

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES November 16, 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	Michael Walsh	Absent
Morris Scott, Jr., Vice Chairman	Robert Piazza	Absent
Angelo Accetturo		
Drew Kiszonak		
Everdina O'Connor		
Philip Rosenberg		

Laurel Napolitani, Secretary (entered at 7:36 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 Wasser, Chief Operator; and Patricia Kaspereen, Administrative Assistant.

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

MINUTES

Mr. Accetturo moved and Ms. O'Connor seconded to approve the minutes of the October 19, 2011 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Mr. Kiszonak moved and Ms. O'Connor seconded to approve the minutes from the executive session held on October 19, 2011, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Chairman Chamberlain reviewed the correspondence.

1. A memo dated October 25, 2011, from Municipal Excess Liability (MEL) JIF regarding elected/appointed officials' training seminars.
2. A letter dated October 31, 2011, from Mr. Sauder, Senior Environmental Specialist, C&P to the DRBC enclosing an application and review fee for the Oxford WWTP Upgrade.
3. A letter dated November 2, 2011, from Ms. Kaspereen to Mr. Marvin, County Administrator, Office of the Clerk for the Warren County Board of Chosen Freeholders, about the possibility of enrolling in the county's random drug and alcohol testing program for MUA operators who currently hold a CDL.
4. A letter dated November 10, 2011, from Mr. Durr, Facility Manager, Covanta to Ms. Lance, Oxford Township Sewer Collector (copy to Mr. Houck) regarding sewer billing and meter readings. (This correspondence was received today)

Ms. Napolitani entered the meeting.

GENERAL COUNSEL'S REPORT

Personnel Policy - Substance Abuse Testing Program: In response to the letter (corr. #3) sent to the County, Mr. Marvin contacted Mr. Tipton. Mr. Marvin saw no problem with the County including the MUA's employees in its program, as long as the Authority adopts the County's policy and pending freeholder approval. The commissioners authorized Mr. Tipton to prepare a resolution for next month's meeting, subject to freeholder approval.

ENGINEER'S REPORT

Chemical Contract: Mr. Donati, Mr. Tipton and Ms. Kaspereen worked on finalizing the documents for the chemical supply contract to go out for bids. The notice will be published tomorrow.

Oxford WWTP Upgrade Committee: C&P met with the committee and Mr. Wasser on November 4th to review the project status, permit status, schedule and design.

Oxford Upgrade Permitting: C&P submitted the project review fee and application package to the DRBC. Other permitting is proceeding.

Upgrade Financing: C&P created an asset management plan to improve the Authority's ranking with the NJEIT.

Oxford Upgrade Scheduling: On behalf of the Authority, Mr. Donati is scheduled to attend the county freeholder meeting on November 22, 2011. Per their request, he submitted an executive summary beforehand for their review.

Covanta: Discussion ensued regarding the letter (corr. #4) from Covanta. The Authority will contact them and perhaps Mr. Williams from PCFA. Last year the MUA offered to bill Covanta directly, but the town declined our offer. Mr. Houck suggested the MUA approach Oxford again with the offer. Chairman Chamberlain directed Mr. Houck to contact the sewer collector for the Township of Oxford.

Insurance: Mr. Daly contacted Mr. Donati with the information that he may have found an insurance company that would insure our facilities without including the concrete tanks. Mr. Donati recalculated the valuations, which dropped from \$16.6 million to \$9.6 million.

Supervision of Operations: As a result of the snowstorm on October 29, power was lost at the Belvidere Pump Station forcing it to run on emergency power. In the midst of this storm, the emergency generator broke down, but the operators were able to rent a temporary generator.

Flows: Flows at both plants remain very high for the last three months, which triggers a requirement for a capacity assurance program. C&P will send the DEP a letter stating that this situation is uncharacteristic for our facilities. Mr. Houck stated the flow data is being monitored for billing purposes also; one user has already been contacted.

CHIEF OPERATOR'S REPORT

Operations: Both plants are running good.

Belvidere Pump Station: The emergency generator's water pump failed during the snowstorm. The operating staff found a vendor for a replacement water pump and they are looking into keeping wear parts in stock for the engine. Repairing the generator and keeping parts on hand will be significantly less expensive than purchasing a new one, while still extending the useful life of the current one. In addition, Mr. Wasser will obtain quotes for servicing the generators at least once a year.

Axford Avenue Emergency Generator: As directed at last month's meeting, Mr. Wasser obtained additional quotes for the shed and installation of an automatic transfer switch. The lowest quotes for the shed and switch are \$2,815 and \$5,163, respectively.

Mr. Rosenberg moved and Mr. Scott seconded to approve the purchase and installation of the shed and automatic transfer switch for \$2,815 and \$5,163, respectively. All in favor.

Augustinian Recollect Center: The county engineer contacted the Authority about conducting an inspection during the sewer connection. Normally, the county engineer would do the inspection because it is located on a county easement, but he will forgo his inspection as long as the MUA is present during the connection to insure it is done properly.

FINANCE

Mr. Scott moved that Resolution #11-49 (Certificate No. 304: \$57,783.08) be approved to pay all bills from the Operating Fund. Ms. Napolitani seconded. The motion passed unanimously on a roll call vote.

Mr. Scott moved that Resolution #11-50 (Certificate No. 312: \$22,412.07) be approved to pay all bills from the Capital Improvements Fund. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

CFO's REPORT

Mr. Houck reviewed the monthly financial reports. The Authority's finances are in good shape. We are in no danger of exceeding the budget.

Cash Management Plan: Mr. Houck presented a resolution to amend the cash management plan by including an additional banking institution. His goal is to obtain a higher return on our investments. The new institution is offering a more favorable interest rate than other banks and for a longer period. He recommended the Board amend the current plan to include Investors Bank.

Mr. Scott moved to adopt Resolution #11-48, which amends the Cash Management Plan to include Investors Bank. Mr. Rosenberg seconded. The motion passed unanimously on a roll call vote.

UNFINISHED BUSINESS

Mr. Kiszona had some questions on the correspondence from the MEL JIF. Ms. Kaspereen will look into the seminar schedule for next year should we remain with that JIF.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public present.

EXECUTIVE SESSION

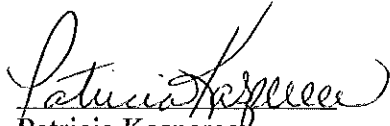
Chairman Chamberlain asked the Board if there were any objections to going into an executive session to discuss a personnel matter.

At approximately 8:29 p.m., Mr. Scott moved and Ms. O'Connor seconded to enter into executive session to discuss a personnel matter. All in favor.

At approximately 9:13 p.m., Mr. Scott moved and Mr. Rosenberg seconded to return to open session. All in favor.

No action was taken; the issue was tabled.

As there was no more business to come before the Authority, Mr. Scott moved and Ms. O'Connor seconded that the meeting be adjourned. The motion passed unanimously. The meeting was adjourned at 9:14 p.m.


Patricia Kasperech
Administrative Assistant