WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES October 19, 2021

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:30 p.m. The meeting was held at the Authority's Administration Building located at 199 Foul Rift Road, Belvidere, New Jersey.

Chairwoman Napolitani led everyone in the Pledge of Allegiance.

Gerald Norton was appointed by the Warren County Commissioners. Mr. Tipton administered the oath of office and congratulated him.

Roll Call:

Laurel Napolitani, Chairwoman
Everdina O'Connor, Vice Chairperson
Chad Chamberlain, Secretary
Angelo Accetturo
Sidney Deutsch
Joseph Kennedy
Donald Niece
Gerald Norton
Joseph Roth

Also, in attendance: Brian Tipton, Esq., Authority Legal Counsel; Kim Francisco, Authority CFO; and Susan Wright, Administrative Assistant.

Chairwoman Napolitani read the Introductory Statement.

MINUTES

Mr. Kennedy moved, and Mr. Deutsch seconded to approve the minutes of the September 21, 2021 regular meeting, as presented. All in favor, except one abstention by Mr. Norton. The motion passed.

CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Letter dated September 21, 2021 from Alex J. Lazorisak, Warren County Administrator, to Gerald Norton, enclosing a resolution by the Warren County Board of Commissioners appointing him to the Warren County (PR) Municipal Utilities Authority Board.

- 2. An Application to the White Township Board of Adjustment for Public Hearing from Amanda Smith, who is seeking a variance to permit the construction of a single-family home on the premises of 15 Lower Glen Road, Belvidere (Block 10, Lot 10), White Township.
- 3. Letter dated September 28, 2021 from Joseph Mikulka of CP Engineers to Michele Christopher at the Bureau of Ground Water, Residuals & Permit Administration, NJDEP Division of Water Quality, enclosing the Authority's NJDES-DEW renewal application package.
- 4. Notice of Public Hearing to be conducted on October 12, 2021, from the Attorney for Jaindl Land Company, who is seeking preliminary subdivision and site plan approval from the White Township Planning Board, so as to permit the construction of two high cube warehouses and associated offices, consisting of approximately 2,691,200 square feet.
- 5. Notice of Public Hearing to be conducted on October 21, 2021 from Amanda Smith, to permit the construction of a single-family home on the premises of 15 Lower Glen Road (Block 10, Lot 10), White Township, Warren County.
- 6. Notice of Public Hearing to be conducted on October 21, 2021, from the Attorneys for Skoog Holdings, LLC, who is seeking preliminary and final site plan and use variance approvals from the White Township Zoning Board of Adjustment, to construct a self-storage facility on property known as Block 54.01, Lot 2 situate on Upper Sarepta Road in White Township, Warren County.

CFO'S REPORT

Mr. Francisco summarized his monthly financial report.

Mr. Francisco advised that an escrow account has been opened in connection with the Becrett Development in the amount of \$5,000.00.

Mr. Francisco thanked Chairwoman Napolitani for filling in for him at last month's meeting to discuss the FY2022 Budget. He advised that the appropriations are adequate and that the biggest item, over 40%, is our debt services, which we have no control over. This year our debt services are going down by approximately \$25,000.00, so we will be lowering our budget by \$25,000.00 on the appropriation side. The revenue side is where we have had an issue, we have been using our rate stabilization fund and it has come to the point where the rate needs to be raised. It has been seven years since the rates have been raised, and as such, as mentioned at last month's meeting, there will be a 5% increase in the rates.

Mr. Francisco summarized the FY2022 Authority Budge Resolution with the Board.

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Mr. Kennedy moved to adopt Resolution #21-42, for approval of the introduced FY2022 Annual Operating and Capital Budgets, and to certify the FY2022 Annual Budget, including all related schedules, and the FY2022 Capital Budget/Program as presented. Mr. Niece seconded. The motion passed unanimously on a roll call vote.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

ENGINEER'S REPORT

Mr. Donati was not in attendance; however, his report was included in the agenda packets.

Summit Project: Chairwoman Napolitani confirmed with Mr. Kennedy that this project, if it does happen, will most likely begin sometime in 2023.

Budget: Chairwoman Napolitani advised that Mr. Donati provided a 5-year plan and discussed with her that he would like to start on the designs for next year. Chairwoman Napolitani advised him that the Board cannot do that at this time. Once the FY2022 budget begins on January 1, 2022, the Board and Operators will discuss new projects.

GPS Manhole Location/GIS Drawing Preparation: Chairwoman Napolitani asked Mr. Kennedy to speak with individuals in Belvidere to help our Operators with the location.

Belvidere Pretreatment Mechanical Screen: A contractor will be at the Belvidere plant on Thursday, October 21, 2021 to install the water line and the yard hydrant.

Belvidere Clarifier Restoration: Chairwoman Napolitani expressed her concern that CP Engineers submitted an invoice in the amount of \$395.50 regarding this project. She questioned Mr. Donati and he advised that there was miscommunication/misunderstanding regarding the Board's disinterest in an alternative quality paint. Chairwoman Napolitani advised Mr. Donati that this project is on hold until sometime in March when Sherwin-Williams will advise if they were able to obtain the correct paint. The Board had a brief discussion regarding the payment of this invoice.

FINANCE

Mr. Accetturo requested that the Authority withhold paying the invoice from CP Engineers in the amount of \$395.50 for the Clarifier project from the Capital Improvement Funds.

Mr. Chamberlain moved that Resolution #21-43 be approved to pay all bills from the Capital Improvement Funds, minus the CP Engineers Invoice in the amount of \$395.50 (Certificate No. CI 427: \$3,710.70). Mr. Accetturo seconded. The motion passed unanimously on a roll call vote.

Mr. Accetturo moved that Resolution #21-44 (Certificate No. OP 421: \$37,943.88) be approved to pay all bills from the Operating Fund, as presented. Ms. O'Connor seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

AllMax: Chairwoman Napolitani advised that Operator N. Codis completed the two-hour training for the waste water and he advised that he does not feel confident to set up the program for the Authority. He requested some more training and assistance and then once it is set up, he will feel more comfortable with it. Chairwoman Napolitani reached out to AllMax for some guidance and recommendations for more training and set up. They will set up the program for a minimal increase. A quote was provided to Chairwoman Napolitani from AllMax for \$1,895.00 for their annual support. There was a discussion among the Board regarding getting the program set-up and the support. The Board agreed to pay the AllMax invoice.

Computers: Chairwoman Napolitani spoke with Jean Paul Reece and he inquired as to why his invoices had not been paid. She advised that she mistakenly deleted them from her email. He resent the invoices and she forwarded them to Ms. Wright. The total amount of his invoices is \$11,168.99. Chairwoman Napolitani requested that this amount be paid with our utility bills at the end of the month.

Mr. Reece also advised that he will be putting a back up on Ms. Wright's computer.

The Joint Insurance Fund provided the Authority with a Cyber Liability Application, which is the first year this has been requested. Ms. Wright provided the same to Mr. Reece for his assistance. Mr. Reece did advise that depending on the Authority's answers, JIF will determine which Tier we belong in and this will most likely increase our premium by a small amount.

Lost Control Report: At last month's meeting Mr. Chamberlain advised that there were a couple of recommendations that needed to be addressed and as such, the Oxford plant did replace the missing eye guards on the bench grinder and the Belvidere plant has taken care of the fire extinguishers.

Belvidere Plant: The UV systems #1 and #2 pipes were rotting so Operator M. Codis replaced them. Operator M. Codis also advised that the Spectraserv clean-out has made a small difference; however, in March another clean-out will be necessary.

Belvidere Administration Building: The fascia on the front of the building has been pealing and chipping. The operators scrapped and repainted it; however, it will not fix the problem. Chairwoman Napolitani contacted Garry Sassaman and he came by and examined the problem with the operators. She advised that for \$975.00 Mr. Sassaman will wrap the fascia in aluminum and thereafter, it should be maintenance free. Chairwoman Napolitani requested a motion to approve Mr. Sassaman's quote and have him put us on his schedule. Ms. O'Connor moved to authorize Mr. Sassaman to begin work on the fascia. Mr. Chamberlain seconded. All in favor, motion passed.

Chairwoman Napolitani advised the Board of a break-in at the Belvidere plant last week, wherein the chain link fence lock was cut and the catalytic converter was removed from the 2019 Ford F250. The truck was towed by Steckel's to Smith Motor (\$175.00) and a new catalytic converter was installed (\$2,928.60). We advised insurance and once the police report is completed it will be sent to Sharon Cooper. She reminded Chairwoman Napolitani that we do have a \$1,000.00 deductible. The truck is now being housed in the garage. However, Chairwoman Napolitani did point out that there is no lighting in the back and no cameras. She advised that Jeff from Bill Hodge will be submitting a quote to install LED lighting and cameras.

Oxford: Chairwoman Napolitani spoke with Joe Mikulka of CP Engineers regarding removing the chlorine from our permit, which was requested by Chief Operator Wasser, and then quarterly inspections will not be required, which will save some money as we are charged for those inspections.

UNFINISHED BUSINESS

There was no unfinished business

NEW BUSINESS

Chairwoman Napolitani provided the Board with a letter of interest from John Inscho for the Executive Director position, which was included in the agenda packets, along with her memorandum advising that the personnel committee does recommend him for that position as he does possess the necessary qualifications. He will be an employee with a salary of \$65,000.00 a year for 20 hours a week. There was a discussion among the Board regarding this position and his availability. Mr. Accetturo moved to hire Mr. Inscho as the Authority's Executive Director starting November 1, 2021. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

Chairwoman Napolitani advised that several Board members will not be available for next month's meeting of November 16th and therefore, requested that the next monthly meeting be rescheduled to Thursday, November 18, 2021 at 7:30 p.m. Ms. Wright will advertise the change of the November meeting.

PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Ms. O'Connor moved, and Mr. Chamberlain seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:18 p.m.

Susan Wright
Susan Wright

Administrative Assistant

2022 (2022-2023) AUTHORITY BUDGET RESOLUTION Warren County (Pequest River) Municipal Utilities Authority

FISCAL YEAR: FROM: January 1, 2022 TO: Dec. 31, 2022

WHEREAS, the Annual Budget and Capital Budget for the Warren County (Pequest River) Municipal Utilities Authority for the fiscal year beginning, January 1, 2022 and ending, December 31, 2022 has been presented before the governing body of the Warren County (Pequest River) Municipal Utilities Authority at its open public meeting of October 19, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 2,301,180.00, Total Appropriations, including any Accumulated Deficit if any, of \$2,759,852.00 and Total Unrestricted Net Position utilized of \$458,672; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$2,240,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$2,240,000.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Warren County (Pequest River) Municipal Utilities Authority, at an open public meeting held on October 19, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Warren County (Pequest River) Municipal Utilities Authority for the fiscal year beginning, January 1, 2022 and ending, December 31, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Warren County (Pequest River) Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 21, 2021.

(Secretary's Signature) Governing Body Recorded Vote Abstain Absent Motion by Second by Member: Nay Angelo Accetturo E. Chad Chamberlain Sidney Duestch Joseph Kennedy Х Donald Niece Gerald Norton Everdina O'Connor Joseph Roth Laurel Napilitani

RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF SEPTEMBER, 2021.

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

<u>Jaurel Napoldani</u>
Laurel Napolitani, Chairwoman

Chad Chamberlain, Secretary

Certificate No. CI 428

Dated: October 19, 2021

Moved by: Mr. Chamberlain

Seconded by: Mr. Accetturo

Yes _9__

No Ø

Abstain 💆

Absent Ø

CAPITAL IMPROVEMENT BILLS LIST

Dated: October 19, 2021

 CP Engineers, LLC - Engineering Services Interceptor System
 Belvidere WWTF PT Screen
 (September, 2021)

\$3,710.70

Total

\$3,710.70

PENTAMATION DATE: 10/20/2021 TIME: 09:49:54

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 10/21

	AMOUNT	2,768.20 942.50 3,710.70	3,710.70	3,710.70
	DESCRIPTION	10496 10497		
	ACCT	19002 19001		
UND	ISSUEDVENDOR	CP ENGINEERS NJ, LLC CP ENGINEERS NJ, LLC		
GEN FL	!	293 293		
УТІСІТҮ АОТН	DATE ISSUED	10/20/21 10/20/21 L CHECK		
FUND - MUAO1 - MUN UTILITY AUTH GEN FUND	CHECK NUMBER CASH ACCT DATE	10101 10101 TOTAL CH	TOTAL FUND	TOTAL REPORT
FUND	CHECK NUM	20589 20589	TOTAL	TOTAL

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING THE MONTHS OF SEPTEMBER & OCTOBER 2021.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of October 19, 2021, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2021 budget.

Chad Chamberlain, Secretary

Certificate No. OP 422

Dated: October 19, 2021

Moved by: Mr Accetturo

Seconded by: Mr. Kennedy

Yes O

No Ø

Abstain Ø

Absent Ø

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: October 19, 2021

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 #20547-20554: Check #20555-20587:	09/28/21 10/18/21	\$1,089.21 \$36,854.67
	Total:	\$37,943.88

PENTAMATION DATE: 09/28/2021 TIME: 08:46:13

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 9/21 50.00 50.00 100.00 20.00 36.66 9.95 19.90 66.51 40.93 254.69 295.62 325.36 3.10 107.18 171.44 1,089.21 1,089.21 AMOUNT -----DESCRIPTION-----FRNT DR SECURITY OCT MOBILE PHONES & OCCS TONER, COPY PAPER 8499052650021506 8499052660035827 8499052660035835 C1 LICENSE NICK S2 LICENSE NICK 0309373198 0309801924 0310260175 FLOW METER 2076 5026 5076 5076 5076 5076 5710 5710 5076 5076 5071 5030 5076 ACCT OFFICE CONCEPTS GROUP, IN ADT COMMERCIAL LLC **VERIZON WIRELESS** ---VENDOR----CODIS, MICHAEL CODIS, MICHAEL CENTURYLINK CENTURYLINK CENTURYLINK COMCAST COMCAST JCP&L FUND - MUA01 - MUN UTILITY AUTH GEN FUND 1420 2140 273 935 239 239 239 269 269 273 273 28 DATE ISSUED ---10101 09/28/21 10101 09/28/21 10101 09/28/21 TOTAL CHECK 10101 09/28/21 10101 09/28/21 TOTAL CHECK 10101 09/28/21 10101 09/28/21 TOTAL CHECK 09/28/21 09/28/21 09/28/21 09/28/21 09/28/21 CHECK NUMBER CASH ACCT 10101 10101 10101 10101 10101 TOTAL REPORT TOTAL FUND 20549 20549 20551 20553 20554 20548 20548 20548 20550 20550 20552 20547

PENTAMATION DATE: 10/13/2021 TIME: 10:49:24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 10/21

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

NUMBER CASH ACCT	T DATE ISSUED	Q	VENDOR	ACCT	DESCRIPTION	AMOUNT
10101	10/18/21	17	ACCETTURO, NICOL A.	5011	STIPEND SEPT/OCT	583.32
10101	10/18/21	40	AFA PROTECTIVE SYSTEMS, I	5517	FIRE ALRM INSPECT	267.51
10101	10/18/21	237	CENTRAL JERSEY EQUIPMENT	5024	PARTS	17.40
10101 10101 10101 TOTAL	10/18/21 10/18/21 10/18/21 CHECK	239 239 239	CENTURYLINK CENTURYLINK CENTURYLINK	5076 5076 5076 5076	0309480336 0309538602 0310189069	36.70 58.65 45.55 140.90
10101 10101 10101 10101 10101 10101 10101 10101 10101	10/18/21 10/18/21 10/18/21 10/18/21 10/18/21 10/18/21 10/18/21 10/18/21 CHECK	265 265 265 265 265 265 265 265	CINTAS CORPORATION	5043 5043 5043 5043 5043 5043 5043	4094630350 4094630612 4095386148 4095386162 4095885895 409631984 409631984 4096313171 4097303310	51.30 39.53 39.53 39.53 39.53 39.53 451.30
.0101	10/18/21	287	COUNTY OF WARREN	5028	FINANCE SUPPORT	1,000.00
10101 10101 10101 TOTAL	10/18/21 10/18/21 10/18/21 CHECK	293 293 293	CP ENGINEERS NJ, LLC CP ENGINEERS NJ, LLC CP ENGINEERS NJ, LLC	5545 5545 5545	10493 10494 10495	630.00 1,554.00 2,749.00 4,933.00
10101	10/18/21	340	DEUTSCH, SIDNEY	5011	MONTHLY STIPEND	166.66
10101	10/18/21	515	FASTENAL COMPANY	5024	PAEAS2032	418.95
10101	10/18/21	515	FASTENAL COMPANY	5024	PAEAS2032	239.76
10101	10/18/21	539	FLORIO PERRUCCI STEINHARD	5027	GEN ADMIN LEGAL SERV	544.00
0101	10/18/21	625	GERO, WAYNE	5092	REIMB HEALTH	344.78
10101 10101 10101 10101 TOTAL	10/18/21 10/18/21 10/18/21 10/18/21 CHECK	935 935 935	JCP&L JCP&L JCP&L JCP&L	5071 5071 5071 5071	100003352968 100004582811 100004911044 100004952337	232.46 3.10 5,785.55 305.67 6,326.78
10101	10/18/21	1025	KENNEDY, JOSEPH, SR.	5011	MONTHLY STIPEND	166.66
10101	10/18/21	1110	L.E. RITTER LUMBER CO.	5024	MISC. ITEM	14.48
10101 10101 10101 10101 TOTAL	10/18/21 10/18/21 10/18/21 10/18/21 CHECK	1150 1150 1150 1150	LIN SUPPLY INC. LIN SUPPLY INC. LIN SUPPLY INC. LIN SUPPLY INC.	5024 5024 5024 5024	130724 130867 131072 131092	56.97 123.50 21.26 65.13 266.86

PENTAMATION DATE: 10/13/2021 TIME: 10:49:24 FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 10/21

10.50 225.00 10.50 296.50 332.00 263.50 10.50 1,148.50 291.66 5.19 4.98 139.89 19.76 169.82 333,32 27.10 166.66 271.80 140.00 42.00 182.00 23.50 AMOUNT 850.95 166.66 2,751.00 10,250.00 119.00 459.90 3,591.00 164.60 36,854.67 36,854.67 -----DESCRIPTION-----SLUDGE DISPOSAL SEPT MONTHLY DUMPSTER FEE REIMBURSE RENEW WEF REIMBURSE WEF DUES SEPTEMBER BILLING SAFETY WORK BOOTS WINDSHEILD REPAIR SEPT SLUDGE HAUL MNTHLY GASOLINE MONTHLY STIPEND MONTHLY STIPEND MONTHLY STIPEND MONTHLY STIPEND INSTALL TANKS SEPT BILLING SEPT WATER NO99510 NO99511 NO99512 NO99530 NO99669 NO99669 NO99831 194207 194312 194313 194480 5509 5509 5509 5509 5509 5509 5011 5011 5079 5024 5043 5011 5024 5079 5070 5042 5042 ACCT 5521 5011 5072 5024 5024 5024 5024 5024 5024 NEW JERSEY ANALYTICAL LAB
NEW JERSEY ANALYTICAL LAB PASSAIC VALLEY SEWERAGE C RAW POWER GENERATOR SERVI : 8 NEW JERSEY AMERICAN WATER SMITH TRACTOR & EQUIPMENT RIGO GENERAL HARDWARE RIGO GENERAL HARDWARE RIGO GENERAL HARDWARE RIGO GENERAL HARDWARE O'CONNOR, EVERDINA A. MAIN POOL & CHEMICAL THE COUNTY OF WARREN NAPOLITANI, LAUREL NIECE, DONALD L. SPECTRASERV INC WILSON PRODUCTS ய்ய котн, зоѕерн Р. ---VENDOR--WASSER, JOHN WASSER, JOHN SANICO INC. RD BOOTS 1340 1520 1727 1728 1741 1741 1741 1741 1825 1874 1880 1938 2245 2245 1215 1330 1355 1397 1767 2280 DATE ISSUED 10/18/21 TOTAL CHECK SHECK CHECK CHECK NUMBER CASH ACCT 10101 10101 10101 10101 TOTAL TOTAL 10101 TOTAL REPORT TOTAL FUND 20575 20576 20578 20579 20581 20583 20586 20586 20571 20572 20574 20574 20574 20574 20574 20574 20577 20580 20580 20580 20580 20582 20585 20587 20573 20584