

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES December 21, 2011

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Chairman Chamberlain called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:45 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
Laurel Napolitani, Secretary	Philip Rosenberg	Absent
Angelo Accetturo		
Drew Kiszonak		
Everdina O'Connor		
Robert Piazza		

Morris Scott, Jr., Vice Chairman (entered at 8:05)

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, Risk Manager; John Wasser, Chief Operator; and Patricia Kaspereen, Administrative Assistant.

Chairman Chamberlain read the Introductory Statement.

### MINUTES

Ms. Napolitani moved and Mr. Accetturo seconded to approve the minutes of the November 16, 2011 regular meeting, as presented. The motion passed. Roll call was as follows:

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

Ms. Napolitani moved and Mr. Kiszonak seconded to approve the minutes from the executive session held on November 16, 2011, as presented. The motion passed. Roll call was as follows:

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

CORRESPONDENCE

Ms. Napolitani recapped the correspondence.

1. A letter dated November 16, 2011 from Mr. Sauder, Senior Environmental Specialist, C&P to the New Jersey Highlands Council seeking confirmation that the Oxford Upgrade will not require an approval or exemption from the Highlands Council.
2. A letter dated November 17, 2011, from Mr. Donati, P.E., Senior Associate, Cerenzio & Panaro to the NJDEP submitting the Compliance Schedule Progress Report for November 2011.
3. A letter dated November 21, 2011, from the NJDEP providing notice of the FY2012 Annual Fee Report and Assessment of Fees.
4. A letter dated November 21, 2011, from Mr. Sauder, Senior Environmental Specialist, C&P to the DRBC submitting the TDS Determination Questionnaire for the Oxford WWTP Upgrade.
5. A memo dated November 28, 2011, from MEL JIF regarding the Employment Practices Liability Program.
6. A letter dated November 28, 2011, from Mr. Houck to Ms. Lance, Oxford Township Sewer Collector regarding sewer billing.
7. A letter dated November 29, 2011, from Mr. Marvin, County Administrator, Office of the Clerk for the Warren County Board of Chosen Freeholders, in response to the Authority's request to enroll in the county's random drug and alcohol testing program for CDL compliance.
8. A letter dated November 30, 2011, from Mr. Donati, C&P to Ms. Kasperen enclosing the FY2012 Consulting Engineer's Certificates.
9. A letter dated December 1, 2011, from Mr. Donati, C&P to Mr. Symonds, P.E., Biggs Engineering regarding the Augustinian Recollect Sisters connection.
10. A letter dated December 5, 2011, from Mr. Sauder, C&P to Ms. Swan, Executive Director, Highlands Water Protection & Planning Council regarding the Oxford WWTP Upgrade.

11. A memo dated December 6, 2011, from Mr. Marvin, County Administrator with regard to Aflac benefits and flexible spending services.
12. A memo dated December 7, 2011, from Mr. Donati, C&P to Mr. Wasser documenting the Oxford WWTF Upgrade design meeting held on December 2.
13. A memo dated December 8, 2011, from Mr. Donati, C&P to Ms. Kaspereen regarding his review of bid documents for Contract No. 11-02.
14. A letter dated December 9, 2011, from Ms. Oberly, Oxford Township Clerk to Mr. Houck in response to correspondence no. 6.
15. A letter received on December 13, 2011, from Coastal Energy Consultants regarding their utility bill audit program.
16. A Legal Notice for the White Township Board of Adjustment public hearing held on December 15, 2011, from the attorney for Sama Properties, LLC regarding property located in White Township.
17. A memo dated December 16, 2011, from the NJUA JIF regarding insurance coverage for 2012.
18. A Legal Notice for the White Township Board of Adjustment public hearing to be held December 21, 2011, from the attorney for Sama Properties, LLC regarding property located in White Township.

#### GENERAL COUNSEL'S REPORT

Personnel Policy - Substance Abuse Testing Program: Mr. Tipton prepared a resolution adopting the Warren County Drug and Alcohol Policy.

Ms. O'Connor moved to adopt Resolution #11-51, whereby the Authority adopts the Warren County Drug and Alcohol Policy. Mr. Kiszonak seconded. All in favor.

Mr. Tipton will forward a copy of the county policy to Ms. Kaspereen, for preparation of an addendum document for amendment of the Authority's Personnel Policy and for distribution to the employees.

Chemical Supply Contract: The Notice to Bidders was published and two bidders responded. The Authority's attorney and engineer reviewed the bid documents and, due to a legal technicality, recommended the contract be re-bid. The consensus of the Board was to re-bid the contract.

Mr. Donati suggested extending the existing chemical supply contract in the meantime, and he will send the two bidders a letter.

Ms. Kaspereen will republish the Notice to Bidders for the chemical supply contract.

### ENGINEER'S REPORT

Augustinian Recollect Center: C&P reviewed the connection drawing submitted in January. Mr. Donati sent a letter to their engineer with a required change and many recommendations.

Village Square Connection: There has been a great deal of communication about the connection fee. Mr. Houck is attempting to obtain the square footage of the property.

Oxford WWTP Upgrade Design: C&P met with Mr. Wasser and Mr. Berger on December 2<sup>nd</sup> to review the status of the design. A tentative date to meet with the Upgrade Committee was set for January 13, 2012 at 2:00 p.m.

Mr. Scott entered the meeting.

Oxford Upgrade Permitting: Permitting is proceeding.

Upgrade Financing: Mr. Donati made a presentation to the county freeholders on November 22.

Upgrade Geotechnical Engineering Services: On behalf of the Authority, C&P sent out RFPs for these services to three firms.

Belvidere WWTP Influent Screening: The screen and equipment has been delivered.

### CHIEF OPERATOR'S REPORT

Operations: Both plants are running good.

South Water Street Pump Station: Parts were obtained for the emergency generator. The cost was \$6,545.50. The other item needed is an alternator.

Belvidere WWTP: A spare mixer is needed, which will cost approximately \$6,000. Mr. Piazza moved and Mr. Scott seconded to purchase the spare mixer. All in favor.

### FINANCE

Mr. Piazza remarked that the Authority, so far, has only used about 82% of its 2011 budget. No surplus funds were used. The Authority is in good shape financially.

Mr. Piazza moved that Resolution #11-52 (Certificate No. 305: \$70,870.99) 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 #11-53 (Certificate No. 313: \$45,648.20) be approved to pay all bills from the Capital Improvements Fund. Mr. Accetturo seconded. The motion passed unanimously on a roll call vote.

#### CFO's REPORT

Mr. Houck presented a resolution and certification for adoption of the FY2012 budget.

Mr. Piazza moved to adopt Resolution #11-54, for the adoption and certification of the FY2012 Annual Budget and Capital Budget/Program. Mr. Accetturo seconded and the motion passed unanimously on a roll call vote.

Chairman Chamberlain presented the resolution for the amendment of the Authority's Rules and Regulations.

Mr. Accetturo moved to adopt Resolution #11-55, for the amendment of the Authority's Service Rules to incorporate any new fees and/or changes in fees. Mr. Scott seconded and the motion passed unanimously on a roll call vote.

Chairman Chamberlain presented the resolution for approval of the connection fee for FY2012.

Mr. Piazza moved to adopt Resolution #11-56, for the approval of the FY2012 Connection Fee set at \$5,953 per EDU. Mr. Accetturo seconded; the motion passed unanimously on a roll call vote.

Mr. Houck informed the Board that the Township of Oxford agreed to have the MUA bill Covanta directly for sewer treatment charges. Chairman Chamberlain expressed his appreciation to Mr. Houck for facilitating the matter.

Mr. Houck wished everyone a Merry Christmas and exited the meeting.

#### UNFINISHED BUSINESS

Mr. Daly distributed information to the commissioners concerning insurance. Other insurance companies could not compete with the rates from our current JIF. In addition, we received a sizable dividend. He felt the MUA was currently in the best JIF.

Chairman Chamberlain presented a resolution for the renewal of membership in the New Jersey Utilities Authorities Joint Insurance Fund.

Mr. Scott moved to adopt Resolution #11-57, for the renewal of membership in the NJUA JIF for three years. Mr. Kiszona seconded. The motion passed unanimously on a roll call vote.

Mr. Piazza reminded the Board about a discussion that took place at a prior meeting in connection with the Oxford Upgrade. The topic discussed was the possibility of hiring a Clerk of

the Works or Owners Representative. He suggested having a local individual, who he believes has the qualifications, come before the Board for further discussion. The Board agreed to have this individual make a presentation at the next meeting.

#### NEW BUSINESS

There was no new business.

#### PUBLIC COMMENT

There was no public comment.

#### EXECUTIVE SESSION

At approximately 8:44 p.m., Mr. Scott moved and Mr. Kiszonak seconded to enter into executive session to discuss personnel matters. All in favor.

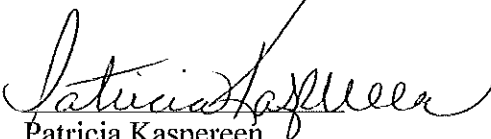
At approximately 10:04 p.m., Mr. Scott moved and Mr. Accetturo seconded to return to open session. All in favor.

Ms. Napolitani moved to amend the organizational structure to reflect Ms. Kaspereen's current title of Administrative Assistant, and to place the professionals directly beneath the Board of Commissioners. Mr. Scott seconded. All in favor.

Mr. Scott moved to give zero raises across the board. Mr. Accetturo seconded. The motion passed with six ayes and one nay.

Chairman Chamberlain wished everyone a Merry Christmas and Happy New Year.

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 10:10 p.m.

  
Patricia Kaspereen  
Administrative Assistant