

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

June 28, 2023

Regular Public Meeting

CALLED TO ORDER BY CHAIRMAN COVELLI – 6:05 pm

Commissioner Levine, read the following announcement:

This is the Regular meeting of the Wanaque Valley Regional Sewerage Authority, Wednesday, May 24, 2023, is in accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975, with all the notices required therein having been made and have been posted on the WVRSA website. A copy of said notice will be filed with the minutes of this meeting.

SALUTE TO THE FLAG

Commissioner Levine called for a Salute to the Flag.

Commissioner Levine asked for a roll call.

ROLL CALL

Commissioners Present – In-Person: Herb Allen, Michael Levine, Ted Taukus, Frank Covelli

Commissioner Absent - Chairman Frank Covelli

Commissioners Present – Zoom: Michael Gerst, Matthew Conlon

Also Present: Mr. John Eskilson – Business Consultant – Civitas of New Jersey, LLC (Zoom)
Michael Roder–Interim Executive Director/Licensed Operator–WVRSA–Chapman ES
William Bailey, Esq. – Huntington Bailey, LLP (Zoom)
Giselle Diaz – Boswell Engineering (Zoom)
Elizabeth Parrinello – Recording Secretary
Justin Leslie – Supervisor of Operations

CORRESPONDENCE: None

REVIEW / APPROVAL OF MINUTES

Regular Meeting Minutes – May 24, 2023

Commissioner Levine asked the Commissioners if they have reviewed the May 24, 2023 meeting minutes. All stated yes.

The following motion was made:

MOTION Moved by Mr. Taukus, 2nd by Mr. Allen to approve and accept the meeting minutes of the Regular May 24, 2023.

Commissioner Levine asked all those in favor to signify so by stating Aye.
Commissioners: Allen, Conlon, Gerst, Levine, Taukus all stated Aye

MOTION CARRIED

REPORTS

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

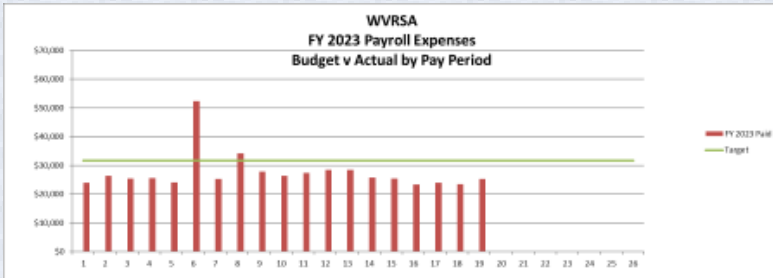
June 28, 2023

Regular Public Meeting

INTERIM EXECUTIVE DIRECTOR / LICENSED OPERATOR REPORT

Mr. Roeder stated that payroll remains under budget, we are estimated to finish the fiscal year approximately \$72K under budget.

FY 2023 S&W (Thru 19 of 26 pay periods)



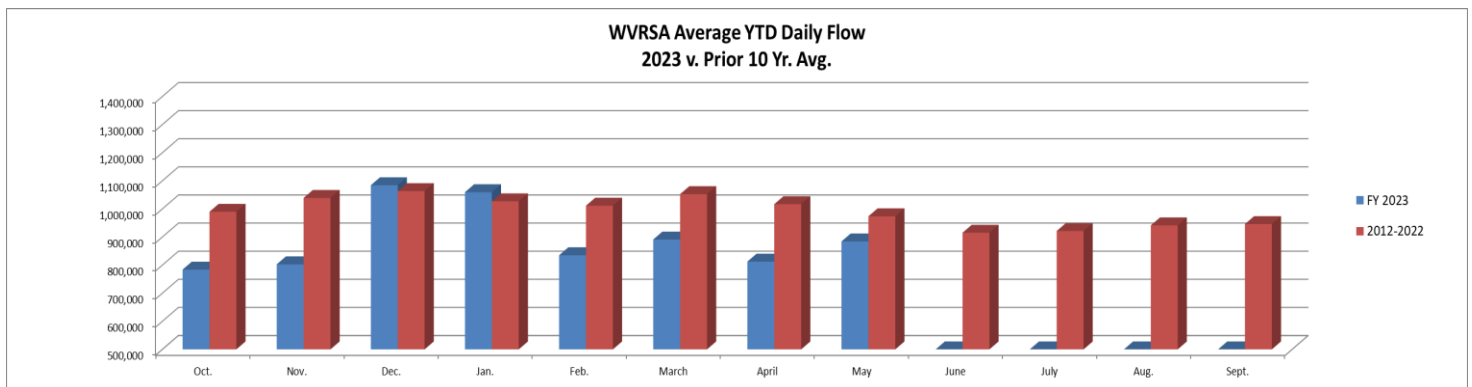
Budget	\$822,608.00	
Updated Budget (1)	\$788,608.00	
Average Payroll		\$ 27,545.68
Payrolls remaining		7
Projected Payroll Cost for Balance of Year Based on Average		\$ 716,187.79
Variance Projected Year End vs Actual Budget		\$ (72,420.21)
%		-8.8%

(1) Budget reduced \$34K on April 26, 2023 by budget transfer resolution 23-56



Mr. Roeder stated that overall electric costs are running on budget. Mr. Roeder moved to sludge hauling, stating that it is up due to the amount of septage the haulers have been bringing, the more septage received the more sludge that must be removed.

Mr. Roeder reported, the average daily flow for May was 884,197 gpd which is below our permit capacity, plant flow continues to track under 1 mgd which is within the DEP limits. (See chart below)



WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

June 28, 2023

Regular Public Meeting

	FY 2023		FY 2022		Change		% Change		FY 2021		FY 2020		FY 2019		FY 2018	
					Prior Month	Prior Month	2022-2023	2022-2023								
Oct.	783,871	1,384,839	77,171	10.9%	(600,968)	-43.4%	1,126,774	1,043,871	1,249,161	915,323						
Nov.	802,581	1,345,484	18,710	2.4%	(542,903)	-40.4%	1,191,000	1,099,000	1,580,233	975,233						
Dec.	1,084,194	1,270,323	281,613	35.1%	(186,129)	-14.7%	1,291,613	1,331,484	1,412,839	900,000						
Jan.	1,059,355	1,270,645	(24,839)	-2.3%	(211,290)	-16.6%	1,219,710	1,113,871	1,339,355	998,452						
Feb.	834,964	1,364,643	(224,391)	-21.2%	(529,679)	-38.8%	1,090,000	1,040,000	1,185,357	1,201,115						
March	890,968	1,105,484	56,004	6.7%	(214,516)	-19.4%	1,292,258	1,190,000	1,255,484	1,366,433						
April	812,333	1,052,464	(78,635)	-8.8%	(240,131)	-22.8%	1,102,000	1,183,333	1,137,667	1,239,267						
May	884,194	827,367	71,861	8.8%	56,827	6.9%	1,010,000	1,104,194	1,357,742	1,113,097						
June	0	784,667	(884,194)	-100.0%	(784,667)	-100.0%	1,065,333	967,000	1,155,667	938,667						
July	0	667,419	-	#DIV/0!	(667,419)	-100.0%	1,314,226	1,042,742	1,065,806	948,613						
Aug.	0	631,726	-	#DIV/0!	(631,726)	-100.0%	1,432,258	1,183,548	987,419	1,088,968						
Sept.	-	706,700	-	#DIV/0!	(706,700)	-100.0%	1,547,000	1,138,667	1,001,667	1,084,800						
MIN.	783,871	631,726					1,010,000	967,000	987,419	900,000						
MAX.	1,084,194	1,384,839					1,547,000	1,331,484	1,580,233	1,366,433						
AVG. YTD	894,058	1,202,656			(308,599)	-25.7%	1,165,419	1,138,219	1,314,730	1,088,615						
Rolling 12 mos. Average =	828,581															
Rolling 12 mos. Average as % of capacity =					66%											

Mr. Roeder reported on septage revenue May had an increased of 12%, May revenue collections is the third highest monthly revenue. At the current trajectory revenue should exceed the \$820,000 anticipated for FY23 by \$74,000.

Month	FY 2023		FY 2022		Change		% Change		FY 2021		FY 2020		FY 2019	
			Prior Month	Prior Month	2022 to 2023	2022 to 2023								
October	\$ 74,847	\$ 4,776	6.4%	\$ 79,566	\$ (4,718)	-5.9%	\$ 85,561	\$ 75,964	\$ 79,756					
November	\$ 74,773	\$ (74)	-0.1%	\$ 74,160	\$ 614	0.8%	\$ 58,207	\$ 76,495	\$ 57,473					
December	\$ 69,717	\$ (5,056)	-7.3%	\$ 76,614	\$ (6,896)	-9.0%	\$ 71,451	\$ 55,438	\$ 58,690					
January	\$ 57,373	\$ (12,344)	-17.7%	\$ 40,950	\$ 16,423	40.1%	\$ 52,271	\$ 52,475	\$ 42,560					
February	\$ 50,880	\$ (6,493)	-11.3%	\$ 61,027	\$ (10,147)	-16.6%	\$ 29,457	\$ 52,665	\$ 33,549					
March	\$ 74,381	\$ 23,501	46.2%	\$ 70,465	\$ 3,916	5.6%	\$ 81,576	\$ 67,454	\$ 46,088					
April	\$ 91,583	\$ 17,202	23.1%	\$ 82,468	\$ 9,115	11.1%	\$ 98,821	\$ 92,709	\$ 78,881					
May	\$ 102,490	\$ 10,908	11.9%	\$ 84,306	\$ 18,184	21.6%	\$ 80,217	\$ 88,973	\$ 82,634					
June	\$ -	\$ (102,490)	-100.0%	\$ 78,220	\$ (78,220)	-100.0%	\$ 97,800	\$ 94,764	\$ 86,054					
July	\$ -	\$ -	#DIV/0!	\$ 74,760	\$ (74,760)	-100.0%	\$ 90,447	\$ 74,088	\$ 70,609					
August	\$ -	\$ -	#DIV/0!	\$ 63,185	\$ (63,185)	-100.0%	\$ 72,725	\$ 72,980	\$ 71,798					
September	\$ -	\$ -	#DIV/0!	\$ 70,071	\$ (70,071)	-100.0%	\$ 80,437	\$ 76,602	\$ 76,658					
Total	\$ 596,045			\$ 855,790			\$ 898,970	\$ 880,606	\$ 784,750					
Total YTD	\$ 596,045			\$ 569,555	\$ 26,490	4.7%	\$ 557,561	\$ 562,172	\$ 479,630					
Avg Monthly YTD	\$ 74,506			\$ 71,194	\$ 3,311	4.7%	\$ 69,695	\$ 70,271	\$ 59,954					

Total Projected FY 2023 =	\$ 894,067.80
FY 2023 Anticipated Budget Revenue =	\$ 820,000.00
Difference	\$ 74,067.80

Mr. Roeder reported on Chapman ES costs, are not significantly different from last months report, Chapman ES dashboard still projected to be over budget. Mr. Roeder stated that they are looking at ways to reduce the cost to the Authority.

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

June 28, 2023

Regular Public Meeting

Chapman Environmental Services



CHAPMAN ENVIRONMENTAL SERVICES

Month	Operations								Other				TOTAL	
	Total Bill	Reimbursables				Net Cost to WWRSA			Wanaque Borough Collection System	Interim Exec. Director	NJIB Plan & Design	Ringwood/JD Collection/Filt		
		Ringwood/JD	Ringwood BOE	NJIDWSC	WWRSA CIP	Total Reimb	WWRSA Operating	FY2023 Budget						Variance
October	\$ 38,100.67	\$ 4,016.92			\$ 972.00	\$ 4,988.92	\$ 33,111.75	\$ 27,583.33	\$ 5,528.42	\$ 1,700.00	\$ 7,793.00	\$ 6,851.00	\$ 4,125.16	\$ 58,509.83
November	\$ 39,496.37	\$ 5,144.87			\$ 972.00	\$ 6,116.87	\$ 33,379.50	\$ 27,583.33	\$ 5,796.17	\$ 12,450.00	\$ 6,252.00	\$ 7,903.00	\$ 12,619.72	\$ 78,721.09
December	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 27,583.33	\$ (27,583.33)	\$ -	\$ -	\$ -	\$ -	\$ -
January*	\$ 64,673.71	\$ 9,710.05	\$ 5,024.00		\$ 972.00	\$ 14,734.05	\$ 48,939.66	\$ 27,583.33	\$ 22,356.33	\$ 1,700.00	\$ 6,931.00	\$ 8,196.00	\$ 4,432.00	\$ 85,932.71
February	\$ 35,148.62	\$ 2,296.75	\$ 4,893.37		\$ 972.00	\$ 8,362.12	\$ 26,986.50	\$ 27,583.33	\$ (596.83)	\$ 1,700.00	\$ 6,196.50	\$ 9,083.00	\$ 237.00	\$ 52,365.12
March	\$ 26,650.50	\$ 873.00	\$ 990.00		\$ 243.00	\$ 1,215.00	\$ 25,435.50	\$ 27,583.33	\$ (2,147.83)	\$ 1,700.00	\$ 4,664.00	\$ 6,000.50	\$ 76,585.56	\$ 115,600.56
April	\$ 34,411.16	\$ 1,612.35	\$ 3,265.39		\$ 729.00	\$ 5,606.74	\$ 28,804.42	\$ 27,583.33	\$ 1,221.09	\$ 1,700.00	\$ 5,837.50	\$ 6,989.50	\$ -	\$ 48,938.16
May	\$ 44,516.06	\$ 5,761.56	\$ 2,947.00		\$ 243.00	\$ 8,951.56	\$ 35,564.50	\$ 27,583.33	\$ 7,981.17	\$ 1,700.00	\$ 4,937.00	\$ 5,158.50	\$ 1,292.09	\$ 57,603.65
June	\$ 40,609.00	\$ 5,607.50	\$ 1,255.50		\$ 729.00	\$ 7,592.00	\$ 33,017.00	\$ 27,583.33	\$ 5,433.67	\$ 1,700.00	\$ 6,578.00	\$ 4,835.50	\$ -	\$ 53,722.50
July					\$ -	\$ -	\$ -	\$ 27,583.33	\$ (27,583.33)					\$ -
August					\$ -	\$ -	\$ -	\$ 27,583.33	\$ (27,583.33)					\$ -
September					\$ -	\$ -	\$ -	\$ 27,583.33	\$ (27,583.33)					\$ -
TOTAL YTD	\$ 323,606.09	\$ 35,023.00	\$ 17,484.26	\$ -	\$ 4,860.00	\$ 57,367.26	\$ 266,238.83	\$ 248,250.00	\$ 17,988.83	\$ 24,350.00	\$ 49,189.00	\$ 55,017.00	\$ 99,291.53	\$ 553,453.62
AVERAGE YTD	\$ 35,956.23	\$ 3,891.44	\$ 2,487.75	\$ -	\$ 694.29	\$ 6,374.14	\$ 29,582.09	\$ 29,582.09	\$ 17,988.83	\$ 2,705.56	\$ 5,466.44	\$ 6,113.00	\$ 12,411.44	\$ 61,272.62

*Billing for January and December

WVRS Cost Year to Date	\$ 266,239	Total CIP Charges =	\$ 4,860
WVRS Average Monthly Cost Operating	\$ 29,582	Avg monthly CIP =	\$ 694
Projected Year End Cost	\$ 354,985		
FY 2023 Line Item Appropriation	\$ 331,000		
Budget Variance	\$ 23,985		

Interim Exec Director Cost to Date	\$ 49,189
Average Monthly Cost	\$ 5,466
Projected Year End Cost	\$ 65,585
FY2023 Line Item Appropriation	\$ 64,000
Budget Variance	\$ (1,415)

Mr. Roeder reported on the cash status stating that on paper it looks problematic, explaining that the bank balance do not reflect the recent payments received by both Borough of Wanaque and Borough of Ringwood.

Bank	Account Purpose	October	November	December	January	February	March	April
Bank of New York	Bond Reserve Fund	\$ 1,465,060.87	\$ 1,465,238.43	\$ 1,465,455.44	\$ 1,465,704.99	\$ 1,465,973.34	\$ 1,466,232.98	\$ 1,466,527.88
Bank of New York	Bond Service Fund	\$ 2,146.00	\$ 2,150.48	\$ 2,155.95	\$ 2,162.22	\$ 2,169.04	\$ 2,175.60	\$ 2,183.12
Bank of New York	Construction Fund	\$ 1,707.72	\$ 1,711.27	\$ 1,715.71	\$ 1,720.70	\$ 1,726.04	\$ 1,731.32	\$ 1,737.30
Bank of New York	General Fund	\$ 62,476.46	\$ 62,606.88	\$ 62,736.28	\$ 62,949.59	\$ 63,146.71	\$ 63,337.44	\$ 63,554.07
Bank of New York	O&M Reserve Fund	\$ 790,537.91	\$ 792,166.49	\$ 794,183.27	\$ 796,502.32	\$ 798,996.16	\$ 801,409.12	\$ 804,149.76
Bank of New York	Renewal & Replacement Fund	\$ 101,052.95	\$ 101,263.87	\$ 101,521.68	\$ 101,818.16	\$ 102,136.93	\$ 102,445.41	\$ 102,795.77
Bank of New York	Revenue Fund	\$ 298,671.63	\$ 138,126.75	\$ 138,888.11	\$ 198,070.29	\$ 121,137.24	\$ 71,695.14	\$ 220,961.54
Lakeland Bank	Depository	\$ 398,659.13	\$ 221,301.39	\$ 313,147.50	\$ 81,142.97	\$ 303,733.11	\$ 191,216.08	\$ 281,123.54
Lakeland Bank	Unemployment Fund	\$ 27,294.04	\$ 27,294.04	\$ 27,736.18	\$ 27,736.18	\$ 27,736.18	\$ 28,364.48	\$ 28,364.48
Lakeland Bank	Payroll	\$ 114,883.76	\$ 214,039.21	\$ 264,186.14	\$ 191,997.63	\$ 344,002.03	\$ 246,301.01	\$ 208,512.40
Valley National Bank	O&M Revolving Fund	\$ 147,342.24	\$ 151,554.09	\$ 83,778.31	\$ 651,585.76	\$ 180,972.40	\$ 227,530.67	\$ 180,805.79
Highlands State Bank	Oxidation Ditch Cleaning Res.	\$ 91,415.97	\$ 91,415.97	\$ 91,415.97	\$ 92,006.09	\$ 92,006.09	\$ 92,006.09	\$ 92,587.11
FY 2023 TOTAL		\$ 3,501,248.68	\$ 3,268,868.87	\$ 3,346,950.54	\$ 3,673,396.90	\$ 3,503,735.27	\$ 3,294,445.34	\$ 3,453,302.76
FY 2022 TOTAL		\$ 3,274,206.97	\$ 4,021,766.69	\$ 4,268,327.87	\$ 3,763,391.42	\$ 4,748,224.79	\$ 4,278,148.41	\$ 4,007,417.51
\$ Variance		\$ 227,041.71	\$ (752,897.82)	\$ (921,377.33)	\$ (89,994.52)	\$ (1,244,489.52)	\$ (983,703.07)	\$ (554,114.75)
% Variance		6.9%	-18.7%	-21.6%	-2.4%	-26.2%	-23.0%	-13.8%
FY 2021 TOTAL		\$ 3,065,227.76	\$ 3,780,821.55	\$ 3,862,529.91	\$ 3,355,682.00	\$ 4,198,471.76	\$ 3,827,222.06	\$ 3,686,115.91
FY 2020 TOTAL		\$ 2,901,177.61	\$ 3,612,444.10	\$ 3,589,400.74	\$ 3,394,825.65	\$ 4,484,710.66	\$ 3,889,513.00	\$ 3,737,730.02
FY 2019 TOTAL		\$ 2,816,392.76	\$ 3,490,386.94	\$ 3,526,014.68	\$ 3,888,461.60	\$ 3,696,711.56	\$ 3,456,629.74	\$ 3,260,126.92
FY 2018 TOTAL		\$ 3,085,592.62	\$ 2,988,209.87	\$ 3,026,186.57	\$ 2,651,230.65	\$ 2,697,247.42	\$ 2,880,625.83	\$ 2,510,482.69
FY 2017 TOTAL		\$ 3,414,703.50	\$ 3,827,923.03	\$ 3,430,470.65	\$ 3,203,411.24	\$ 2,952,221.93	\$ 3,076,932.52	\$ 2,761,892.39
FY 2016 TOTAL		\$ 1,512,427.25	\$ 2,887,279.73	\$ 3,018,670.26	\$ 2,761,219.00	\$ 3,578,903.31	\$ 2,655,346.28	\$ 2,392,945.29

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY
 June 28, 2023
 Regular Public Meeting

Operating Accounts (Revenue, Depository, Payroll, O&M Revolving)			
May 2023	April 2023	\$ Change	% Change
\$ 852,408.87	\$ 891,403.27	\$ (38,994.40)	-4%
May 2023	May 2022	\$ Change	% Change
\$ 852,408.87	\$ 2,365,719.38	\$ (1,513,310.51)	-64%

Mr. Roeder asked the Board if they had any questions, hearing none, Mr. Roeder asked Mr. Leslie, to give the plant operations report.

Plant Operations Supervisor

Mr. Leslie stated that the Authority started the cyber migration to the cloud, reporting that Xerox has completed all the necessary changes on all systems, Tier 3 is completed and now we are SharePoint (cloud) storage.

Mr. Leslie reported that we are still have some challenges:

- 1) RAS Pumps continue to be a problem.
- 2) Effluent Ammonia compliance challenge

Discussion continued:

Mr. Leslie reported on items complete:

- 1) Two summer interns started.
- 2) Maintenance activities increased / improved.
- 3) Monthly meetings with the Boro of Wanaque.

ENGINEERING REPORT – Boswell Engineering

Ms. Diaz stated that she is working on Requisition #3 for the I-Bank, and we usually have the money very quickly.

Ms. Dias reported that they have submitted the TWA for the project.

LEGAL REPORT

Mr. Bailey of Huntington Bailey, LLP stated that he had nothing to report.

Commissioners Levine stated we are up to the Resolution portion of this meeting.

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

June 28, 2023

Regular Public Meeting

Mr. Roeder gave a brief explanation of each of the Resolutions presented tonight.

Resolution 23-62– Authorizing the Hiring of Summer Laborers

MOTION Moved by Mr. Taukus 2nd by Mr. Allen hire Patrick Montague and Alexander Karp as Temporary Summer Laborers for WVRSA.

Commissioner Levine asked all those in favor to signify so by stating Aye.
Commissioners: Allen, Conlon, Gerst, Levine, Taukus, all stated Aye

MOTION CARRIED

Resolution 23-63 – Adopting Technology Risk Management Standards in Compliance with NJ MEL Excess Liability Joint Insurance Fund’s Cyber Risk Management Tier Three Requirements

MOTION Moved by Mr. Allen 2nd by Mr. Taukus, Adopting Technology Risk Management Standards in Compliance with NJ MEL Excess Liability Joint Insurance Fund’s Cyber Risk Management Tier Three Requirements

Commissioner Levine asked all those in favor to signify so by stating Aye.
Commissioners: Allen, Conlon, Gerst, Levine, Taukus, all stated Aye

MOTION CARRIED

Resolution 23-64- Accepting and Authorizing Payment of Bills Resolution #23-64

MOTION Moved by Mr. Levine, 2nd by Mr. Allen to approve and accept Resolution #23-64 in the amount of \$ \$328,172.66.

Commissioner Levine asked all those in favor to signify so by stating Aye.
Commissioners: Allen, Conlon, Gerst, Levine, Taukus, all stated Aye

MOTION CARRIED

OLD BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT

Commissioner Levine said, seeing no one from the public there is no need for public comment.

ADJOURNMENT

Motion was made to adjourn the meeting.

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

June 28, 2023

Regular Public Meeting

MOTION Moved by Mr. Allen, 2nd by Mr. Taukus to adjourn the meeting.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners: Allen, Conlon, Gerst, Levine, Taukus and Covelli all stated Aye

MOTION CARRIED

The meeting was adjourned at 6:25PM

Minutes respectfully submitted by,

Elizabeth Parrinello

Elizabeth Parrinello, Recording Secretary

MOTION WAS MADE at the 08/15/2023 Public Meeting

Commissioner	Motion	Second	Ayes	Nays	Abstain	Absent
Allen			X			
Conlon	X		X			
Gerst			X			
Levine			X			
Taukus		X	X			
Covelli			X			