annual chemical contract. The motion passed on a roll call vote.

Mr. Wauhop is monitoring data regarding the TDS issue. He has enlisted the cooperation of PCFA. This data will be continuously monitored.

FINANCE (TREASURER'S REPORT)

Mr. Piazza commented on the monthly financial reports. We are still on target and have not had to touch any of our reserve.

Mr. Piazza moved that Resolution #12-43 (Certificate No. 315: \$57,154.80) be approved to pay all bills from the Operating Fund. Mr. Scott seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #12-44 (Certificate No. 323: \$88,459.28) be approved to pay all bills from the Capital Improvements Fund. Ms. Napolitani seconded. The motion passed unanimously on a 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 present.

EXECUTIVE SESSION

At approximately 8:36 p.m., Mr. Kiszona moved to enter into Executive Session for the purposes of discussing attorney-client privilege, contract negotiations and personnel. Mr. Scott seconded. All in favor.

Mr. Scott moved and Mr. Rosenberg seconded to return to open session at approximately 9:40 p.m. All in favor.

Mr. Scott moved to send a bill to PCFA for \$3,750. Mr. Piazza seconded with the request that the invoice include a note that the \$3,750 is without precedent. The motion passed, roll call was as follows:

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

Mr. Scott made a motion to terminate the current agreement for Chief Operator as of November 1, 2012, and to retitle the employee Licensed Operator and change his \$10,000 per year bonus to a \$3,000 incentive to be prorated for the end of FY2012. Ms. Napolitani seconded; the motion passed unanimously on a roll call vote.

As there was no more business to come before the Authority, Mr. Scott moved and Ms. Napolitani seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 9:44 p.m.

Patricia Kaspereen

Patricia Kaspereen
Administrative Assistant