WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES December 20, 2022

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:09 p.m. The meeting was held at the Authority's Administration Building located at 199 Foul Rift Road, Belvidere, New Jersey.

Roll Call:

Laurel Napolitani, Chairwoman
Everdina O'Connor, Vice Chairperson
Chad Chamberlain, Secretary
Angelo Accetturo, Treasurer
William Godfrey
Donald Niece
Gerald Norton
Joseph Roth

Also, in attendance: Kim Francisco, Authority CFO; Liam B. McManus, Esq., Authority Legal Counsel; Ronald Madison, Authority Engineer; and Susan Wright, Administrative Assistant.

Chairwoman Napolitani read the Introductory Statement. This regular meeting has been properly noticed in accordance with New Jersey State Statutes

MINUTES

Mr. Accetturo moved, and Mr. Niece seconded to approve the minutes of the November 17, 2022 regular meeting, as presented. All in favor, motion passed.

CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

- 1. Memo dated December 6, 2022, from PERMA Risk Management Services, regarding the 2022 Proposed Budgets for the NJUA JIF.
- 2. Memo dated November 23, 2022, from PERMA Risk Management Services, regarding liability coverage change from QBE America to AIG as of January 1, 2023.
- 3. Letter dated November 15, 2022, from Connor Strong & Buckelew to the Authority enclosing our renewal documents (Auto ID cards & Workers Compensation Notices) for 2023.

ENGINEER'S REPORT

Mr. Madison summarized his report which was included in the agenda packets. There were no questions or comments from Board members.

CFO'S REPORT

Mr. Francisco summarized his monthly financial report.

Chairwoman Napolitani asked for a motion to appoint Nisivoccia, LLP, as auditor for the Authority. Mr. Norton moved to adopt Resolution #22-43, and Ms. O'Connor seconded. All in favor, motion passed.

GENERAL COUNSEL'S REPORT

Mr. McManus had nothing to report.

EXECUTIVE DIRECTOR

Mr. Inscho advised that both construction projects in Oxford and Belvidere have finished up, with just a few items to touch up with both.

Two new operators started last week.

The Belvidere plant had an OSHA inspection, with a list of items that will need to be done.

Mr. Inscho advised that he met with Ron Madison and Tyler Evans of Colliers Engineering to discuss the issues with the I&I in Oxford and will be making plans to get some numbers together.

Force Main in Oxford should be installed soon. Waiting for two consecutive nice days for Tom Bartha to install the force main.

Generator: Mr. Inscho spoke with Rick from Raw Power who advised that it is about 4 weeks out.

Mr. Roth moved to adopt Resolution #22-44, awarding the non-fair and open contract for the professional services of laboratory testing to Pace Analytical Services for one year. Mr. Accetturo seconded. All in favor, motion carried.

<u>FINANCE</u>

Mr. Roth moved that Resolution #22-45 be approved to pay all bills from the Operating Funds (Certificate No. OP 436: \$56,263.54). Ms. O'Connor seconded. All in favor, motion passed.

Ms. O'Connor moved that Resolution #22-46 (Certificate No. CI 442: \$9,590.04) be approved to pay all bills from the Capital Improvement Funds, as presented. Mr. Chamberlain seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani went over the prior discussion with the Board regarding bringing on our two new operators and increasing our three most experienced operators' salaries, which was previously approved. She provided a list of the increases for said operators, as well as Mr. Inscho and Ms. Wright. She advised that she would like to pass this resolution for increases starting in January 2023. Mr. Chamberlain moved to authorize the increases/adjustments in salaries starting January 1, 2023. Ms. O'Connor seconded. All in favor, motion passed.

Chairwoman Napolitani summarized her year in review memorandum, which was provided within the agenda packets.

Chairwoman Napolitani advised that on Monday we had an issue with our phone system and internet at the Administration Building. Fortunately, Jean Paul and his staff came right away and fixed the issue. Afterwards, Jean Paul brought to her attention that he has a package/plan that we can purchase from him for emergent support, which would allow him to put a job he may have on his schedule on hold, so that he can provide us with immediate support. He advised that the cost would be \$6,000.00 per year (\$500.00 per month, \$250.00 per plant). Chairwoman Napolitani had a discussion with Mr. Francisco and because we did not budget for such an item, and because we have very few "emergent" situations, it was decided that we will not sign up at this time.

Chairwoman Napolitani advised that she, Mr. Godfrey, Mr. Accetturo and Mr. Inscho were scheduled to go to the White Township monthly meeting on December 14, 2022, to discuss the pump station for the purposes of the Becrett development project. Unfortunately, that meeting was canceled. Mr. Inscho will contact White Township to reschedule for January. Mr. Godfrey will not be able to attend in January, but she, Mr. Accetturo and Mr. Inscho will still attend.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Mr. Roth inquired where the Authority is regarding cyber security. Ms. Wright advised that she spoke with Jean Paul and in the near future, Ms. Wright along with Chairwoman Napolitani, Jean Paul and Sharon Cooper will meet to discuss our best interest when it comes to cyber security. Mr. Madison advised that they have brought in the Department of Homeland Security to perform audits with several of their clients, which is a free service. It may take some time to schedule with them, but it is worth looking into.

PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Mr. Accetturo moved for the meeting to be adjourned. The meeting was adjourned at 7:35 p.m.

Susan Wright
Susan Wright

Administrative Assistant

RESOLUTION NO. 22-43

RESOLUTION AUTHORIZING THE APPOINTMENT FOR NISIVOCCIA LLP AS AUDITOR FOR THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY FOR FISCAL YEAR 2023

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (Authority) requires the services of an auditor for FY2023.

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, 2023 through the later of December 31, 2023 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, 2023 through December 31, 2023, 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 affect 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, CHAD CHAMBERLAIN, 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 20, 2022.

Chad Chamberlain, Secretary

DATED: December 22, 2022

RESOLUTION: 22-44

AUTHORIZING THE ADOPTION OF A NON-FAIR AND OPEN CONTRACT FOR LABORATORY SERVICES

WHEREAS, there exists a need for Certified laboratory testing services to the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the "Authority"); and

WHEREAS, the Authority's Chairman has determined and certified in writing that the value of the contract will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, Pace Analytical Services, LLC, a corporation of the State of New Jersey, having offices at 812 Silvia Street, Ewing, NJ, (hereafter, "Contractor") has submitted a contract dated December 20, 2022, indicating it will provide the required services at a sum not to exceed \$30,000.00; and

WHEREAS, Contractor has completed and submitted a Business Entity Disclosure Certification, which is made a part hereof, that the business entity has not made a contribution that would bar the award of this contract, and the business entity will continue to report to the Election Law Enforcement Commission any contribution that would violate the Pay-To-Play Law (N.J.S.A. 19:44A-20.4 et seq.) during the term of this contract, and has listed political contributions made during the past twelve months as set forth is said certification; and

WHEREAS, funds are available for this purpose, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) Provides that this contract might be awarded without competitive bidding as a "professional service", and further requires that the resolution authorizing the award of contracts for professional services without competitive bid must be publicly advertised.

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

- 1. The Chairwoman and Secretary of said Authority are hereby authorized and directed to execute a certain agreement dated December 20, 2022, between the Authority and Pace Analytical Services, LLC, a corporation of the State of New Jersey, having offices at 812 Silvia Street, Ewing, NJ.
- 2. The contract is awarded without competitive bidding as a "Professional Service" because certified laboratory services are exempt from bidding under N.J.S.A. 40A:11-5(1)(a)(i); the Authority has had a positive experience history with this Contractor, and the Contractor has the required licenses, skills, personnel and experience to adequately provide the professional services required by the Authority in this regard.

- 3. A Notice of this resolution shall be published in the official newspaper as required by law within ten days of its passage.
- 4. One copy of this Resolution, and the contract itself, shall be made available at the Authority offices for public inspection.
- 5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.
- 6. This Resolution memorializes the action taken by the Authority at its meeting on December 20, 2022.

CERTIFICATION

I, Chad Chamberlain, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on December 20, 2022.

By:

Chad Chamberlain, Secretary

CERTIFICATION

I, Laurel Napolitani, Chairwoman of the Authority, do this date certify that the contract mentioned herein exceeds, or is reasonably likely to exceed the sum of \$17,500.00 during its term.

Dated: December 20, 2022

Date: December 20, 2022

aurel Napolitani, Chairwoman

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING THE MONTHS OF NOVEMBER & DECEMBER, 2022

I HEREBY CERTIFY, that the bills listed on the attached Resolution of December 20, 2022, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2022 budget.

Chad Chamberlain, Secretary

Certificate No. OP 436

Dated: December 20, 2022

Moved by: Mr. Roth

Seconded by: Ms. O'Connor

Yes g

No Ø

Abstain Ø

Absent 6

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: December 20, 2022

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 #21275-21288:
 11/28/22
 \$4,114.06

 Check #21289-21330:
 12/19/22
 \$52,149.48

Total: \$56,263.54

PENTAMATION DATE: 11/28/2022 TIME: 11:40:53 FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 11/22

AMOUNT	20.00	36.17 9.95 19.90 66.02	46.12 156.85 202.97	356.87	286.30	750.00 720.00 1,470.00	37.34	366.34	4,09	197.46	287.80	399.32	137.36	282.19	4,114.06	4,114.06
DESCRIPTION	FRNT DOOR SECURITY	309373198 309801924 310260175	8499052660035827 8499052660035830	8499052650021506	OXFORD PAPER PRODUCTS	SETUP WIRELESS NETWRK WIFI ACCESS	S. WATER STREET PUMP	REIM HEALTH	FLOW METER	QTRLY COPY LEASE	MONTHLY DUMPSTER FEE	MONTHLY GASOLINE	MOBILE PHONES & OCC	BELV PHONE SYSTEM		
ACCT	5026	5076 5076 5076	5076 5076	5076	5024	5029 5029	5070	5092	5071	5026	5024	5070	5076	2076		
VENDOR	ADT COMMERCIAL LLC	BRIGHTSPEED BRIGHTSPEED BRIGHTSPEED	COMCAST	COMCAST	CRISTAL ASSOCIATES, LLC	CRS, LLC CRS, LLC	ELIZABETHTOWN GAS	GERO, WAYNE	JCP&L	RICOH USA, INC.	SANICO INC.	THE COUNTY OF WARREN	VERIZON WIRELESS	VOIP BILLING SERVICES		
	28	239 239 239	273 273	273	294	295 295	460	625	935	840	1825	1938	2140	2145		
DATE ISSUED	11/28/22	11/28/22 11/28/22 11/28/22 HECK	11/28/22 11/28/22 HECK	11/28/22	11/28/22	11/28/22 11/28/22 HECK	11/28/22	11/28/22	11/28/22	11/28/22	11/28/22	11/28/22	11/28/22	11/28/22		
CHECK NUMBER CASH ACCT	10101	10101 11/28/22 10101 11/28/22 10101 11/28/22 TOTAL CHECK	10101 11/28/22 10101 11/28/22 TOTAL CHECK	10101	10101	10101 11/28/22 10101 11/28/22 TOTAL CHECK	10101	10101	10101	10101	10101	10101	10101	10101	IL FUND	TOTAL REPORT
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PENTAMATION DATE: 12/15/2022 TIME: 10:57:18

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PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 12/22 175.64 6,595.74 1,402.20 558.98 488.64 2,449.82 46.36 57.01 46.36 59.00 46.36 59.00 57.01 46.36 57.01 57.01 255.00 366.34 233.34 225.22 330.00 38.85 60.12 43.61 142.58 84.90 53.47 138.37 1,000.00 270.95 1,409.84 2,299.44 391.66 20.00 441.51 294.34 735.85 AMOUNT 216.23 -----DESCRIPTION-----FILTER PAPR & BUFFERS BELV. PAPER PRODUCTS NOV LEGAL SERVICES OXFORD HMI SCREENS OXFORD MIXER MOTOR FRNT DOOR SECURITY FINANCE SUPPORT MONTHLY STIPEND GEN ENGINEERING MONTHLY STIPEND LOGO T-SHIRTS AB SUPPLIES 100003352968 100004188262 BELV PROPANE REIM HEALTH 4136237718 4136237925 4136933383 413693343 4137672901 4137673375 4138332479 4138332479 41383557543 4138957854 309480336 309538602 310189069 189420 189423 216552 683589 684376 5092 5011 5509 5028 5024 5024 MUNICIPAL UTILITY AUTHORITY CHECK REGISTER 5043 5043 5043 5043 5043 5043 5043 5070 5070 5070 5043 5076 5076 5076 5076 5545 5027 5026 5070 5025 5025 5024 5024 5011 FLEMINGTON DEPARTMENT STO E O FISHER SCIENTIFIC CO, LLC FLORIO PERRUCCI STEINHARD BILL HODGE ELECTRICAL CON BILL HODGE ELECTRICAL CON CRISTAL ASSOCIATES, LLC COLLIERS ENGINEERING & COOPER'S OIL COMPANY COOPER'S OIL COMPANY COOPER'S OIL COMPANY CINTAS CORPORATION
CINTAS CORPORATION ACCETTURO, NICOL A. ADT COMMERCIAL LLC COUNTY OF WARREN GODFREY, WILLIAM --VENDOR-----M AUTO PARTS M AUTO PARTS HACH COMPANY BRIGHTSPEED BRIGHTSPEED BRIGHTSPEED GERO, WAYNE AMERIGAS υU FUND - MUA01 - MUN UTILITY AUTH GEN FUND 650 271 279 279 279 287 294 542 537 539 625 715 935 239 206 265 265 265 265 265 265 265 265 265 161 26 28 DATE ISSUED --12/19/22 0101 12/19/22 TOTAL CHECK 10101 12/19/22 10101 12/19/22 10101 12/19/22 10101 12/19/22 10101 12/19/22 10101 12/19/22 10101 12/19/22 10101 12/19/22 10101 12/19/22 10101 12/19/22 10101 12/19/22 10101 12/19/22 10101 12/19/22 TOTAL CHECK 12/19/22 12/19/22 12/19/22 CHECK 12/19/22 12/19/22 12/19/22 12/19/22 12/19/22 12/19/22 12/19/22 12/119/22 12/19/22 10101 12/19/22 10101 12/19/22 TOTAL CHECK 12/19/22 12/19/22 12/19/22 12/19/22 12/19/22 CHECK NUMBER CASH ACCT TOTAL 10101 10101 10101 10101 10101 10101 10101 10101 10101 10101 10101 10101 10101 10101 10101 10101

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PENTAMATION DATE: 12/15/2022 TIME: 10:57:18

INICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 2 VENCHK11 ACCOUNTING PERIOD: 12/22

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FUND - MUA01 - MUN UTILITY AUTH GEN FUND

AMOUNT	4.09 7,544.96 207.46 94.21 655.49 15,277.59	71.93 29.34 101.27	603.80	1,244.80	450.00	19.85	233.34	12.67	52.65	78.99	233.34	5,035.82 1,083.32 1,728.00 7,847.14	391.66	260.43 23.99 284.42	8.58	337.20 387.70 387.61 341.55 90.14 1,524.20	4,515.00	76.13	233.34	1,037.00
DESCRIPTION	100004582811 100004911044 100004952337 100005061898 100005205917	69685 69689	PVC PIPES & GASKET	NOV. BILLING	MONTHLY STIPEND	NOV WATER	MONTHLY STIPEND	EXPRESS TIMES	STAR LEDGER	TANK HEATER	MONTHLY STIPEND	4069 4087 4101	MONTHLY STIPEND	COPY PAPER, INK CART OXFORD INK CART	NOV UTILITY LOCATE	N109469-43 N109471-43 N109640-43 N109649-43 N109787-43	NOV SLUDGE DISPOSAL	BATTERIES	MONTHLY STIPEND	AXFORD AVE STANDBY
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VENDOR	JCP&L JCP&L JCP&L JCP&L JCP&L	L.E. RITTER LUMBER CO. L.E. RITTER LUMBER CO.	LIN SUPPLY INC.	MAIN POOL & CHEMICAL CO.,	NAPOLITANI, LAUREL	NEW JERSEY AMERICAN WATER	NIECE, DONALD L.	NJ ADVANCE MEDIA	NJ ADVANCE MEDIA	NORTH EAST PARTS GROUP, L	NORTON, GERALD	O&M SOLUTIONS, LLC O&M SOLUTIONS, LLC O&M SOLUTIONS, LLC	O'CONNOR, EVERDINA A.	OFFICE CONCEPTS GROUP, IN OFFICE CONCEPTS GROUP, IN	ONE CALL CONCEPTS, INC.	PACE ANALYTICAL SERVICES, PACE ANALYTICAL SERVICES, PACE ANALYTICAL SERVICES, PACE ANALYTICAL SERVICES, PACE ANALYTICAL SERVICES,	PASSAIC VALLEY SEWERAGE C	RIGO GENERAL HARDWARE	котн, јоѕерн Р.	RUSSELL REID INC.
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CHECK NUMBER	21306 21306 21306 21306 21306	21307 21307	21308	21309	21310	21311	21312	21313	21314	21315	21316	21317 21317 21317	21318	21319 21319	21320	21321 21321 21321 21321 21321	21322	21323	21324	21325

PENTAMATION DATE: 12/15/2022 TIME: 10:57:18

MUNICIPAL UTILITY AUTHORITY

PAGE NUMBER: 3
VENCHK11
ACCOUNTING PERIOD: 12/22

ACCOUNTING PERIOD: 12		AMOUNT	287.80	6,216.00	52.44	338.00	24.00	52,149.48	52,149.48	
ACCOUP		DESCRIPTION	NOV DUMPSTER FEE	NOV SLUDGE HAUL	MONTHLY GASOLINE	ANNUAL PO BOX RENTAL	NOV BILLING			
		ACCT	5024	5079	5070	5710	5024			
CHECK REGISTER		ISSUEDVENDOR	SANICO INC.	SPECTRASERV INC	THE COUNTY OF WARREN	U.S. POSTAL SERVICE	WILSON PRODUCTS			
	AUTH GEN FUND		1825	1880	1938	2025	2280			
		DATE ISSUED	12/19/22	12/19/22	12/19/22	12/19/22	12/19/22			
7:18	FUND - MUA01 - MUN UTILITY	CHECK NUMBER CASH ACCT	10101	10101	10101	10101	10101		TOTAL REPORT	
TIME: 10:57:18	FUND	CHECK NUM	21326	21327	21328	21329	21330	TOTAL	TOTAL	

RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF NOVEMBER, 2022

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

<u>Laurel Mapalitanie</u> Laurel Napolitani, Chairwoman

Chad Chamberlain, Secretary

Certificate No. CI 442

Dated: December 20, 2022

Moved by: MS. O'Connor

Seconded by: Mr. Chamberlain

Yes <u>8</u>

No Ø

Abstain <u>Ø</u>

Absent Ø

CAPITAL IMPROVEMENT BILLS LIST

Dated: December 20, 2022

Colliers Engineering – Clarifier R Colliers Engineering – Oxford Sh American Industrial Supply – Ox Tom Bartha Excavting – Oxford I	udge Tank: ford Force Main:	\$ \$ \$ \$	5,487.50 662.50 1,040.04 2,400.00
	Total	\$	9,590.04

PENTAMATION DATE: 12/15/2022 TIME: 11:01:16

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 12/22

AMOUNT	1,040.04	662.50 5,487.50 6,150.00	2,400.00	9,590.04	9,590.04
DESCRIPTION	OXFORD FORCE MAIN	OXFORD STORAGE TANK BELV CLARIFIER REHAB	OXF FORCE MAIN		
ACCT	19001	19001	19001		
ISSUED	AMERICAN INDUSTRIAL SUPPL 19001	COLLIERS ENGINEERING & DE COLLIERS ENGINEERING & DE	TOM BARTHA & SON EXCAVATI 19001		
	55	271 271	1956		
DATE ISSUED	12/20/22	12/20/22 12/20/22 . CHECK	12/20/22		
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CHECK NU	21331	21332 21332	21333	TOTAL	TOTAL