

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES July 19, 2022

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Chairperson Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:58 p.m. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

William Godfrey was appointed by the Warren County Commissioners. Mr. McManus administered the oath of office and congratulated him

### Roll Call:

Laurel Napolitani, Chairwoman	Gerald Norton - Absent
Everdina O'Connor, Vice Chairperson	
Chad Chamberlain, Secretary	
Angelo Accetturo, Treasurer	
William Godfrey	
Joseph Kennedy	
Donald Niece – entered 7:07 p.m.	
Joseph Roth	

Also, in attendance: Kim Francisco, Authority CFO; Liam B. McManus, 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. Accetturo moved, and Mr. Roth seconded to approve the minutes of the June 21, 2022 regular meeting, as presented. All in favor, except two abstentions by Mr. Kennedy and Mr. Godfrey. The motion passed.

### CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Letter dated June 22, 2022 from Kathleen Burkhard, Section Chief, State of New Jersey DEP, Bureau of Environmental, Engineering and Permitting with the, to Fairway Valley Community Association, granting an extension of time, for a period of one year, to proceed with construction of the approved treatment works for Valley Estates, Washington Township, Warren County.

2. Letter dated July 12, 2022 from Susan Rosenwinkel, Bureau Chief, State of New Jersey DEP, Bureau of Surface Water & Pretreatment Permitting to the Warren County MUA regarding the Final Surface Water Renewal Permit at the Belvidere WWTF.
3. Resolution 317-22 of the Warren County Board of Commissioners appointing William Godfrey to the Warren County (PR) Municipal Utilities Authority Board.
4. Public Hearing Notice scheduled for July 26, 2021 from Mark S. Bellin, Esquire, on behalf of Oxford Textile Solar Farm, LLC to the Oxford Township Lane Use Board, wherein applicant is requesting preliminary and final site approval to construct a solar array farm on property known as Tax Block 33, Lots 4.02 and 4.03 in the Township of Oxford, County of Warren.

#### 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

Mr. Francisco summarized the monthly financial report.

Mr. Francisco advised that he will start the budget process a bit early this year. A meeting has been set up with Chairwoman Napolitani and Mr. Inscho in early August.

#### GENERAL COUNSEL'S REPORT

Mr. McManus had nothing to report.

#### EXECUTIVE DIRECTOR

Mr. Inscho advised that operations in both plants are running well.

Oxford garage doors were installed.

Oxford Storage Tank: Still waiting for final pricing. Inspected the tank and advised that the problem is that the top of the roof is flat, never pitched, so the water sits on top and is penetrating through the walls. Will be installing a pitched roof. Hoping for a final number by next week.

Belvidere Clarifier Rehab Project: Tank #2 is moving along well.

Generator: Received three quotes; however, getting a generator is the issue. Rick from Raw Power may have a generator.

Primary vault at Belvidere is leaking and had to tear the roof off and put a tarp over top. Gary Sassaman will install a pitched roof on both vaults in Belvidere and Oxford. Mr. Inscho and the Operators will pressure wash them and paint them.

Mr. Inscho advised that he is working on a LED grant to replace lighting in Belvidere and Oxford.

#### FINANCE

Mr. Accetturo moved that Resolution #22-25 (Certificate No. 431: \$58,585.47) be approved to pay all bills from the Operating Fund, as presented. Mr. Roth seconded. All in favor, except one abstention by Mr. Godfrey. The motion passed.

Mr. Roth moved that Resolution #22-26 (Certificate No. 437: \$22,846.02) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. O'Connor seconded. All in favor, except one abstention by Mr. Godfrey. The motion passed.

#### AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that the Capital Improvement Committee met and revised the equipment charts for both plants, which were provided in the agenda packets. She briefly reviewed the charts and advised that the administration building was added as Gary Sassaman will be installing new windows and painting certain rooms and new carpeting will also be installed. Window replacement at the Belvidere and Oxford plants have been included in the capital improvement plans and will most likely be installed next year.

Chairwoman Napolitani requested that Mr. Godfrey serve on the Capital Improvement Committee going forward.

Chairwoman Napolitani advised that a Personnel Committee meeting, with Mr. Inscho, has been scheduled for the beginning of August to discuss a preliminary plan regarding an issue with three of the Operators who will most likely retire in the next three to five years and how to start the process of replacements.

#### UNFINISHED BUSINESS

There was no unfinished business.

#### NEW BUSINESS

There was no new business.

#### PUBLIC COMMENT

There was no public comment.

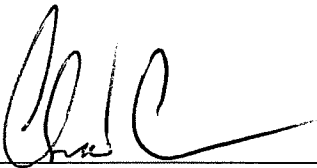
As there was no more business to come before the Authority, Mr. Accetturo moved for the meeting to be adjourned. The meeting was adjourned at 7:19 p.m.

*Susan Wright*  
Susan Wright  
Administrative Assistant

**RESOLUTION RE:**

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

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of July 19,  
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  
Laurel Napolitani, Chairwoman

Certificate No. OP 431

Dated: July 19, 2022

Moved by: Mr. Accetturo

Seconded by: Mr. Roth

Yes 6

No 0

Abstain 2

Absent 1

**APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND**

**Meeting: July 19, 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 #21010-21019:	06/28/22	\$10,796.89
Check #21020-21058:	07/18/22	<u>\$47,788.58</u>
	<i>Total:</i>	\$58,585.47

PENTAMATION  
DATE: 06/28/2022  
TIME: 11:51:32

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 6/22

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21010	10101	06/28/22	ABB INC.	5024	SERVICE CONTRACT	1,675.00
21011	10101	06/28/22	BILL HODGE ELECTRICAL CON	5024	S. WATER STREET PUMP	588.68
21012	10101	06/28/22	CENTURYLINK	5076	0309373198	36.09
21012	10101	06/28/22	CENTURYLINK	5076	0309801924	9.96
21012	10101	06/28/22	CENTURYLINK	5076	0310260175	19.90
	TOTAL CHECK					65.95
21013	10101	06/28/22	COMCAST	5076	8499052650021506	355.66
21014	10101	06/28/22	COMCAST	5076	8499052660035835	300.43
21014	10101	06/28/22	COMCAST	5076	8499952660035827	41.95
	TOTAL CHECK					342.38
21015	10101	06/28/22	CRS, LLC	5029	2995	179.00
21015	10101	06/28/22	CRS, LLC	5029	2996	525.00
	TOTAL CHECK					704.00
21016	10101	06/28/22	JCP&L	5071	100005205917	6,851.38
21017	10101	06/28/22	JCP&L	5071	100005416605	4.09
21018	10101	06/28/22	STAPLES CREDIT PLAN	5030	MCAFEЕ SOFTWARE	39.94
21019	10101	06/28/22	VERIZON WIRELESS	5076	MOBILE PHONES OCCS	169.81
	TOTAL FUND					10,796.89
	TOTAL REPORT					10,796.89

PENTAMATION  
DATE: 07/13/2022  
TIME: 11:18:23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 7/22

CHECK	NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT	
21020	10101		07/18/22	17	ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
21021	10101		07/18/22	28	ADT COMMERCIAL LLC	5026	FRNT DOOR SECURE AUG	20.00
21022	10101		07/18/22	40	AFA PROTECTIVE SYSTEMS, I	5517	FIRE ALARM INSPECT	339.00
21023	10101		07/18/22	161	BILL HODGE ELECTRICAL CON	5024	CAMERA SYSTEM REPLACE	1,857.50
21024	10101		07/18/22	206	C M AUTO PARTS	5025	677457	231.68
21024	10101		07/18/22	206	C M AUTO PARTS	5025	677928	142.47
		TOTAL CHECK						374.15
21025	10101		07/18/22	237	CENTRAL JERSEY EQUIPMENT	5024	INV. 1346639 SOCKET	18.28
21026	10101		07/18/22	239	CENTURYLINK	5076	0309480336	37.40
21026	10101		07/18/22	239	CENTURYLINK	5076	0309538602	61.12
21026	10101		07/18/22	239	CENTURYLINK	5076	0310189069	41.10
		TOTAL CHECK						139.62
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4121282711	46.36
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4121282887	57.01
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4121841542	46.36
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4121841802	57.01
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4122557028	46.36
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4122557081	57.01
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4123215816	46.36
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4123215816	46.36
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4123216146	57.01
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4123905437	46.36
21027	10101		07/18/22	265	CINTAS CORPORATION	5043	4123905680	57.01
		TOTAL CHECK						516.85
21028	10101		07/18/22	271	COLLIERS ENGINEERING & DE	5545	GENERAL ENG SERVICES	2,996.76
21029	10101		07/18/22	287	COUNTY OF WARREN	5028	FINANCE SUPPORT	1,000.00
21030	10101		07/18/22	539	FLORIO PERRUCCI STEINHARD	5027	GEN ADMIN LEGAL SERV	1,292.00
21031	10101		07/18/22	625	GERO, WAYNE	5092	REIM HEALTH	366.34
21032	10101		07/18/22	750	HANNA INSTRUMENTS USA	5024	INC60169030-I	390.00
21033	10101		07/18/22	935	JCP&L	5071	100003352968	236.99
21033	10101		07/18/22	935	JCP&L	5071	100004188262	4,960.56
21033	10101		07/18/22	935	JCP&L	5071	100004582811	4.09
21033	10101		07/18/22	935	JCP&L	5071	100004911044	4,252.71
21033	10101		07/18/22	935	JCP&L	5071	100004952337	257.69
21033	10101		07/18/22	935	JCP&L	5071	100005061898	170.32
21033	10101		07/18/22	935	JCP&L	5071	100005205917	518.50
		TOTAL CHECK						10,400.86
21034	10101		07/18/22	1025	KENNEDY, JOSEPH, SR.	5011	MONTHLY STIPEND	233.33
21035	10101		07/18/22	1075	KUSTOM CONTROL SOLUTIONS	5024	REPAIR FACILITY CNTRL	2,422.73
21036	10101		07/18/22	1121	L&H SALES AND SERVICE	5024	HAND BLOWER	209.95



PENTAMATION  
DATE: 07/13/2022  
TIME: 11:18:23

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 2  
VENCHK11  
ACCOUNTING PERIOD: 7/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21037	10101	07/18/22	1145 LICON LIGHTING & SUPPLY C	5024	600 VOLT 10 AMP FUSES	250.00
21038	10101	07/18/22	1150 LIN SUPPLY INC.	5024	136814	282.00
21039	10101	07/18/22	1215 MAIN POOL & CHEMICAL CO.,	5521	JUNE BILLING	4,842.92
21040	10101	07/18/22	1227 MAYBERRY SALES & SERVICE	5024	CHAINS AW REBUILD	204.71
21041	10101	07/18/22	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21042	10101	07/18/22	1340 NEW JERSEY AMERICAN WATER	5072	JUNE WATER	21.82
21043	10101	07/18/22	1355 NIECE, DONALD L.	5011	MONTHLY STIPEND	233.33
21044	10101	07/18/22	1370 NJ ADVANCE MEDIA	5021	EXPRESS TIMES	27.35
21045	10101	07/18/22	1387 NORTH EAST PARTS GROUP, L	5025	607017	2.59
21046	10101	07/18/22	1388 NORTON, GERALD	5011	MONTHLY STIPEND	233.33
21047	10101	07/18/22	1397 O'CONNOR, EVERDINA A.	5011	MONTHLY STIPEND	391.67
21048	10101	07/18/22	1440 ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE JUNE	10.01
21049	10101	07/18/22	1343 PACE ANALYTICAL SERVICES,	5509	N105186	250.00
21049	10101	07/18/22	1343 PACE ANALYTICAL SERVICES,	5509	N105208	296.50
21049	10101	07/18/22	1343 PACE ANALYTICAL SERVICES,	5509	N105621	326.34
21049	10101	07/18/22	1343 PACE ANALYTICAL SERVICES,	5509	N105622	372.00
21049	10101	07/18/22	1343 PACE ANALYTICAL SERVICES,	5509	N105873	326.34
21049	10101	07/18/22	1343 PACE ANALYTICAL SERVICES,	5509	N105874	330.69
21049	10101	07/18/22	1343 PACE ANALYTICAL SERVICES,	5509	N106088	90.14
TOTAL CHECK						1,992.01
21050	10101	07/18/22	1520 PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL JUNE	4,830.00
21051	10101	07/18/22	1741 RIGO GENERAL HARDWARE	5024	206292	11.58
21051	10101	07/18/22	1741 RIGO GENERAL HARDWARE	5024	206983	8.39
21051	10101	07/18/22	1741 RIGO GENERAL HARDWARE	5024	206992	8.39
21051	10101	07/18/22	1741 RIGO GENERAL HARDWARE	5024	207181	18.98
21051	10101	07/18/22	1741 RIGO GENERAL HARDWARE	5024	207499	5.79
TOTAL CHECK						53.13
21052	10101	07/18/22	1767 ROTH, JOSEPH P.	5011	MONTHLY STIPEND	233.33
21053	10101	07/18/22	1780 RUSSELL REID INC.	5078	BELV SEWERAGE DISPOSAL	2,193.75
21054	10101	07/18/22	1825 SANICO INC.	5024	MONTHLY DUMPSTER FEE	287.80
21055	10101	07/18/22	1874 SMITH TRACTOR & EQUIPMENT	5024	HOSES	75.60
21056	10101	07/18/22	1880 SPECTRASERV INC	5079	SLUDGE HAUL JUNE	7,459.20
21057	10101	07/18/22	1938 THE COUNTY OF WARREN	5070	MONTHLY GASOLINE	720.99
21058	10101	07/18/22	2280 WILSON PRODUCTS	5024	JUNE BILLING	24.00

PENTAMATION  
DATE: 07/13/2022  
TIME: 11:18:23

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 3  
VENCHK11  
ACCOUNTING PERIOD: 7/22


FUND - MUA01 - MUN UTILITY AUTH GEN FUND


CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
						47,788.58
TOTAL FUND						47,788.58
TOTAL REPORT						

**RESOLUTION RE:**

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF JUNE, 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 437

Dated: July 19, 2022

Moved by: Mr. Accetturo

Seconded by: Ms. O'Connor

Yes 6

No 0

Abstain 2

Absent 1

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: July 19, 2022**

Colliers Engineering – Mechanical Screen:	\$ 1,410.00
Colliers Engineering – Clarifier Rehab:	\$ 3,521.77
Colliers Engineering – Oxford Sludge Tank:	\$ 7,293.75
Spectraserv, Inc. – Clarifier Rehab:	<u>\$ 10,620.50</u>

<i>Total</i>	<i>\$ 22,846.02</i>
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PENTAMATION  
DATE: 07/13/2022  
TIME: 11:25:56

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 7/22

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21059	10101	07/19/22	271	19002	BEL. MECH BAR SCREEN	1,410.00
21059	10101	07/19/22	271	19001	OXF SLUDGE TANK PROJ	7,293.75
21059	10101	07/19/22	271	19001	BEL CLARIFIER REHAB	3,521.77
	TOTAL	CHECK				12,225.52
21060	10101	07/19/22	1880	19001	AERATION TANK CLEANING	10,620.50
	TOTAL FUND					22,846.02
	TOTAL REPORT					22,846.02