

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES December 16, 2015

Vice Chairman Scott called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:35 p.m. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

Roll Call:

Morris Scott, Jr., Vice Chairman	Chad Chamberlain	Absent
Laurel Napolitani, Secretary		
Robert Piazza, Treasurer		
Sidney Deutsch		
Drew Kiszona		
Donald Niece		
Everdina O'Connor		
Philip Rosenberg		

Also, in attendance were:

Brian Tipton, Esq., Authority Legal Counsel; Daniel Olshefski, Authority Chief Financial Officer; Kim Francisco, Authority Fiscal Officer; Stephen Donati, P.E., Authority Engineer; Billy J. Wauhop, Authority Consultant; and Patricia Kaspereen, Administrative Assistant.

Vice Chairman Scott read the Introductory Statement.

### MINUTES

Mr. Kiszona moved and Mr. Deutsch seconded to approve the minutes of the November 19, 2015 regular meeting, as presented. The motion passed. Roll call was as follows:

Mr. Deutsch	Yes	Mr. Piazza	Abstain
Mr. Kiszona	Yes	Mr. Rosenberg	Yes
Ms. Napolitani	Yes	Vice Chairman Scott	Yes
Mr. Niece	Yes	Chairman Chamberlain	Absent
Ms. O'Connor	Yes		

Ms. Napolitani moved to approve the minutes of the November 19, 2015 executive session, but noted an error on the date of her portion of the minutes. Her motion included correcting the error. Ms. O'Connor seconded. The motion passed. Roll call was as follows:

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

## CORRESPONDENCE

Ms. Napolitani recapped the correspondence listed below:

1. A letter dated November 19, 2015, from Mr. Mikulka, C.P.M., Senior Project Manager, CP Engineers to Ms. Martin, Municipal Finance & Construction Element, NJDEP enclosing Payment Requisition (reimbursement) #19 (State's #18) for the NJEIT for Contract No. 12-01: Oxford WWTF Upgrade.
2. A letter dated November 24, 2015, from Mr. Sauder, Project Manager, CP Engineers to Ms. Thomas, President, Tomar Construction Services enclosing the Substantial Completion Certificate for Contract No. 12-01: Oxford WWTF Upgrade.
3. A letter dated November 25, 2015, from Ms. Oakley, Bureau of Environmental, Engineering & Permitting, NJDEP to the Authority notifying the Authority that the TWA application for rehab of Warren Haven Pump Stations #1 & #2 is Administratively Incomplete.
4. A letter dated November 29, 2015, from Qual-Lynx to the Authority regarding a claim from Tomar Construction.
5. A letter dated November 30, 2015, from Ms. Kaspereen, Administrative Assistant, to Ms. Price, Affirmative Action Specialist, NJDEP enclosing the Quarterly SED reports for Contract No. 12-01: Oxford WWTF Upgrade.
6. A letter dated December 2, 2015, from Mr. Sakowych, P.E., Sr. Project Manager, CP Engineers to Mr. Patterson, NJDCA Electrical Subcode Official, in response to the Approved Final Inspection reports related to Contract No. 12-01: Oxford WWTF Upgrade.
7. A letter dated December 4, 2015, from Mr. Sauder, Project Manager, CP Engineers to Mr. Rockett, NJDCA Building Subcode Official, in response to inspection notes related to Contract No. 12-01: Oxford WWTF Upgrade.
8. A letter dated on December 4, 2015, from Mr. Zeppenfeld, P.E., Municipal Finance & Construction Element, NJDEP, to Mr. Wauhopp, Authority Consultant enclosing Interim Inspection reports for Contract No. 12-01: Oxford WWTF Upgrade.

9. A letter dated December 7, 2015, from Mr. Sauder, Project Manager, CPE to Mr. Wauhopp submitting quotes for Central Station Fire Alarm Monitoring for the Oxford WWTF.
10. A letter dated December 8, 2015, from Mr. Donati, P.E., V.P., CPE, to Mr. Wauhopp, Authority Consultant enclosing a copy of Progress Payment Application No. 23, submitted by Tomar Construction Services for Contract No. 12-01: Oxford WWTF Upgrade.
11. A letter dated December 8, 2015, from Ms. Guariglia, Senior Liability Analyst, Qual-Lynx to Ms. Kaspereen in response to a claim from Tomar Construction (correspondence no. 4).

### EXECUTIVE SESSION

At approximately 7:40 p.m., Mr. Rosenberg moved and Ms. O'Connor seconded to adopt Resolution #15-57, to enter into an executive session to discuss contract and personnel matters. All in favor, motion carried.

At 8:20 p.m., Mr. Kiszonak moved and Ms. O'Connor seconded to return to open session. All in favor, motion carried.

Mr. Kiszonak made a motion to give Ms. Kaspereen a one-time bonus of \$1,000, for the extra work accomplished over the course of the year. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

Ms. Kaspereen thanked the Board.

### CONNECTION FEE SUBCOMMITTEE REPORT

Mr. Piazza, who chaired the subcommittee, explained the purpose of the subcommittee was to establish an equitable system for charging connection fees. The State has an expansive list of different types of potential users who might want to connect to a sewer system. However, the subcommittee felt their flow numbers were unrealistic. The Authority afforded the owner of the LaTorre Plaza a 50% reduction from the State numbers. Therefore, the subcommittee is recommending the Authority use the State's numbers with a 50% multiplier for all applicants. At last month's meeting, Mr. Donati distributed a draft of different tables for calculating EDUs for connection fees that are more realistic than using DEP criteria. He prepared a resolution for consideration by the Board.

Mr. Kiszonak asked if the resolution allows for a special circumstance that may come up in the future that no one thought of at this point. Mr. Donati pointed out Note #2 at the end of the table (Appendix D) which provides for such an occasion.

Mr. Piazza moved to adopt Resolution #15-58, which amends the Rules and Regulations of the Warren County (Pequest River) Municipal Utilities Authority to incorporate revisions to the Authority's Service Rules for modification of the method used for calculating connection fees (Section 5.09 and Appendix D). Ms. O'Connor seconded. All in favor, motion carried.

#### CFO'S REPORT

Mr. Olshefski prepared and presented a resolution for amending the FY2015 Budget, for reclassification of budget amounts among expense categories.

Mr. Niece moved to adopt Resolution #15-59, which amends the FY2015 Budget for the Warren County (Pequest River) Municipal Utilities Authority for reclassification of \$26,300 among expense accounts. Mr. Rosenberg seconded. All in favor, motion carried.

As presented by Mr. Olshefski at the Annual Rate Hearing, there was a proposal to reduce the user rates for 2016. The proposed residential rate would be reduced from \$12.39 to \$11.12 per billing unit. The proposed industrial rate would be reduced from \$24.78 to \$22.24 per 1,000 gallons. He also presented the proposed billing for 2016.

Mr. Niece moved to approve the FY2016 billing, as presented. Mr. Rosenberg seconded. All in favor, motion carried.

Mr. Olshefski presented the resolution and certification for adoption of the FY2016 Capital and Operating Budgets. The DCA approved the budget.

Mr. Piazza moved to adopt Resolution #15-60, for the adoption and certification of the FY2016 Annual Operating Budget and Capital Budget/Program. Mr. Niece seconded and the motion passed unanimously on a roll call vote.

Mr. Olshefski presented the resolution for the amendment of the Authority's Rules and Regulations to incorporate annual adjustments to Appendix C.

Mr. Piazza moved to adopt Resolution #15-61, for the amendment of the Authority's Service Rules to incorporate the changes in user fees set at \$11.12 for residential users and \$22.24 for industrial users per Appendix C. Mr. Niece seconded. All in favor, motion carried.

Mr. Rosenberg moved to adopt Resolution #15-62, retaining the current connection fee rate of \$6,642.00 per EDU for FY2016. Mr. Niece seconded. All in favor, motion carried.

Ms. O'Connor moved to adopt Resolution #15-63, authorizing the appointment of Nisivoccia & Company, LLP, to provide the professional services of auditor for FY2016. Mr. Piazza seconded. All in favor, motion carried.

## GENERAL COUNSEL'S REPORT

Aside from discussion in Executive Session, Mr. Tipton had nothing further to report.

## ENGINEER'S REPORT

Mr. Donati commended the Board for reducing the user rates.

His report was included in the agenda packets.

Sewer Extensions: The owners of the Oxford Textile property contacted Mr. Donati for information on sewer capacity at our Oxford STP, connection fees, and any other fees. Mr. Donati informed the owner that there is about 220,000 gallons per day of available capacity at this time. Their proposed development would generate approximately 97,000 g.p.d. He also provided them with other fee information.

Oxford Upgrade: Substantial Completion was deemed to be November 19, 2015. Mr. Donati prepared and presented a resolution for the Board's consideration.

Ms. Napolitani moved to adopt Resolution #15-64, authorizing utilization of the Oxford WWTF by issuing a Certificate of Substantial Completion, dated November 19, 2015, for Contract #12-01. Mr. Kiszona seconded. All in favor, motion carried.

Final Completion is the next step, which is when all the punch list items are completed.

Tomar submitted payment request #23 for \$207,970.70, which CPE has recommended for payment.

The Authority must determine the scope of work needed for the work removed from Contract #12-01 by Change Order #5, plus some additional items requested by DCA, and possibly other miscellaneous items. Mr. Donati recommended using the Trust for this work. Mr. Wauhop and our operators will get together with CPE to discuss the rest of the work. The Upgrade Committee will be consulted. Recommendations will be brought before the Board by the end of January 2016.

## AUTHORITY CONSULTANT

Mr. Wauhop distributed his report prior to the meeting.

Belvidere plant: He recapped maintenance items performed during the month. In the anoxic zone, a mixer stopped working and was sent out for repair and replaced with a spare. Wasting is done over an 8-hour period during the night, which helps keep the flow going through the plant and helps with decant water. At the Water Street Pump Station, the operators removed and rewired the lights for LED lighting. The polymer pump was replaced and is now used on a regular basis to help with settling. Of the 4 meters left over from Change Order #5 of Contract

#12-01, one was installed at the head of the plant to monitor total influent flow to the Belvidere plant. Nine hundred pounds of sand was added to the sand filter that was lost over the last few years.

Oxford plant: Mr. Wauhoh recapped maintenance items performed during the month. The new disk filters were cleaned and serviced. New sludge judges were made for the two new clarifiers. The outdoor light poles were sold via online auction for \$6,601.00. The operators assisted in installing a new drain collection system around the new garage and it was also tied into the grate collection system.

Under general business, work continues on improving sludge thickening at the Belvidere plant. Mike Codis has been attending classes for his S2 license and some of his classmates visited our site. The two former blowers from the Oxford facility were sold via on-line auction for \$1,200. The #6 MCC at the Oxford plant is now fully enclosed to protect it against extreme cold temperatures. The bypass road was re-stoned.

As discussed last meeting, Mr. Wauhoh presented a resolution to amend the Personnel Policy to include a policy regarding cell phone usage.

Mr. Kiszonak moved to adopt Resolution #15-65, amending the Personnel Policy regarding cell phone usage. Ms. O'Connor seconded. All in favor, motion carried.

Mr. Wauhoh also presented a resolution for appointment of our risk manager.

Mr. Rosenberg moved to adopt Resolution #15-66, appointing Sharon Cooper of Public Entity Advocates as our Risk Management Consultant for 2016. Ms. O'Connor seconded. All in favor, motion carried.

Mr. Wauhoh requested the Board's approval to contract with AFA Protection Systems for central station fire alarm monitoring of the Oxford facility. CPE obtained three quotes and recommended AFA who submitted the lowest quote.

Mr. Niece moved to contract with AFA Protection Systems for monitoring the fire alarms at the Oxford facility per their quote dated December 3, 2015. Mr. Rosenberg seconded. All in favor, motion carried.

Lastly, Mr. Wauhoh requested permission to order a second Kaiser blower for the Belvidere plant before the price increase in mid-January. There is \$21,000 allocated in the FY2016 budget for this item.

Mr. Niece moved and Mr. Kiszonak seconded to order a new Kaiser blower for the Belvidere plant before January 15, 2016. The motion passed unanimously on a roll call vote.

## FINANCE (Treasurer)

The bills were reviewed and one bill was pulled from Operating for review.

Mr. Piazza moved that Resolution #15-67 (Certificate No. 353: \$77,108.06) be approved to pay all bills from the Operating Fund, except a bill from R&R Pump for \$367.70. Mr. Niece seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza moved that Resolution #15-68 (Certificate No. 361: \$44,352.23) be approved to pay all bills from the Capital Improvements Fund as presented, with the exception of the Tomar bill. He deferred to Mr. Tipton on the matter. Mr. Rosenberg seconded. The motion passed unanimously on roll call vote.

Due to outstanding liens, liquidated damages, retainage and a limited remaining contract balance, Mr. Tipton recommended the Authority not pay any of the current payment request #23 at this time. There are still outstanding change orders that need to be resolved. The situation and numbers will be revisited at the next meeting.

Mr. Piazza stated that based on legal advice, he recommended no action be taken on Tomar's payment request #23 this month.

## UNFINISHED BUSINESS

There was no unfinished business.

## NEW BUSINESS

There was no new business.

## PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Ms. Napolitani moved and Ms. O'Connor seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 9:16 p.m.

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Patricia Kaspereen  
Administrative Assistant

**RESOLUTION**

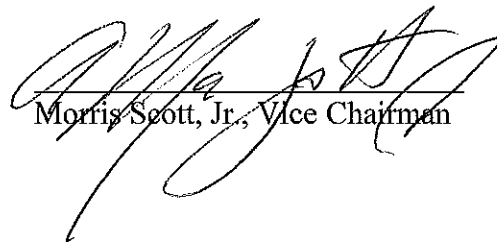
**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist.

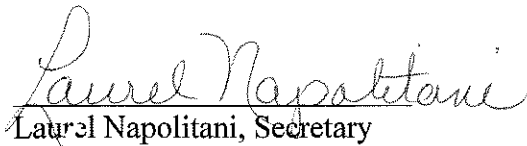
**NOW, THEREFORE, BE IT RESOLVED** by the Warren County (Pequest River) Municipal Utilities Authority of the Township of White, County of Warren and State of New Jersey, as follows:

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:  
  
Contract and Personnel Matters
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



Morris Scott, Jr., Vice Chairman



Laurel Napolitani, Secretary

DATED: December 16, 2015



**RESOLUTION NO: #15-58**

**AMENDING THE RULES AND REGULATIONS OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY TO INCORPORATE REVISIONS TO THE AUTHORITY'S SERVICE RULES TO MODIFY THE METHOD FOR CALCULATION OF CONNECTION FEES.**

**WHEREAS**, the Warren County (Pequest River) Municipal Utilities Authority (the Authority) has adopted rules and regulations entitled Warren County (Pequest River) Municipal Utilities Authority - Service Rules (Rules and Regulations) pursuant to the provisions of N.J.S.A. 40:14B-1 et seq.; and

**WHEREAS**, the Authority has the right and obligation to change or amend, from time to time, its Rules and Regulations in order that they should continue to remain equitable and reflect the current operating requirements of the Authority; and

**WHEREAS**, the Authority has determined that it would be beneficial to modify its method for determining Equivalent Dwelling Units (EDUs) for the purpose of calculating Connection Fees; and

**WHEREAS**, the Authority's professionals have developed a table (Appendix D) to be used in determining EDUs for the purpose of calculating Connection Fees and the Authority has reviewed said table and found it to be equitable and appropriate for that use.

**NOW, THEREFORE, BE IT RESOLVED** by the Warren County (Pequest River) Municipal Utilities Authority, in the County of Warren, State of New Jersey as follows:

1. Section 5.09 – Payment of Connection Fees of the Authority's Service Rules shall be deleted and replaced with the following :

*“Prior to obtaining authorization from the Authority to connect to the*

*Regional and/or Local sanitary sewer system all appropriate connection fees must be submitted to the Authority, as outlined in the Schedule of Sewage Treatment Service Charges and Connection Fees, which is set forth as Appendix C to these Rules and Regulations. Equivalent Dwelling Units for use in calculating the Connection Fee shall be determined in accordance with Appendix D to these Rules and Regulations. A certificate of occupancy will not be issued by the local municipality unless and until all connection fees have been paid to the Authority."*

2. A new Appendix D to the Authority's Rules and Regulations shall be included as attached hereto.
3. The foregoing amendment to the Rules and Regulations shall take effect as of December 16, 2015, the date of its adoption by a majority of the Members of the Authority, and this Resolution shall be conclusive evidence of the fact that the amendment was approved by a majority of the Members of the Authority at that time.
4. Except as otherwise provided herein, the Rules and Regulations of the Authority shall remain unchanged and in full force and effect.

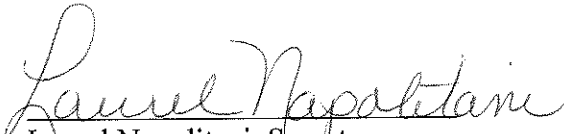
WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY

By: \_\_\_\_\_

Chad Chamberlain, Chairman

**CERTIFICATION**

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do certify the foregoing to be a true copy of a memorializing resolution adopted by a majority of all members of the Authority at a regular meeting of the Authority held on December 16, 2015.

  
Laurel Napolitani, Secretary

**APPENDIX D**

NUMBER OF EDUs FOR THE PURPOSE OF CALCULATING CONNECTION FEES

Use	Unit of Measurement	Gallons Per Day	No. of EDUs
<b><u>RESIDENTIAL</u></b>			
Single Family Private Dwelling	Per Dwelling	200	1.0
Multiple Dwellings (Condo's, Townhouses, etc.)	Per Dwelling	200	1.0
<b><u>TRANSIT DWELLING UNIT</u></b>			
Hotels	Per Bedroom	37.5	0.2
Lodging Houses & Tourist Homes	Per Bedroom	30	0.15
Motel & Tourist Cabins	Per Bedroom	30	0.15
Boarding Houses (Resident)	Per Border	25	0.13
<b><u>CAMPS</u></b>			
Campground/mobile vehicle/tent/cabin (Private Bath)	Per Site	100	0.50
Campground/mobile vehicle/tent/cabin (Central Bath, etc.)	Per Site	50	0.25
Children's Camps (Central Bath, etc.)	Per Person	25	0.13
Labor Camps	Per Person	20	0.10
Day Camps (No Meals)	Per Person	7.5	0.04
<b><u>RESTAURANTS (incl. Washrooms)</u></b>			
Average Type	Per Seat	17.5	0.09
Bar/Cocktail Lounges	Per Seat	10	0.05
Fast Food Restaurant (no table service)	Per Seat	7.5	0.04
24-Hr Service Restaurant	Per Seat	25	0.13
Curb Service/ Drive-in Restaurant	Per Car Space	25	0.13
<b><u>CLUBHOUSES</u></b>			
Residential Type	Per Member	37.5	0.19
Non-Residential	Per Member	17.5	0.09
Golf Course (incl. Related Facilities)	Per Person	17.5	0.09
Racquet Club	Per Court/Hour	40	0.20
Pool/Beach Bathhouse w/ shower	Per Person	12.5	0.06
Pool/Beach Bathhouse w/o shower	Per Person	5	0.03
<b><u>INSTITUTIONAL</u></b>			
Hospitals	Each Bed	87.5	0.44
Other	Each Bed	62.5	0.31
<b><u>SCHOOLS</u></b>			
Elementary (No Showers/Cafeteria)	Per Person	5	0.03
w/ Cafeteria	Per Person	7.5	0.04
w/ Cafeteria and Showers	Per Person	10	0.05
w/ Cafeteria, Showers & Laboratories	Per Person	12.5	0.06
Boarding	Per Person	37.5	0.19
<b><u>AUTOMOBILE SERVICE STATIONS</u></b>			
(Additive)	Per Filling Position	62.5	0.31
Service Bays	Per Bay	25	0.13
Minimarket	Per Square Foot	0.05	*

**APPENDIX D**

**NUMBER OF EDUs FOR THE PURPOSE OF CALCULATING CONNECTION FEES**

<b>MISCELLANEOUS</b>			
Stores, Shopping Centers & Office Buildings (Gross Area)	Per Square Foot	0.05	*
Factories (Sanitary, Per 8 Hr. Shift)	Per Person	12.5	0.06
Factories (Sanitary, Per 8 Hr. Shift) w/ showers	Per Person	20	0.10
Car Washing (Without Recycling)	Standard	0	0.00
Car Washing (With Recycling)	Standard	750	3.75
Laundries	Per Washer	375	1.88
Bowling Alley	Per Alley	290	1.45
Picnic Parks (Restrooms only)	Per Person	100	0.50
Picnic Parks (w>Showers)	Per Person	5	0.03
Fairgrounds (Based on Avg. Attendance)	Per Person	7.5	0.04
Assembly Halls	Per Seat	2.5	0.01
Airports	Per Passenger	1.5	0.01
Churches	Per Seat	1.5	0.01
Theatre	Per Seat	1.5	0.01
Dinner Theatre	Per Seat	10	0.05
Catering/Banquet Hall	Per Person	10	0.05
Sports Stadium	Per Seat	1.5	0.01
Visitor Center	Per Visitor	2.5	0.01

\* 200 Gallons Per Day = 1 EDU; the number of EDUs shall be determined by multiplying the area of the building (in square feet) by 0.05 gpd/sq/ft., and dividing the resultant product by 200 gpd/EDU

**Notes:**

**1. The minimum connection fee charged shall be 1 EDU. The connection fee shall be based on this Appendix D and rounded up to the next 0.25 EDU - Examples: calculated = 1.37 shall be rounded up to 1.50 EDU for calculating the connection fee; 2.90 shall be rounded up to 3.0 EDUs.**

**2. The Authority reserves the right to modify the number of gallons and EDU's per unit of measurement assigned to any user based upon the projected design flow for each application, or best engineering judgement when allowing for multiple uses.**

On motion by Mr. Niece, seconded by Mr. Rosenberg, the following resolution was adopted by the Warren County (Pequest River) Municipal Utilities Authority at a meeting held on December 16, 2015.

**RESOLUTION #15-59 TO AMEND THE 2015 BUDGET FOR THE  
WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY,  
PURSUANT TO N.J.A.C. 5:31-2.8.a.2**

TO:	OPERATING APPROPRIATIONS COST OF PROVIDING SERVICES S&W	\$ 11,800.00
	OPERATING APPROPRIATIONS ADMINISTRATION-OTHER	<u>\$ 14,500.00</u>
	TOTAL	<u>\$ 26,300.00</u>
FROM:	OPERATING APPROPRIATIONS COST OF PROVIDING SERVICES-OTHER	<u>\$ 26,300.00</u>
	TOTAL	<u>\$ 26,300.00</u>

WHEREAS, N.J.A.C. 5:31-2.8 provides that the Division of Local Government Services may approve the amendment of the budget of any Authority or District when there is a need to reclassify budget amounts among expense categories; and

WHEREAS, said Director may approve the amendment of the Authority's budgeted appropriations; and

WHEREAS, the Authority is incurring expenses in excess of the amounts anticipated in various categories appropriated in the 2015 Operating Budget; and

OPERATING APPROPRIATIONS COST OF PROVIDING SERVICES S&W	<u>\$ 11,800.00</u>
OPERATING APPROPRIATIONS ADMINISTRATION-OTHER	<u>\$ 14,500.00</u>
TOTAL	<u>\$ 26,300.00</u>

WHEREAS, there are excess funds appropriated for purposed in the 2015 Operating Budget that will not be needed in the current year.

OPERATING APPROPRIATIONS COST OF PROVIDING SERVICES-OTHER	<u>\$ 26,300.00</u>
TOTAL	<u>\$ 26,300.00</u>

NOW, THEREFORE, BE IT RESOLVED, by a Majority Vote of the Board members of the Warren County (Pequest River) Municipal Utilities Authority that the Authority hereby requests the Director of the Division of Local Government Services to approve the following amendment to the 2015 Operating and Capital Budget that the following transfer in the 2015 Budget Appropriations be made:

FROM: OPERATING APPROPRIATIONS  
COST OF PROVIDING SERVICES-OTHER \$ 26,300.00

TOTAL \$ 26,300.00

TO: OPERATING APPROPRIATIONS  
COST OF PROVIDING SERVICES S&W \$ 11,800.00  
OPERATING APPROPRIATIONS  
ADMINISTRATION-OTHER \$ 14,500.00

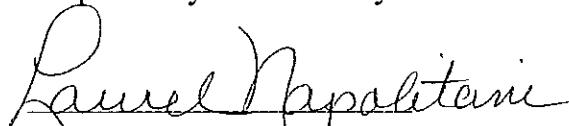
TOTAL \$ 26,300.00

ROLL CALL:

Sidney Deutsch	Yes	Robert Piazza	Yes
Drew Kiszona	Yes	Philip Rosenberg	Yes
Laurel Napolitani	Yes	A. Morris Scott, Jr.	Yes
Donald Niece	Yes	Chad Chamberlain	Absent
Everdina O'Connor	Yes		

I hereby certify the above to be a true copy of a resolution adopted by the Warren County (Pequest River) Municipal Utilities Authority on the date above mentioned.

Respectively submitted by:

  
Laurel Napolitani, Secretary

Approved: December 16, 2015

# 2016 ADOPTED BUDGET RESOLUTION

## Warren County (Pequest River) Municipal Utilities Authority

### AUTHORITY

**FISCAL YEAR: FROM: January 1, 2016 TO: December 31, 2016**

WHEREAS, the Annual Budget and Capital Budget/Program for the Warren County (PR) Municipal Utilities Authority for the fiscal year beginning January 1, 2016 and ending, December 31, 2016 has been presented for adoption before the governing body of the Warren County (PR) Municipal Authority at its open public meeting of December 16, 2015; and

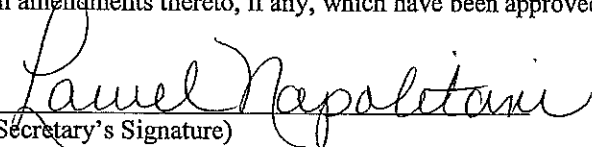
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 2,539,599, Total Appropriations, including any Accumulated Deficit, if any, of \$2,939,599 and Total Unrestricted Net Position utilized of \$400,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$685,000 and Total Unrestricted Net Position planned to be utilized of \$600,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Warren County (PR) Municipal Authority, at an open public meeting held on December 16, 2015 that the Annual Budget and Capital Budget/Program of the Warren County (PR) Municipal Authority for the fiscal year beginning, January 1, 2016 and ending, December 31, 2016 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

  
(Secretary's Signature)

December 16, 2015  
(Date)

Governing Body Member:	Recorded Vote				Motion By	Second By
	Aye	Nay	Abstain	Absent		
Sidney Deutsch	X					
Drew Kiszona	X					
Laurel Napolitani	X					
Donald Niece	X					
Everdina O'Connor	X					X
Robert Piazza	X				X	
Philip Rosenberg	X					
A. Morris Scott, Jr.	X					
E. Chad Chamberlain				X		

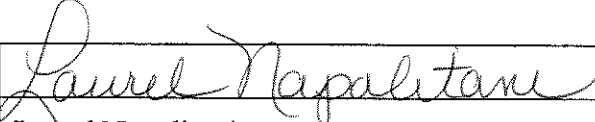
# 2016 ADOPTION CERTIFICATION

## Warren County (Pequest River) Municipal Utilities Authority

### AUTHORITY BUDGET

**FISCAL YEAR:** FROM: January 1, 2016 TO: December 31, 2016

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the **Warren County (PR) Municipal Utilities Authority**, pursuant to N.J.A.C. 5:31-2.3, on the 16 day of, December, 2015.

Officer's Signature:			
Name:	Laurel Napolitani		
Title:	Secretary		
Address:	199 Foul Rift Road, PO Box 159 Belvidere, NJ 07823		
Phone Number:	908-475-5412	Fax Number:	908-475-5873
E-mail address			



**RESOLUTION NO: 15-61**

**AMENDING THE RULES AND REGULATIONS OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY TO INCORPORATE ANNUAL ADJUSTMENTS TO THE AUTHORITY'S FEE AND CHARGES FOR SEWER CONNECTION AND FOR SEWER TREATMENT SERVICES AND TO PROVIDE OTHER RATE AND FEE CHANGES.**

**WHEREAS**, the Warren County (Pequest River) Municipal Utilities Authority (the Authority) has adopted rules and regulations entitled Warren County (Pequest River) Municipal Utilities Authority - Service Rules (Rules and Regulations) pursuant to the provisions of N.J.S.A. 40:14B-1 et seq.; and

**WHEREAS**, the Authority has the right and obligation to change or amend, from time to time, its Rules and Regulations in order that they should continue to reflect the current operating requirements of the Authority; and

**WHEREAS**, public notice of the Authority's annual rate hearing as required pursuant to N.J.S.A. 40:14B-23 was timely provided; and

**WHEREAS**, on December 16, 2015, the Authority conducted a public hearing on its rates and fees and is of the opinion that the proposed revision to the connection fees and user rates should be adopted, and that the Rules and Regulations should be amended to reflect the same.

**NOW, THEREFORE, BE IT RESOLVED** by the Warren County (Pequest River) Municipal Utilities Authority, in the County of Warren, State of New Jersey as follows:

1. A new Appendix C to the Authority's Rules and Regulations shall be included therein as follows:

APPENDIX C

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY  
SCHEDULE OF SEWAGE TREATMENT SERVICE CHARGES AND  
CONNECTION FEES:

1. General:

The Authority hereby sets forth the current applicable sewage treatment charges and connection fees as adopted by the Authority in accordance with the requirements of N.J.S.A. 40:14B-22 and 23.

A) An additional 11% Inflow & Infiltration (I&I) factor shall be assessed on all users billed on a metered flow basis (either water use or sewer discharge), with the exception of Belvidere and Oxford whose metered flow includes system-wide I&I, in order to establish equitable allocation of system-wide I&I.

B) Sewage Treatment Services FY2016

Class of User	Rates
-Residential	\$11.12 per billing unit
-Industrial	\$22.24 per 1,000 gallons

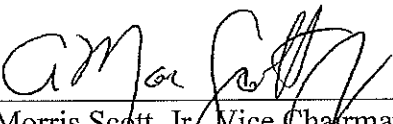
C) Connection Fees FY 2016\*

The FY 2016 connection fee shall remain unchanged from 2015. The current amount of \$6,642.00 per EDU (equivalent dwelling unit) is less than the calculated amount of \$8,080.00.

\* Affordable housing projects built by Public Housing Authorities and non-profit organizations will receive a reduction of 50% in connection fees, pursuant to C40:14B-22.

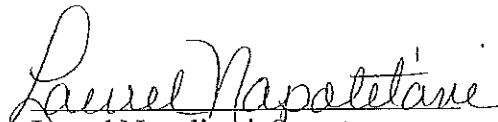
2. The foregoing amendment to the Rules and Regulations shall take effect as of December 16, 2015, the date of its adoption by a majority of the Members of the Authority, and this Resolution shall be conclusive evidence of the fact that the amendment was approved by a majority of the Members of the Authority at that time.
3. Except as otherwise provided herein, the Rules and Regulations of the Authority shall remain unchanged and in full force and effect.

WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY

By:   
Morris Scott, Jr, Vice Chairman

**CERTIFICATION**

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do certify the foregoing to be a true copy of a memorializing resolution adopted by a majority of all members of the Authority at a regular meeting of the Authority held on December 16, 2015, which resolution reduces to writing the formal action taken by the Authority with regard to its budget and rate schedule on December 16, 2015.

  
Laurel Napolitani, Secretary

**RESOLUTION NO: 15-62 APPROVAL OF CONNECTION FEES FOR FY2016**

**WHEREAS**, as per N.J.S.A. 40:14B-22 the Authority may charge connection fees, said fees to be calculated as outlined in said statute; and

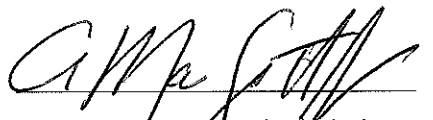
**WHEREAS**, said calculation has been performed for FY2016, with the resulting fee and calculation thereof provided in the attachment hereto and;

**WHEREAS**, a public hearing has been held on Authority rates, at which time this calculation was presented.

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Warren County (Pequest River) Municipal Utilities Authority that the 2016 connection fee shall remain unchanged from 2015. The current amount of \$ 6,642 is less than the calculated amount of \$8,080 and shall hereby be adopted; the continuation of the current connection fee will remain in effect beginning January 1, 2016.

WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY

DATE: December 16, 2015

  
Morris Scott, Jr., Vice Chairman

**CERTIFICATION**

**I, LAUREL NAPOLITANI, SECRETARY OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, DO CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY A MAJORITY OF ALL MEMBERS OF THE AUTHORITY AT A REGULAR MEETING OF THE AUTHORITY TO BE HELD ON DECEMBER 16, 2015.**

  
Laurel Napolitani, Secretary

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY  
 CALCULATION OF CONNECTION FEES  
 EFFECTIVE JANUARY 1, 2016

Debt Service Paid from Revenues:

			Annual Debt Service	Cumulation
FY1983	\$47,000	Interest	47,000	\$47,000
FY1984	\$314,377	Interest	\$314,377	\$361,377
FY1985	\$345,563	Interest	\$345,563	\$706,940
FY1986	\$178,500	Interest	\$178,500	\$885,440
FY1987	\$492,000	Interest	\$492,000	\$1,377,440
FY1988	\$492,000	Interest	\$492,000	\$1,869,440
FY1989	\$492,000	Interest	\$492,000	\$2,361,440
FY1990	\$556,572	Int. and Prin..	\$556,572	\$2,918,012
FY1991	\$577,938	Int. and Prin..	\$577,938	\$3,495,950
FY1992	\$586,522	Int. and Prin..	\$586,522	\$4,082,472
FY1993	\$488,557	Int. and Prin..	\$488,557	\$4,571,029
FY1994	\$507,815	Int. and Prin..	\$507,815	\$5,078,844
FY1995	\$510,340	Int. and Prin..	\$510,340	\$5,589,184
FY1996	\$536,965	Int. and Prin..	\$536,965	\$6,126,149
FY1997	\$581,860	Int. and Prin..	\$581,860	\$6,708,009
FY1998	\$583,610	Int. and Prin..	\$583,610	\$7,291,619
FY1999	\$579,180	Int. and Prin..	\$579,180	\$7,870,799
FY2000	\$578,840	Int. and Prin..	\$578,840	\$8,449,639
FY2001	\$582,447	Int. and Prin..	\$582,447	\$9,032,086
FY2002	\$580,098	Int. and Prin..	\$580,098	\$9,612,184
FY2003	\$719,875	Int. and Prin..	\$719,875	\$10,332,059
FY2004	\$935,650	Int. and Prin..	\$935,650	\$11,267,709
FY2005	\$979,432	Int. and Prin..	\$979,432	\$12,247,141
FY2006	\$974,485	Int. and Prin..	\$974,485	\$13,221,626
FY2007	\$981,964	Int. and Prin..	\$981,964	\$14,203,590
FY2008	\$972,331	Int. and Prin..	\$972,331	\$15,175,921
FY2009	\$976,559	Int. and Prin..	\$976,559	\$16,152,480
FY2010	\$963,345	Int. and Prin..	\$963,345	\$17,115,825
FY2011	\$963,506	Int. and Prin..	\$963,506	\$18,079,331
FY2012	\$957,767	Int. and Prin..	\$957,767	\$19,037,098
FY2013	\$954,160	Int. and Prin..	\$954,160	\$19,991,258
FY2014	\$959,146	Int. and Prin..	\$959,146	\$20,950,404
FY2015	\$449,359	Int. and Prin..	\$449,359	\$21,399,763
Capital Reinvestment through 10/30/2015				\$1,436,734
Total				\$22,836,497

Est. # EDU's end of Proceeding Year:

(200 GPD = 1 EDU)

Preliminary FY 2016 GPD (From 2015 EDU Flow ni 565,272 # EDU's 2,826

2016 Connection Fees Per EDU:

Cumulative Debt Service \$22,836,497 = \$8,080  
 Number of EDU's @ 200 GPD 2,826 Rate per EDU

2016 Connection Fee = \$8,080

**RESOLUTION 15-63**

**RESOLUTION AUTHORIZING THE APPOINTMENT FOR NISIVOCIA LLP AS AUDITOR  
FOR THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY  
FOR FISCAL YEAR 2016.**

**WHEREAS**, the Warren County (Pequest River) Municipal Utilities Authority (Authority) requires the services of an auditor for FY2016.

**WHEREAS**, the services of a certified auditor are "Professional Services" and may be retained without competitive bidding pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq; and

**WHEREAS**, the Authority solicited proposals for auditing services from Nisivoccia and Company, LLP; and

**WHEREAS**, the Authority has determined it to be in the best interest of this public entity to appoint Nisivoccia, LLP (Auditor) as its auditor for the period commencing January 1, 2016 through the later of December 31, 2016 or the next reorganizational meeting of the Authority.

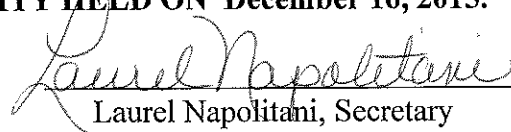
**NOW, THEREFORE, BE IT RESOLVED** by the Warren County (Pequest River) Municipal Utilities Authority, County of Warren, State of New Jersey, as follows:

1. Nisivoccia, LLP, Mount Arlington Corporate Center, 200 Valley Road, Suite 300, Mt. Arlington, N.J. 07856-1320 is hereby appointed as the Authority Auditor for the period of January 1, 2016 through December 31, 2016, or through the next reorganizational meeting of the Authority, whichever is later, to provide auditing services pursuant to the terms and conditions in the proposal previously submitted to the Authority. Nothing herein shall supersede the right of the Authority or Auditor to terminate the Agreement prior to the aforesaid dates(s) in accordance with the terms of such formal agreement as may be entered into between the parties to retain Auditor.
2. The appropriate officers of the Authority are hereby authorized and directed to take all steps necessary to effect the terms and conditions of this Resolution.
3. It is hereby directed that a notice of award of this appointment be published once in the official newspaper of the Authority within ten days of the date hereof.
4. This Resolution shall take effect immediately.

**CERTIFICATION**

**I, Laurel Napolitani, SECRETARY OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, DO CERTIFY THE FORE GOING TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY A MAJORITY OF ALL MEMBERS OF THE AUTHORITY AT A MEETING OF THE AUTHORITY HELD ON December 16, 2015.**

DATED: December 16, 2015

  
Laurel Napolitani, Secretary

RESOLUTION RE: AUTHORIZING UTILIZATION OF WC(PR)MUA CONTRACT NO. 12-01: OXFORD WASTEWATER TREATMENT FACILITY UPGRADE

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority and Tomar Construction Services, Inc. entered into a Contract, having a Notice to Proceed date of December 10, 2013, for the construction of the Oxford Wastewater Treatment Facility Upgrade - Contract No. 12-01; and

WHEREAS, the construction of Contract No. 12-01 has reached a level of completion which will allow the Authority to utilize the facilities constructed thereunder for their intended purposes; and

WHEREAS, the WC(PR)MUA desires to accept the Work constructed under Contract No. 12-01; and


WHEREAS, a "Certificate of Substantial Completion" for the above referenced Work under Contract No. 12-01 was issued by CP Engineers, LLC, dated November 19, 2015.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Warren County (Pequest River) Municipal Utilities Authority that it shall accept for use, upon adoption of this resolution, all facilities constructed under WC(PR)MUA Contract No. 12-01.

AND BE IT FURTHER RESOLVED that said "acceptance for use" does not release the Contractor from the requirement to complete all remaining punch list work and submitting all closeout documents, in accordance with the Contract.

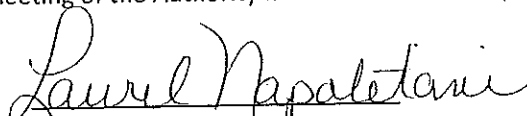
AND BE IT FURTHER RESOLVED that SCMUA staff is hereby authorized to initiate use of said facilities constructed under Contract No. 601A.

WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY

By:   
Chad Chamberlain, Chairman

CERTIFICATION

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do certify the foregoing to be a true copy of a memorializing resolution adopted by a majority of all members of the Authority at a regular meeting of the Authority held on December 16, 2015.

  
Laurel Napolitani, Secretary

**RESOLUTION # 15-65**

**AMENDING THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY PERSONNEL POLICY MANUAL**

**WHEREAS**, the Warren County (Pequest River) Municipal Utilities Authority (the "Authority") created a Personnel Policy on November 24, 1992, last revised on July 15, 2015; and

**WHEREAS**, the Authority determined that the Personnel Policy needed to be reviewed and updated in regards to the use of cell phones; and

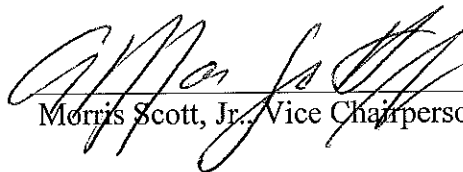
**WHEREAS**, on November 19, 2015, the Authority's Consultant provided the Authority with a recommendation for consideration; and

**WHEREAS**, the Authority completed its review of the attached cell phone policy and made the recommendations stated herein;

**NOW, THEREFORE**, be it resolved, by the Warren County (Pequest River) Municipal Utilities Authority in the County of Warren, State of New Jersey, as follows:

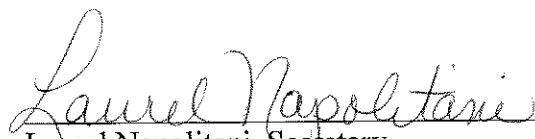
1. Appendix H consisting of the Authority Cell Phone Policy, shall be added to the Personnel Policy.
2. This resolution shall take effect immediately.

WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY

  
\_\_\_\_\_  
Morris Scott, Jr. Vice Chairperson

**CERTIFICATION**

I, Laurel Napolitani, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do certify the foregoing to be a true copy and demoralization of a resolution adopted by a majority of all members of the Authority present at a regular meeting of the Authority held on December 16, 2015.

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



**RESOLUTION**

**RISK MANAGEMENT CONSULTANT**

**WHEREAS**, the Warren County (Pequest River) Municipal Utilities Authority has resolved to join both the New Jersey Utility Authorities Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund, following a detailed analysis; and


**WHEREAS**, the bylaws of said Funds require that each Authority appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

**WHEREAS**, the bylaws indicate a minimum fee equal to six percent (6%) of the Authority's assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Authority.

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical:

**NOW, THEREFORE, BE IT RESOLVED** that the Warren County (Pequest River) Municipal Utilities Authority, does hereby appoint Sharon Cooper of Public Entity Advocates, as its Risk Management Consultant, effective January 1, 2016 through December 31, 2016, in accordance with the Fund's bylaws; and

BE IT FURTHER resolved that the Governing Body are hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1)(a)(i).

  
Laurel Napolitani, Secretary

December 16, 2015

Moved by: Mr. Rosenberg

Seconded by: Ms. O'Connor

Yes 8

No 0

Abstain 0

Absent 1

## ***RISK MANAGEMENT CONSULTANT'S AGREEMENT***

***THIS AGREEMENT*** entered into this 1st day of January, 2016, between the \_Warren County (P.R.) M.U.A.\_ (hereinafter referred to as AUTHORITY) and \_\_Public Entity Advocates, LLC\_\_ (hereinafter referred to as the CONSULTANT).

***WHEREAS***, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required in the bylaws of the New Jersey Utility Authorities Joint Insurance Fund, and;

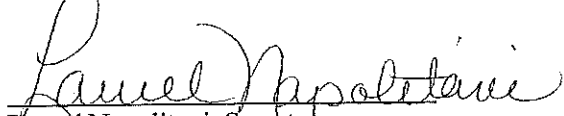
***WHEREAS***, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held on \_August 20, 2014\_\_ and;

***NOW, THEREFORE***, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

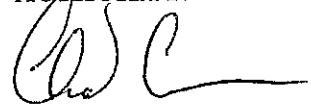
- I. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
  - a) Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
  - b) Assist the AUTHORITY in understanding the various coverages available from the New Jersey Utility Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
  - c) Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverages outside the FUND.
  - d) Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
  - e) Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.
  - f) Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
  - g) Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
  - h) Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.

- i) Perform any other risk management related services required by the FUND's bylaws.
- 2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
  - a) The CONSULTANT shall be paid by the NJUA JIF a fee as compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's 2016 annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment for 2016.
  - b) For any insurance coverages authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
  - c) If the AUTHORITY shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the AUTHORITY a fee at the rate of -0- per hour, in addition to actual expenses incurred.
- 3. The term of this Agreement shall be one year. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.

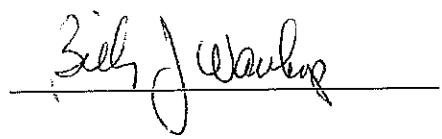
**ATTEST:**

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

**AUTHORITY:**

  
\_\_\_\_\_  
Chad Chamberlain, Chairman

**ATTEST:**

  
\_\_\_\_\_

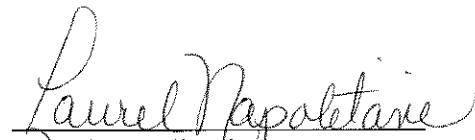
**CONSULTANT:**

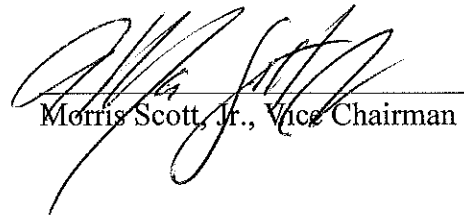
  
\_\_\_\_\_

**RESOLUTION RE:**

EXPENDITURES FROM THE OPERATING FUND  
DURING THE MONTH OF DECEMBER 2015.

I **HEREBY CERTIFY**, that the bills listed on the attached Resolution of December 16, 2015, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2015 budget.

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

  
\_\_\_\_\_  
Morris Scott, Jr., Vice Chairman

Certificate No. OF 353

Dated: December 16, 2015

Moved by: Mr. Piazza

Seconded by: Mr. Niece

Yes 8

No 0

Abstain 0

Absent 1

**APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND**

**Meeting: December 16, 2015**

**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 #16963 - #16974

11/23-12/4/15

\$15,162.58

Due 12/16/15

61,945.48

Total

\$77,108.06

*> Less Neutral  
check 17005 fee  
\$36,100 to RFR*

PENTAMATION  
 DATE: 11/23/2015  
 TIME: 11:24:32

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 11/15

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
16963	10101	11/23/15	CENTURYLINK	5076	TELE/ALRM	26.46
16963	10101	11/23/15	CENTURYLINK	5076	TELE/ ETC BEL STP	305.88
16963	10101	11/23/15	CENTURYLINK	5076	TELE ALRM S WTR ST PS	33.57
16963	10101	11/23/15	CENTURYLINK	5076	TELE/ ALRM BRKFLD	19.90
		TOTAL CHECK				385.81
16964	10101	11/23/15	MAIN POOL & CHEMICAL CO.,	5521	CHEMICALS	2,470.40
16964	10101	11/23/15	MAIN POOL & CHEMICAL CO.,	5521	CHEMICALS	2,202.20
		TOTAL CHECK				4,672.60
16965	10101	11/23/15	NEW JERSEY AMERICAN WATER	5072	WATER SERVICE	13.60
16966	10101	11/23/15	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATES	4.96
16967	10101	11/23/15	VERIZON WIRELESS	5076	MOBILE PHONES & OCCS	105.88
		TOTAL FUND				5,182.85
		TOTAL REPORT				5,182.85

PENTAMATION  
 DATE: 12/04/2015  
 TIME: 10:50:56

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHL1  
 ACCOUNTING PERIOD: 12/15

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
16968	10101	12/04/15	C & M AUTO PARTS	5024	MISC MAINT SUPPLIES	86.79
16968	10101	12/04/15	C & M AUTO PARTS	5024	MISC MAINT SUPPLIES	16.16
			TOTAL CHECK			102.95
16969	10101	12/04/15	GE CAPITAL C/O RICOH USA	5026	QTRLY COPIER LEASE	237.12
16970	10101	12/04/15	JCF&L	5071	ELECT	90.48
16970	10101	12/04/15	JCF&L	5071	ELECT OXF	7,533.46
			TOTAL CHECK			7,623.94
16971	10101	12/04/15	JCF&L	5071	ELECT LIBERTY ST MTR	2.81
16972	10101	12/04/15	MAIN POOL & CHEMICAL CO.,	5521	CHEMICALS	1,851.20
16972	10101	12/04/15	MAIN POOL & CHEMICAL CO.,	5521	CHEMICALS	55.20
			TOTAL CHECK			1,906.40
16973	10101	12/04/15	NUN PUBLISHING	5021	LEGAL NOTICE HEARING 1216	14.01
16974	10101	12/04/15	WILSON PRODUCTS	5024	ACET CYLINDER RENTAL	92.50
			TOTAL FUND			9,979.73
			TOTAL REPORT			9,979.73

PENTAMATION  
 DATE: 12/11/2015  
 TIME: 14:55:41

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 12/15

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
16975	10101	12/16/15	ABB INC.	5024	SERV CONT 10/1-12/31	1,284.00
16976	10101	12/16/15	ACCLIVITY	5030	PAYROLL SOFTWARE/SUPPORT	349.00
16977	10101	12/16/15	ACCURATE WASTE REMOVAL SE	5079	SLUDGE HAULING	3,696.00
16977	10101	12/16/15	ACCURATE WASTE REMOVAL SE	5024	SEED SLUDGE	187.50
		TOTAL CHECK				3,883.50
16978	10101	12/16/15	AMERIGAS	5070	PROPANE NOV	363.30
16979	10101	12/16/15	APPLIED ANALYTICS, INC.	5024	ULTRASONIC FLOW SENSORS	1,341.16
16980	10101	12/16/15	BILLY WAUHOP & ASSOCIATES	5029	MGMT/OPER & BONUS	11,424.72
16981	10101	12/16/15	CENTURYLINK	5076	TELE/ALRM WH2 PS	47.17
16981	10101	12/16/15	CENTURYLINK	5076	TELE/ALRM WH1 PS	33.57
16981	10101	12/16/15	CENTURYLINK	5076	TELE/FAX/INT OXF	142.56
16981	10101	12/16/15	CENTURYLINK	5076	TELE/ALRM AXF AVE PS	37.76
		TOTAL CHECK				261.06
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	8.98
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	71.49
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	14.35
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	161.18
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	8.98
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	14.35
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	8.98
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	14.35
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	14.35
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	8.98
16982	10101	12/16/15	CINTAS CORPORATION #101	5043	UNIFORMS	14.35
		TOTAL CHECK				340.34
16983	10101	12/16/15	COUNTY OF WARREN	5028	SUPPORT FINANCE OFFICE	1,000.00
16984	10101	12/16/15	CP ENGINEERS, LLC	5545	ENGINEERING SERV NOV	1,472.50
16984	10101	12/16/15	CP ENGINEERS, LLC	5545	ENGINEERING SERV NOV	507.75
16984	10101	12/16/15	CP ENGINEERS, LLC	5545	ENGINEERING SERV NOV	1,102.50
16984	10101	12/16/15	CP ENGINEERS, LLC	5545	ENGINEERING SERV NOV	155.00
16984	10101	12/16/15	CP ENGINEERS, LLC	5545	ENGINEERING SERV NOV	193.75
16984	10101	12/16/15	CP ENGINEERS, LLC	5545	ENGINEERING SERV NOV	503.75
		TOTAL CHECK				3,935.25
16985	10101	12/16/15	DEUTSCH, SIDNEY	5011	STIPEND DEC	166.63
16986	10101	12/16/15	FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICE NOV	832.25
16987	10101	12/16/15	FULLER PAPER COMPANY	5024	MISC MAINT SUPPLIES	159.70
16988	10101	12/16/15	GERO, WAYNE	5092	REIMB HEALTH BENEFITS	491.55
16989	10101	12/16/15	JCP&L	5071	ELECT BEL STP	6,641.65
16989	10101	12/16/15	JCP&L	5071	ELECT WARREN HVN PS	624.88
16989	10101	12/16/15	JCP&L	5071	ELECT S WTR ST PS	546.34
		TOTAL CHECK				7,812.87



PENTAMATION  
 DATE: 12/11/2015  
 TIME: 14:55:41

FUND - MUR01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 12/15

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
16990	10101	12/16/15	JCP&L	5071	ELECT	348.23
16991	10101	12/16/15	JCP&L	5071	ELECT	2.81
16992	10101	12/16/15	JIM MINORICS CONSTRUCTION	5024	MATERIAL CTRL ROOM WALL	979.43
16993	10101	12/16/15	JIM MINORICS CONSTRUCTION	5024	LABOR CTRL ROOM WALL	1,950.00
16994	10101	12/16/15	KISZONAK, DREW	5011	STIPEND DEC	166.63
16995	10101	12/16/15	KUSTOM CONTROL SOLUTIONS	5024	DOCUMENTATION CTRL SYSTM	2,190.00
16996	10101	12/16/15	LIN SUPPLY INC.	5024	MISC PLUMBING SUPPLIES	77.45
16996	10101	12/16/15	LIN SUPPLY INC.	5024	MISC PLUMBING SUPPLIES	99.78
16996	10101	12/16/15	LIN SUPPLY INC.	5024	MISC PLUMBING SUPPLIES	5.96
16996	10101	12/16/15	LIN SUPPLY INC.	5024	MISC PLUMBING SUPPLIES	348.97
16996	10101	12/16/15	LIN SUPPLY INC.	5024	MISC PLUMBING SUPPLIES	43.33
			TOTAL CHECK			575.49
16997	10101	12/16/15	MAIN POOL & CHEMICAL CO.,	5521	CHEMICALS	2,202.20
16998	10101	12/16/15	NAPOLITANI, LAUREL	5011	STIPEND DEC	231.63
16999	10101	12/16/15	NIECE, DONALD L.	5011	STIPEND DEC	166.63
17000	10101	12/16/15	ONE CALL CONCEPTS, INC.	5024	UTILITY MARK OUTS	6.20
17001	10101	12/16/15	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL	3,840.00
17002	10101	12/16/15	PIAZZA, ROBERT	5011	STIPEND DEC	291.63
17003	10101	12/16/15	QC LABORATORIES INC.	5509	LAB TESTING	1,406.00
17003	10101	12/16/15	QC LABORATORIES INC.	5509	LAB TESTING	12.50
17003	10101	12/16/15	QC LABORATORIES INC.	5509	LAB TESTING	800.00
17003	10101	12/16/15	QC LABORATORIES INC.	5509	LAB TESTING	60.50
17003	10101	12/16/15	QC LABORATORIES INC.	5509	LAB TESTING	234.50
17003	10101	12/16/15	QC LABORATORIES INC.	5509	LAB TESTING	234.50
17003	10101	12/16/15	QC LABORATORIES INC.	5509	LAB TESTING	238.50
			TOTAL CHECK			2,986.50
17004	10101	12/16/15	R & R PUMP & CONTROL SERV	5024	SERVICE PUMP STATIONS	566.70
17005	10101	12/16/15	R & R PUMP & CONTROL SERV	5024	REMOVE/INSTALL-HEATER-AXF	367.70
17006	10101	12/16/15	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	9.89
17006	10101	12/16/15	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	38.25
17006	10101	12/16/15	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	2.49
17006	10101	12/16/15	RIGO GENERAL HARDWARE	5024	ICE MELT PELLETS	389.00
17006	10101	12/16/15	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	90.79
17006	10101	12/16/15	RIGO GENERAL HARDWARE	5024	MISC MAINT SUPPLIES	91.55
			TOTAL CHECK			621.97
17007	10101	12/16/15	RIVERSIDE DESIGNS & APPAR	5043	T-SHIRTS, CAPS, HATS	348.00
17008	10101	12/16/15	ROSENBERG, PHILIP H.	5011	STIPEND DEC	166.63

*ok voided*

PENTAMATION  
 DATE: 12/11/2015  
 TIME: 14:55:41

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

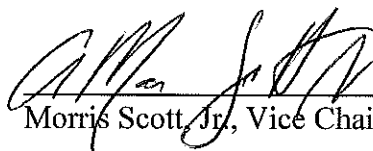
PAGE NUMBER: 3  
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 ACCOUNTING PERIOD: 12/15


CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
17009	10101	12/16/15	RUSSELL REID INC.	5024	GREASE REMOVAL	1,700.00
17010	10101	12/16/15	SAFEGUARD BUSINESS SYSTEM	5030	ENVELOPES	112.57
17010	10101	12/16/15	SAFEGUARD BUSINESS SYSTEM	5030	ENVELOPES LESS CREDIT	62.57
			TOTAL CHECK			175.14
17011	10101	12/16/15	STAPLES CREDIT PLAN	5030	OFFICE SUPPLIES	117.01
17012	10101	12/16/15	THE COUNTY OF WARREN	5070	MOTOR FUEL	154.19
17013	10101	12/16/15	TOM BARTHA & SON EXCAVATI	5024	INSTALL WASTING PIPING	2,776.00
17014	10101	12/16/15	U.S. POSTAL SERVICE	5710	PO BOX 159 RENTAL '16	290.00
17015	10101	12/16/15	UGSI CHEMICAL FEED, INC.	5024	LEVEL SENSORS	454.28
17016	10101	12/16/15	USA BLUEBOOK	5509	LAB CONVECTION OVEN	527.46
17017	10101	12/16/15	WARREN COUNTY SERVICE CEN	5024	SALT SPREADER	1,240.00
17018	10101	12/16/15	WATER WORKS SUPPLY CO., I	5024	POST HYDRANTS	2,705.19
17019	10101	12/16/15	WILSON PRODUCTS	5024	ACET/OXY CYL CRDL REN	92.50
			TOTAL FUND			61,945.48
			TOTAL REPORT			61,945.48

*less of 17005 - voided*

**RESOLUTION RE:** EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF DECEMBER 2015.

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

  
\_\_\_\_\_  
Morris Scott, Jr., Vice Chairman

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

Certificate No. CI 361

Dated: December 16, 2015

Moved by: Mr. Piazza

Seconded by: Mr. Rosenberg

Yes 8

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT  
BILLS LIST  
December 16, 2015**

1.	CP Engineers, LLC Period: November 2015 Engineering Services Warren Haven Pump Stations Rehab	.....\$879.45
2.	CP Engineers, LLC Period: November 2015 Engineering Services Construction Services Oxford WWTP Upgrade	.....39,579.97*
3.	Certified Testing Laboratories, Inc. Concrete Testing Oxford WWTP Upgrade	.....2,291.80*
4.	Florio Perrucci Steinhardt & Fader, LLC Period: November 2015 Legal Services Oxford WWTP Upgrade	.....1,601.01*
5.	Tomar Construction Services, Inc. Payment Application #23 - \$207,970.70* Contract No. 12-01 Oxford WWTP Upgrade Less Liquidated Damages held in Reserve Amount paid to Tomar	<u>(No action taken)</u> No Action Taken
	Total	.....\$44,352.23

\* Bills to be submitted by CPE to request reimbursement from the NJEIT Financing Program