WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES June 20, 2023

Chairperson Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:02 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 Gerald Norton, Secretary Angelo Accetturo, Treasurer Joseph Roth, Vice Chairperson - Absent

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

Chairwoman Napolitani led everyone in the Pledge of Allegiance and then read the Introductory Statement.

<u>MINUTES</u>

Mr. Norton moved, and Mr. Accetturo seconded to approve the minutes of the May 16, 2023 regular meeting, as presented. All in favor, motion carried.

Mr. Norton moved, and Mr. Accetturo seconded to approve the minutes of the May 16, 2023 executive session, as presented. All in favor, motion carried.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

- 1. Copy of letter dated May 25, 2023 from Alex J. Lazorisak, County Administrator to William Godfrey, accepting Mr. Godfrey's resignation as Commissioner from the Warren County Municipal Utilities Authority.
- 2. Notice from Ricciuti Enterprises, LLC, to the White Township Zoning Board of Adjustment for issuance of a certification of pre-existing non-conforming use of the property known as Block, 14, Lot 26, located at 577 Brass Castle Road, Township of White, County of Warren.

ENGINEER'S REPORT

Mr. Madison was not in attendance; however, his report was included in the agenda packets. Also provided to the Board was the Engineer's drafted 10-year capital plan.

Mr. Inscho advised the Board that our Engineers need to spend some time with our new operators and go over their capital plan.

Mr. Inscho also advised that Colliers Engineering has one wastewater Engineer. Hopefully he can come out soon to walk the entire plant with the Belvidere Operators.

The Board had a discussion exploring the possibility of hiring an additional engineer to focus on the sludge thickener project at the Belvidere plant.

The Belvidere plant had a surprise inspection by the DEP on today's date (Tuesday, June 20, 2023) and passed.

EXECUTIVE DIRECTOR

Mr. Inscho continued with his report and advised that Paul Stamm from OSHA came out on Tuesday as well and completed his final inspection and was very pleased.

The generator will be installed on July 10, 2023. Permits have been filed.

The transfer switch is in at Oxford and will be installed as soon as possible.

Alpine will advise when they can come out to reblast and repaint Tank 3 at Belvidere.

The Mechanical Screen at Belvidere is still a problem. Mr. Inscho and the Belvidere Operators met with the Operator at Chatham, who has the same screen and they are very unhappy as well. The manufacturer (Drycake) will be sending someone out to take a closer look at our screen.

Looking into installing solar panels and covers which will hopefully alleviate the growth of the algae and bring down our electric bills for both plants.

CFO'S REPORT

Mr. Francisco summarized the monthly financial report.

The FY2022 Audit and the Group Affidavit Form were provided to the commissioners. There were no negative findings, comments, or recommendations. Mr. Francisco presented the Resolution for approval of the FY2022 Audit.

Mr. Accetturo moved, and Mr. Norton seconded to adopt Resolution #23-20, approving the Authority's FY2022 Audit. All in favor, motion passed.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised the Board that she and Mr. Inscho met with Mr. Francisco regarding the previous discussions concerning the continuation of healthcare for the two new Operators upon their retirement. Mr. Francisco provided the Board with a printout of the retirement benefits by membership tiers. Mr. Francisco advised that the Operators were hired under tier 5, which the minimum retirement age is 65 and if they were to retire early there is a penalty. The Operators were advised that the Authority will not continue their medical benefits upon their retirement.

FINANCE

Mr. Accetturo moved that Resolution #23-21 (Certificate No. 442: \$58,500.46) be approved to pay all bills from the Operating Fund, as presented. Mr. Norton seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #23-22 (Certificate No. 448: \$7,857.09) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Roth seconded. All in favor, motion passed.

<u>UNFINISHED BUSINESS</u>

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, Mr. Norton moved for the meeting to be adjourned. The meeting was adjourned 7:38 p.m.

Susan Wright
Susan Wright

Administrative Assistant

RESOLUTION NO. 23-20

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended <u>2022</u> has been completed and filed with the <u>Warren County (Pequest River) Municipal Utilities Authority pursuant to N.J.S.A.40A:5A-15, and</u>

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Warren County (Pequest River) Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended 2022, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON June 20, 2023.

Gerald Norton, Secretary

June 20, 2023

Date

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM

PRESCRIBED BY THE NEW JERSEY LOCAL FINANCEBOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the <u>Warren County (Pequest River)</u> <u>Municipal Utilities Authority</u>, being of full age and being duly sworn according to law, upon our oath depose and say:

- 1. We are duly appointed/elected (cross out one) members of the Board of the Warren County (Pequest River) Municipal Utilities Authority.
- We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended 2022, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME)	(SIGNATURE)
Angelo Accetturo	M/ry/ JHD
Laurel Napolitani	Laurel Napoleteene
Gerald Norton	Medison
Joseph Roth	Jahr Coll
Sworn to and subscribed before me this_	20th day of June , 20 <u>23</u>
Notary Public of New Jersey	
Indially I dolle of frew Jersey	

SUSAN G. WRIGHT
Notary Public of New Jersey
My Commission Expires August 21, 2924

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING THE MONTHS OF MAY, 2023 & JUNE, 2023

I HEREBY CERTIFY, that the bills listed on the attached Resolution of June 20, 2023, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2023 budget.

Laurel Napolitani, Chairwoman

Gerald Norton, Secretary

Certificate No. OP 442

Dated: June 20, 2023

Moved by: Mr. Accetturo

Seconded by: Mr. Norton

Yes <u>3</u>

No <u>Ø</u>

Abstain <u></u>

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: June 20, 2023

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 #21578-21586: Check #21587-21621: 05/24/23

\$1,814.05

06/19/23

\$56,686.41

Total:

\$58,500.46

PENTAMATION DATE: 05/24/2 TIME: 13:08:0

5/23

2														
PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD:		AMOUNT	36.19 9.95 19.90 66.04	45.40 156.85 202.25	373.24	44.85 60.00 51.00 21.00 176.85	4.09	362.38	148.55	287.77	153.14 39.74 192.88	1,814.05	1,814.05	
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MUNICIPAL UTILITY AUTHORITY CHECK REGISTER		VENDOR	BRIGHTSPEED BRIGHTSPEED BRIGHTSPEED	COMCAST	COMCAST	GRS, LLC GRS, LLC GRS, LLC GRS, LLC	JCP&L	THE COUNTY OF WARREN	VERIZON WIRELESS	VOIP BILLING SERVICES	WRIGHT, SUSAN WRIGHT, SUSAN			
	GEN FUND		239 239 239	273 273	273	295 295 295 295	935	1938	2140	2145	2285 2285			
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05/24/2023 13:08:01	- MUA01 - MUN	BER CASH ACCT	10101 10101 10101 TOTAL	10101 10101 TOTAL	10101	10101 10101 10101 10101 TOTAL	10101	10101	10101	10101	10101 10101 TOTAL	FUND	TOTAL REPORT	
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PENTAMATION DATE: 06/14/2023 TIME: 09:44:05

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

6/23 PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD:

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

AMOUNT	391.66	20.00	377.09	294.34 1,250.56 588.68 2,133.58	38.43 59.81 41.88 140.12	18.49 67.98 39.80 102.99 229.26	3,510.56	1,000.00	201.45	351.00 339.00 690.00	1,241.00	1,500.45	152.15 4.09 5,857.57 331.08 66.66 506.70 6,918.25	5,673.57	1,999.00	175.00 42.17 32.14 29.16 458.00 10.99
DESCRIPTION	MONTHLY STIPEND	FRNT DOOR SECURITY	PROPANE BELVIDERE	INV. 230411 INV. 230413 INV. 230421	309480336 309538602 310189069	690281 690927 691078 691213	GEN ENGINEERING MAY	MONTHLY FINANCE	BELV PAPER SUPPLIES	20231053 - BELVIDERE 20231057- OXFORD	LEGAL SERVICES MAY	BELVIDER CHAINSAW ETC	100003352968 100004582811 100004911044 100004952337 100005061898	100004188262	BELV SIDEWALK REPAIR	143340 143398 143539 143595 143639 143652
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PENTAMATION DATE: 06/14/2023 TIME: 09:44:05

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 2 VENCHK11 ACCOUNTING PERIOD: 6/23

AMOUNT	3,034.20	450.00	21.27	138.98	391.66	6,081.25	8.58	382.00 335.50 382.00 65.50 1,165.00	5,985.00	197.46	200.47 51.54 31.16 283.17	391.66	297.80	8,288.00	95.54	215.88	1,958.52	24.00	884.99	56,686.41	56,686.41
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ACCT	5521	5011	5072	5025	5011	5024	5024	5509 5509 5509 5509	5079	5026	5024 5024 5024	5011	5024	5079	5025	5070	5024	5024	5024		
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MUNICIPAL UTILITY AUTHORITY CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.ck_date='20230619 00:00:00.000' ACCOUNTING PERIOD: 6/23

PENTAMATION DATE: 06/14/2023 TIME: 09:45:43

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

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10101	21588	06/19/23 28	ADT COMMERCIAL LLC	MUAADM	5026	FRNT DOOR SECURITY	0.00	20.00	
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RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS

FUND FOR THE MONTH OF MAY, 2023

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

Laurel Napolitani, Chairwoman

Gerald Norton, Secretary

Certificate No. CI 448

Dated: June 20, 2023

Moved by: Mr. Accetturo

Seconded by: W. Norton

Yes 3

No <u>Ø</u>

Abstain Ø

Absent 1

CAPITAL IMPROVEMENT BILLS LIST

Dated: June 20, 2023

Colliers Engineering – Oxford Sludge Tank:	\$ 332.00
Colliers Engineering – Belvidere Clarifier:	\$ 172.09
Smith Tractor & Equipment – Belvidere New Mower:	\$ 7,353.00
Total	\$ 7,857.09

PENTAMATION DATE: 06/14/2023 TIME: 09:49:55

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 6/23

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