

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES August 15, 2023

Chairperson Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:57 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
Joseph Roth, Vice Chairperson
Angelo Accetturo, Treasurer
Gerald Norton, Secretary

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.

MINUTES

Mr. Roth moved, and Mr. Norton seconded to approve the minutes of the July 18, 2023 regular meeting, as presented. All in favor, except one abstention by Mr. Accetturo. The motion passed.

CORRESPONDENCE

There was no correspondence.

ENGINEER'S REPORT

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

CFO'S REPORT

Mr. Francisco summarized the monthly financial report.

All customers paid on time this quarter.

Mr. Francisco advised that he would like to meet with the Finance Committee before our September meeting to discuss next year's budget so that it can be introduced at our October meeting.

Mr. Francisco provided the Board with the metered flows for both Oxford and Belvidere through July and discussed how the July storm has affected the numbers.

Mr. Inscho advised the Board that we can obtain a portable strap-on meter from ABB, Inc. that reads the flow in the discharge lines. The meter will cost approximately \$3,622.00. There was a discussion regarding getting one at this time and if it is effective, purchasing a second one. Mr. Norton moved to purchase the meter, and Mr. Roth seconded. All in favor, motion passed.

There was a discussion regarding the interceptor lines in Oxford and Mr. Inscho advised that Colliers Engineering will be sending out their wastewater treatment engineer, Mark Bean, to meet with our Operator and go over what needs to be done.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Raw Power installed the transfer switch at the Oxford plant.

The generator at the Belvidere Pump Station will be installed on Thursday, August 24, 2023.

Alpine Painting came and painted Clarifier #3 on Monday and Tuesday (August 14th and 15th). As long as the paint adheres, this project is complete.

Jim Minorics Construction, installed the roof on the Belvidere vault and is currently installing the roof on the Oxford vault. Mr. Minorics has ordered the windows for both plants.

FINANCE

Mr. Accetturo moved that Resolution #23-26 (Certificate No. 444: \$62,607.88) 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 #23-27 (Certificate No. 450: \$19,235.00) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Norton seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani had nothing to report.

UNFINISHED BUSINESS

Mr. Roth inquired if anything new has been reported regarding Route 46 in White Township. The Board, at this time, has not heard anything new.

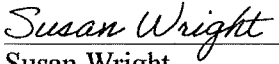
NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

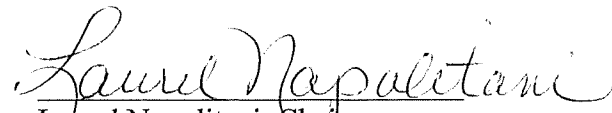
As there was no more business to come before the Authority, Mr. Roth moved for the meeting to be adjourned. The meeting was adjourned at 7:24 p.m.

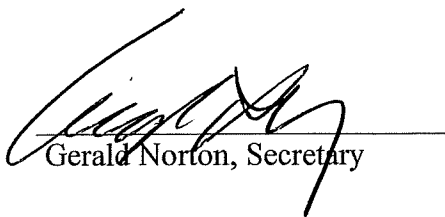

Susan Wright
Administrative Assistant

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF JULY & AUGUST, 2023

I HEREBY CERTIFY, that the bills listed on the attached Resolution of August 15, 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 444

Dated: August 15, 2023

Moved by: Mr. Accetturo

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: August 15, 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 #21664-21674:	07/25/23	\$2,631.45
Check #21676-21704:	08/14/23	<u>\$59,976.43</u>
	<i>Total:</i>	\$62,607.88

PENTAMATION
DATE: 07/25/2023
TIME: 10:35:00

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 7/23

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21664	10101	07/25/23	BRIGHTSPEED	5076	309373198	37.47
21664	10101	07/25/23	BRIGHTSPEED	5076	309801924	9.95
21664	10101	07/25/23	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					67.32
21665	10101	07/25/23	COMCAST	5076	8499052650021506	358.54
21666	10101	07/25/23	COMCAST	5076	8499052660035827	46.80
21666	10101	07/25/23	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					203.65
21667	10101	07/25/23	CRISTAL ASSOCIATES, LLC	5030	BELV PAPER PRODUCTS	616.15
21667	10101	07/25/23	CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER PRODUCTS	397.05
	TOTAL CHECK					1,013.20
21668	10101	07/25/23	CRS, LLC	5029	3969	44.85
21668	10101	07/25/23	CRS, LLC	5029	3970	60.00
21668	10101	07/25/23	CRS, LLC	5029	3971	51.00
21668	10101	07/25/23	CRS, LLC	5029	3974	21.00
	TOTAL CHECK					176.85
21669	10101	07/25/23	ELIZABETHTOWN GAS	5070	68 S WATER ST PUMP	3.11
21670	10101	07/25/23	JCP&L	5071	FLOW METER	4.09
21671	10101	07/25/23	NJ ADVANCE MEDIA	5021	EXPRESS TIMES	80.12
21672	10101	07/25/23	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	150.13
21673	10101	07/25/23	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	290.72
21674	10101	07/25/23	WRIGHT, SUSAN	5710	PETTY CASH - MISC.	274.37
21674	10101	07/25/23	WRIGHT, SUSAN	5022	PETTY CASH - POSTAGE	9.35
	TOTAL CHECK					283.72
	TOTAL FUND					2,631.45
	TOTAL REPORT					2,631.45

PENTAMATION
DATE: 08/09/2023
TIME: 12:15:25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 8/23

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
21676	10101	08/14/23	17 ACCELTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
21677	10101	08/14/23	40 AFA PROTECTIVE SYSTEMS, I	5024	REPLACE RELAY MODULE	952.72
21678	10101	08/14/23	161 BILL HODGE ELECTRICAL CON	5024	WCMUA230623	9,122.34
21678	10101	08/14/23	161 BILL HODGE ELECTRICAL CON	5024	WCMUA230624	107.77
	TOTAL CHECK					9,230.11
21679	10101	08/14/23	239 BRIGHTSPEED	5076	309480336	39.13
21679	10101	08/14/23	239 BRIGHTSPEED	5076	309538602	60.25
21679	10101	08/14/23	239 BRIGHTSPEED	5076	310189069	43.67
	TOTAL CHECK					143.05
21680	10101	08/14/23	271 COLLIER ENGINEERING & DE	5545	GENERAL ENGINEERING	130.19
21681	10101	08/14/23	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
21682	10101	08/14/23	294 CRISTAL ASSOCIATES, LLC	5024	BELV PAPER PRODUCTS	595.25
21683	10101	08/14/23	295 CRS, LLC	5029	1 YR FIREWALL BELV	675.00
21683	10101	08/14/23	295 CRS, LLC	5029	1 YR FIREWALL OXFORD	675.00
	TOTAL CHECK					1,350.00
21684	10101	08/14/23	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES JULY	221.00
21685	10101	08/14/23	569 FRANC ENVIRONMENTAL, INC.	5078	S. WATER ST PUMP	5,250.00
21686	10101	08/14/23	935 JCP&L	5071	100004188262	6,357.95
21686	10101	08/14/23	935 JCP&L	5071	100004582811	4.09
21686	10101	08/14/23	935 JCP&L	5071	100004911044	5,681.50
21686	10101	08/14/23	935 JCP&L	5071	100004952337	440.94
21686	10101	08/14/23	935 JCP&L	5071	100005061898	107.48
21686	10101	08/14/23	935 JCP&L	5071	100005205917	588.40
	TOTAL CHECK					13,180.36
21687	10101	08/14/23	1215 MAIN POOL & CHEMICAL CO.,	5521	JULY BILLING	6,192.35
21688	10101	08/14/23	1227 MAYBERRY SALES & SERVICE	5024	MISC. ITEMS	81.34
21689	10101	08/14/23	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21690	10101	08/14/23	1360 NISIVOCCIA LLP	5028	AUDIT SERVICE FY2022	8,050.00
21691	10101	08/14/23	1387 NORTH EAST PARTS GROUP, L	5025	636330	176.17
21691	10101	08/14/23	1387 NORTH EAST PARTS GROUP, L	5025	636579	278.98
	TOTAL CHECK					455.15
21692	10101	08/14/23	1388 NORTON, GERALD	5011	MONTHLY STIPEND	391.67
21693	10101	08/14/23	1420 OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	236.19
21694	10101	08/14/23	1440 ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE JULY	8.58
21695	10101	08/14/23	1343 PACE ANALYTICAL SERVICES,	5509	N114602-71	112.50
21695	10101	08/14/23	1343 PACE ANALYTICAL SERVICES,	5509	N114700-71	363.50
21695	10101	08/14/23	1343 PACE ANALYTICAL SERVICES,	5509	N114701-71	100.00

PENTAMATION
DATE: 08/09/2023
TIME: 12:15:25

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 8/23

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

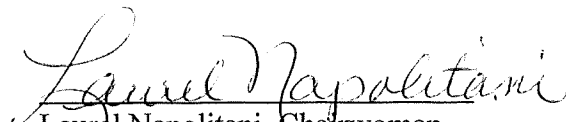
FUND - MUA01 - MUN UTILITY AUTH GEN FUND


CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21695	10101	08/14/23	1343	5509	N114702-71	382.00
21695	10101	08/14/23	1343	5509	N114703-71	225.00
21695	10101	08/14/23	1343	5509	N115110-71	65.50
	TOTAL CHECK					1,248.50
21696	10101	08/14/23	1520	5079	SLUDGE DISPOSAL JULY	3,570.00
21697	10101	08/14/23	1728	5043	SAFETY BOOTS - J.W.	169.00
21697	10101	08/14/23	1728	5043	SAFETY BOOTS - R.B.	209.00
	TOTAL CHECK					378.00
21698	10101	08/14/23	1741	5024	224495	8.37
21698	10101	08/14/23	1741	5024	224507	47.08
21698	10101	08/14/23	1741	5024	224876	19.10
21698	10101	08/14/23	1741	5024	224949	27.99
21698	10101	08/14/23	1741	5024	225154	32.26
	TOTAL CHECK					134.80
21699	10101	08/14/23	1767	5011	MONTHLY STIPEND	391.67
21700	10101	08/14/23	1825	5024	DUMPSTER FEE AUG	297.80
21701	10101	08/14/23	1880	5079	JULY SLUDGE HAUL	4,972.80
21702	10101	08/14/23	1938	5070	MONTHLY FUEL	442.02
21703	10101	08/14/23	2075	5024	LDPE WIDE MOUTH CARBOY	207.21
21704	10101	08/14/23	2280	5024	JULY BILLING	24.00
	TOTAL FUND					59,976.43
	TOTAL REPORT					59,976.43

RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF JULY, 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 450

Dated: August 15, 2023

Moved by: Mr. Accetturo

Seconded by: Mr. Norton

Yes 4

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: August 15, 2023

Jim Minorics Construction – Window Replacement:	\$ 18,725.00
Colliers Engineering – Belvidere Clarifier Project:	<u>\$ 510.00</u>
<i>Total</i>	<i>\$ 19,235.00</i>

PENTAMATION
DATE: 07/25/2023
TIME: 10:39:07

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 7/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21675	10101	07/26/23	967	JIM MINORICS CONSTRUCTION	19001	WINDOWS BELV & OXFORD
TOTAL FUND						18,725.00
TOTAL REPORT						18,725.00

PENTAMATION
DATE: 08/09/2023
TIME: 12:21:11

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 8/23

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT	
21705	10101	08/15/23	271	COLLIERS ENGINEERING & DE	19001	BELVIDERE CLARIFIER	510.00
TOTAL FUND							510.00
TOTAL REPORT							510.00