

**WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY**

**MINUTES
October 19, 2011**

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

Philip Rosenberg (entered at 7:32 p.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 Daly, Authority Risk Manager; John Wasser, Chief Operator; and Patricia Kaspereen, Administrative Assistant.

Michael Grossmann from the county 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 September 21, 2011 regular meeting, as presented. The motion passed. Roll call was as follows:

Mr. Accetturo	Yes	Mr. Rosenberg	Abstain
Mr. Kiszonak	Abstain	Mr. Scott	Absent
Ms. Napolitani	Abstain	Mr. Walsh	Absent
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 the end of the meeting.

CORRESPONDENCE

Ms. Napolitani recapped the correspondence.

1. A letter dated September 23, 2011, from Birdsall Services Group to Mr. Wasser with the results of the 2011 environmental JIF audit.
2. A letter dated September 26, 2011, from the NJDEP to Chairman Chamberlain enclosing the final surface water renewal permit action for the Oxford WWTP.
3. A memo dated September 29, 2011, from Mr. Donati, P.E., Cerenzio & Panaro supplying facilities valuations.
4. A memo dated September 30, 2011, from Ms. Kaspereen to ECO USA, Project Manger for the Augustinian Recollect Center, regarding connection fees.

GENERAL COUNSEL'S REPORT

Authority Bylaws: As directed at last month's meeting, Mr. Tipton prepared a resolution to amend the bylaws to provide defense and indemnification to the commissioners for any actions or inactions they may take when acting in their official capacity, with the exception of anything fraudulent or criminal.

Ms. O'Connor moved to adopt Resolution #11-43, which amends the Bylaws by adding Article 7 to provide defense and indemnification to the commissioners. Mr. Piazza seconded. The motion passed unanimously on a roll call vote.

Personnel Policy Amendment for Substance Abuse: The Authority has two operators who have CDLs and one piece of equipment requiring a CDL. Having a vehicle that requires its operator to have a Commercial Driver License (CDL) triggers numerous regulations, which in turn places certain obligations on the Authority for drug and alcohol testing. Several members suggested asking the freeholders if they would entertain the idea of a shared services arrangement to address CDL compliance for the Authority. Upon direction of the Board, Mr. Wasser will speak with the county road department supervisor first and then contact Chairman Chamberlain. If the idea seems favorable, a letter will be sent to the freeholders requesting they entertain the idea.

ENGINEER'S REPORT

Augustinian Recollect Center: A memo was sent to the project manager confirming the connection fee amount and payment requirements. Mr. Donati reminded the rep that the connection design plans have not been approved and need to be revised and resubmitted.

Village Square: The owner's attorney contacted the Authority about the connection fee for the two new buildings being considered by the county. Mr. Donati faxed him the information.

Oxford WWTP Permit: The DEP issued the final permit, effective November 1, 2011.

Oxford Upgrade Preliminary Design: A tentative date of November 4th at 3:30 p.m. was set for Mr. Donati to meet with Mr. Wasser and the upgrade committee.

Oxford Upgrade Permitting: Applications need to be submitted to the Highlands Council, and for the Soil Erosion & Sediment Permit and Land Use Permit.

DRBC: C&P met with the DRBC on October 13 to discuss approval of the upgrade. Their review process is lengthy. So that the process is not delayed, an application and review fee of \$45,402 should be submitted immediately.

Mr. Piazza moved to submit the project review fee and application package to the DRBC for the Oxford WWTP Upgrade. Mr. Accetturo seconded. All in favor.

Financing Upgrade: The Letter of Intent was submitted for the NJEIFP by the October 5, 2011 deadline.

Oxford Upgrade Scheduling: Instead of attending the October 26th freeholder meeting, Mr. Donati is planning to attend their November 22nd meeting. He must submit a report beforehand for their review.

Belvidere WWTP Influent Screening: The contractor said he will be ready by mid-November for installation.

Mr. Donati presented Resolution #11-44, which memorializes formal action taken by the Board at last month's meeting for C&P's proposal for preparation and submission of funding applications related to the Oxford WWTP Upgrade. The cost is for a not to exceed amount of \$34,900. The general engineering consultant will prepare the applications under the existing general consultant agreement.

Chemical Contract: The Board gave authorization to solicit bids for the annual chemical contract.

CHIEF OPERATOR'S REPORT

Operations: Both plants are running good.

Axford Avenue Emergency Generator: A portable generator is used for this site. Mr. Wasser suggested purchasing a shed, placing the portable generator inside and installing an automatic transfer switch. The cost for the shed and switch should be approximately \$9,000. This is a rough estimate; Mr. Wasser will supply the Board with something in writing.

Return-Pump at Oxford Facility: the pump is being rebuilt.

FINANCE (Treasurer's Report)

Mr. Piazza reviewed the monthly financial reports. We are within budget. Expenditures are below what was anticipated. So far, the Authority's finances are in good shape.

Mr. Piazza moved that Resolution #11-45 (Certificate No. 303: \$61,869.78) be approved to pay all bills from the Operating Fund. Mr. Rosenberg seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #11-46 (Certificate No. 311: \$78,801.19) be approved to pay all bills from the Capital Improvements Fund. Mr. Accetturo seconded. The motion passed; roll call was as follows:

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

CFO's REPORT

FY2012 Budget: Mr. Houck presented the official budget documents. The budget is flat, with no increase in the user rate. Two copies of the introduced budget will be submitted to the State for review and approval. Adoption of the budget is scheduled for the open public meeting to be held on December 21, 2011.

Mr. Piazza moved to adopt Resolution #11-47, for approval of the proposed FY2012 Annual Operating and Capital Budgets, and to certify the FY2012 Annual Budget, including the Supplemental Schedules, and the FY2012 Capital Budget/Program as presented. Mr. Accetturo seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

Insurance: Mr. Daly gave an update on his findings. Valuations, exposures, JIF bylaws, public official liability and exclusions were discussed. He recommended increasing coverage for the last two months of 2011 for the higher valuation figure. The cost should be less than \$1600.

Mr. Grossmann commented on coverage and risks.

Ms. Napolitani moved to increase our coverage for the next two months with the NJUA JIF, as recommended. Mr. Kiszonak seconded. The motion did not pass; roll call was as follows:

Mr. Accetturo	No	Mr. Rosenberg	No
---------------	----	---------------	----

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

Mr. Daly will use the \$16 million figure for valuations for the NJUA JIF renewal application for FY2012 in order to obtain a quote. For additional quotes, he will explore alternative options with other insurance companies whose requirements and exclusions may be different from the NJUA JIF.

NEW BUSINESS

The Personnel Committee set up a tentative meeting for Thursday, November 3 at 7:30 p.m.

EXECUTIVE SESSION

At approximately 9:32 p.m., Mr. Accetturo moved and Mr. Kiszonak seconded to enter into executive session to discuss contract negotiations. All in favor.

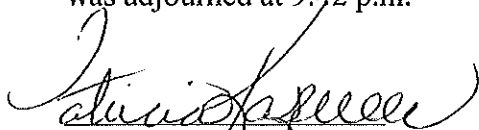
At approximately 9:40 p.m., Mr. Rosenberg moved and Ms. O'Connor seconded to return to open session. All in favor.

Ms. Napolitani moved and Mr. Piazza seconded to approve the minutes of the August 17, 2011 executive session. The motion passed unanimously on a roll call vote.

PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Ms. O'Connor moved and Mr. Piazza seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 9:42 p.m.


 Patricia Kasperech
 Administrative Assistant