WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES August 16, 2022

Chairperson Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:00 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 Chad Chamberlain, Secretary Angelo Accetturo, Treasurer William Godfrey Joseph Kennedy Donald Niece Gerald Norton Joseph Roth Everdina O'Connor, Vice Chairperson - Absent

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

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

MINUTES

Mr. Kennedy moved, and Mr. Roth seconded to approve the minutes of the July 19, 2022 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 July 18, 2022 from Michele M. Potter, Manager, State of New Jersey, DEP, Office of Quality Assurance granting the modification request by John Wasser to drop the Chlorine from our laboratory certificate.
- 2. Letter dated July 25, 2022 from Kathy D. McGuire, P.G., President of GeoTrek Environmental and Surveying, LLC on behalf of the Nature Conservancy, advising the removal of the two dams on Pequest Road in Belvidere.

ENGINEER'S REPORT

Mr. Madison was not in attendance; however, his report was included in the agenda packets and reviewed. There were no questions or comments.

CFO'S REPORT

The FY2021 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 FY2021 Audit.

Mr. Accetturo moved, and Mr. Norton seconded to adopt Resolution #22-27, approving the Authority's FY2021 Audit; each board member signed the Group Affidavit Form. All in favor, motion passed.

Mr. Francisco summarized the monthly financial report.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report other than an Emergency Resolution in connection with the generator that he was asked to prepare, which will be addressed in the Executive Director's report.

EXECUTIVE DIRECTOR

Generator: We received four quotes. Rick from Raw Power ordered a generator for approximately \$35,000.00. They required 50% upfront to secure it. Discussed the same with Mr. Francisco and as such, an emergency resolution was prepared. Permits have been pulled from Belvidere for electrical and plumbing, so as soon as the generator is received, the project can go forward right away.

Mr. Norton moved to approve the Emergency Resolution #22-28. Mr. Accetturo seconded. All in favor, motion passed.

Oxford Storage Tank: We received an amended proposal from Alpine Painting and Sandblasting in the amount of \$413,966.00, which is less than the approved amount of \$455,000.00. Once the Contract is approved by the Board, the project can get started. As soon as Alpine is finished with Clarifier #2, and before they start the work on Clarifier #3 at the Belvidere plant, they will begin the storage tank project in Oxford.

Belvidere Clarifier: Clarifier #2 tank is about two-thirds completed. There is a Change Order that was included in the commissioners' agenda packets, which needs approval. It is the same Change Order that was approved for Clarifier #1 for installation of wall mounted pipe bracket replacements in the amount of \$3,588.00. Once Clarifier #3 begins, the same Change Order will most likely be necessary.

WCMUA minutes 2 August 16, 2022

Mr. Chamberlain moved to approve said Change Order. Mr. Kennedy seconded. All in favor, motion passed.

Mr. Kennedy moved to approve the Contract with Alpine Painting and Sandblasting in connection with the Oxford Storage Tank. Mr. Godfrey seconded. All in favor, motion passed.

Oxford: There is an issue with the change-over transfer switch. Every time the power goes out the operators have to manually put a key in, which is dangerous. Mr. Inscho will try to hold over until the beginning of the new year to fix the problem.

The primary vault in Oxford has been pressure washed and painted it. Gary Sassaman will install the roof on it as soon as he can. The primary vault in Belvidere will be pressured washed, painted and a new roof installed as well.

Operator Price has been signed up to take a wastewater course (S1) with Hunterdon County Vocational School in September.

Mr. Inscho requested a motion to authorize the online auction for electricity supply services. Mr. Roth approved said Resolution #22-29, Mr. Niece seconded. All in favor, motion passed.

FINANCE

Mr. Accetturo moved that Resolution #22-30 (Certificate No. 432: \$62,265.53) be approved to pay all bills from the Operating Fund, as presented. Mr. Roth seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #22-31 (Certificate No. 438: \$169,196.36) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Kennedy seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised the Board that our reimbursement check from the insurance company came in for the damages caused by the lightning strike in June. All of the wiring has been installed for the new phone system. We are just waiting for the same to come in.

Mr. Inscho is working on a grant through JCP&L to install new LED lights in both plants and the administration building.

Chairwoman Napolitani advised the Board that the Personnel Committee met, along with Mr. Inscho, to discuss a plan regarding personnel. Within the next three to five years, three of our operators will be retiring. One of our lead operators will most likely leave before the three years.

She explained that the committee is also looking into a possible internship program through Hunterdon County Votech, as Warren County does not offer such a program. She will also reach out to the Belvidere High School to inquire whether they have any students that would be good candidates to work odd jobs for the Authority during the summer and maybe over their winter break.

UNFINISHED BUSINESS

Mr. Niece inquired about the force main in Oxford. Mr. Inscho advised that he did receive an amount for the pipe and will be working on getting it completed before the first frost.

Mr. Roth advised that the Capital Plan should be updated to include the new generator once that is completed.

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. Niece moved for the meeting to be adjourned. The meeting was adjourned at 7:26 p.m.

Susan Wright
Susan Wright

Administrative Assistant

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RESOLUTION NO. 22-27

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>2021</u> has been completed and filed with the <u>Warren County (Pequest River) Municipal Utilities</u> Authority pursuant to N.J.S.A.40A:5A-15, and

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 2021, 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	A TRUE COPY OF THE
RESOLATION PASSED AT THE MEETING HELI	ON August 16, 2022.
Chad Chamberlain, Secretary	

August 16, 2022

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 <u>Board of the Warren County (Pequest River) Municipal Utilities Authority.</u>
- 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 2021, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME)	(SIGNATURE)
Angelo Accetturo	al Joych ITTO
Chad Chamberlain	The Charles
William Godfrey	
Joseph Kennedy	Joseph Kenny
Laurel Napolitani	Haurel Napolithini
Donald Niece	Sould Mace
Gerald Norton	(lught)
Everdina O'Connor	Lector
Joseph Roth	John Plank
Sworn to and subscribed before me this	16 th day of August, 20 25
Notary Public of New Jersey, Commission	AN G. WRIGHT Public of New Jersey on Expires August 21, 2024

RESOLUTION

RESOLUTION AUTHORIZING EMERGENCY CONTRACT WITH RAW POWER GENERATOR SERVICES, LLC, TO PURCHASE A GENERATOR PURSUANT TO N.J.S.A. 40A:11-6

WHEREAS, the generator at the South Water Street Pump Station has failed, and continued operation of the sewer system in that area without an operational generator could cause substantial harm to the system and would result in an emergency affecting the health and welfare of the public; and

WHEREAS, Colliers Engineering has examined the generator and recommends removal and replacement of the generator; and

WHEREAS, an emergency contract is to be awarded to Raw Power Generator Services, LLC to perform this emergency purchase; and

WHEREAS, the Local Public Contracts Law, <u>N.J.S.A.</u> 40A:11-6 provides that any contract may be negotiated and awarded without public advertising for bid and bidding therefore, notwithstanding the contract price will exceed the bid threshold, when an emergency affecting the public health, safety, and welfare requires the immediate performance of services; and

WHEREAS, the total cost of the emergency purchase shall not exceed \$36,000.

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

- 1. The Board hereby authorizes the purchase in an amount not-to-exceed \$36,000 to purchase the generator. (attached hereto as **Exhibit A**).
- 2. The contract is hereby awarded without competitive bidding as an emergency pursuant to N.J.S.A. 40A:11-6 of the Local Public Contracts Law.
- 3. A notice of this action shall be printed once in the official newspaper for the Warren County (Pequest River) Municipal Utilities Authority.
- 4. The Emergency Procurement Report shall be filed with the Director of the Division of Local Government Services within 30 days pursuant to N.J.S.A. 19:44A-20.12.

WARREN COUNTY PEQUEST RIVER MUNICIPAL UTILITIES AUTHORITY

LAUREL NAPOLITANI, CHAIRWOMAN

Dated: August 16, 2022

RESOLUTION NO. 22-29

A RESOLUTION OF WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

August 16, 2022

WHEREAS, Warren County (Pequest River) Municipal Utilities Authority has determined to move forward with the EMEX Reverse Auction in order procure electricity for Warren County (Pequest River) Municipal Utilities Authority; and

WHEREAS, the Local Government Electronic Procurement Act (P.L. 2018, c. 156 (the "Act") authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority will utilize the online auction services of EMEX, LLC, a division of Mantis Innovation, an approved vendor pursuant to the Act; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and be it

FURTHER RESOLVED, that John Inscho, Executive Director, of the Warren County (Pequest River) Municipal Utilities Authority is hereby authorized to execute on behalf of the Warren County (Pequest River) Municipal Utilities Authority any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction.

Warren County (Pequest River) Municipal Utilities Authority

Laurel Napolitani, Chairwoman

Certification

I, Chad Chamberlain, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do certify the foregoing to be a true copy and demoralization of a resolution adopted by a majority of all members of the Authority present at a regular meeting of the Authority held on August 16, 2022.

Chad Chamberlain, Secretary

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING THE MONTHS OF JULY & AUGUST, 2022

I HEREBY CERTIFY, that the bills listed on the attached Resolution of August 16, 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 432

Dated: August 16, 2022

Moved by: Mr. Accelturo

Seconded by: <u>Hr.Roth</u>

Yes 8

No Ø

Abstain Ø

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: August 16, 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:

Date:

Vendor Invoices:

Check #21061-21066: 07/26/22 \$1,102.51 Check #21067-21103: 08/15/22 \$61,163.02

Total: \$62,265.53

PENTAMATION DATE: 07/25/2022 TIME: 10:53:56

MUNICIPAL UTILITY AUTHORITY

PAGE NUMBER: VENCHK11

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PENTAMATION DATE: 08/10/2022 TIME: 09:59:19

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PENTAMATION DATE: 08/10/2022 TIME: 09:59:19

PAGE NUMBER: 2 VENCHK11 ACCOUNTING PERIOD:

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PENTAMATION DATE: 08/10/2022 TIME: 09:59:19

PAGE NUMBER: 3 VENCHK11 ACCOUNTING PERIOD: 8/22

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER FUND - MUA01 - MUN UTILITY AUTH GEN FUND

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TOTAL REPORT TOTAL FUND

182.92 31.44 214.36

AMOUNT

61,163.02 61,163.02

RESOLUTION RE:

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

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

Laurel Napolitani, Chairwoman

Chad Chamberlain, Secretary

Certificate No. CI 438

Dated: August 16, 2022

Moved by: Mr. Alletturo

Seconded by: Mr. Kennedy

Yes g

No <u>1</u>

Abstain <u>Ø</u>

Absent $\underline{\underline{1}}$

CAPITAL IMPROVEMENT BILLS LIST

Dated: August 16, 2022

Colliers Engineering – Clarifier Rehab:	\$	2,527.88
Colliers Engineering – Oxford Sludge Tank:	\$	8,232.76
Alpine Painting & Sandblasting:	<u>\$1</u>	58,435.72

Total \$169,196.36

TAMATION E: 08/10/2022 E: 10:29:43
PENT DATE TIME

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 8/22

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MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

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PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 8/22

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