# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

# MINUTES January 18, 2022

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:35 p.m, via Zoom.

#### Roll Call:

Laurel Napolitani, Chairwoman
Everdina O'Connor, Vice Chairperson
Chad Chamberlain, Secretary
Angelo Accetturo, Treasurer — entered Zoom meeting at 7:40 p.m.
Joseph Kennedy
Donald Niece
Gerald Norton
Joseph Roth

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

Chairwoman Napolitani read the Introductory Statement. This regular meeting has been properly noticed in accordance with New Jersey State Statutes. This meeting was also advertised in accordance with the law as a virtual ZOOM meeting to the public for attendance and comment.

#### **MINUTES**

Mr. Roth moved and Ms. O'Connor seconded to approve the minutes of the December 21, 2021 Annual Public Rate Hearing, as presented. All in favor, motion passed.

Mr. Roth moved and Ms. O'Connor seconded to approve the minutes of the December 21, 2021 regular meeting, as presented. All in favor, motion passed.

#### **CORRESPONDENCE**

Mr. Chamberlain recapped the correspondence listed below:

 Letter dated December 23, 2021 from Susan Wright, Administrative Assistant to George Latham of New Jersey Analytical Laboratories, enclosing contracts for signatures.

- 2. Memorandum dated January 3, 2022, from Alex Lazorisak, Warren County Administrator, to various department heads, boards, commissions and committees, enclosing reorganization meeting resolutions.
- 3. Letter dated December 30, 2021 from Attorney Walter Stringer in connection with an appeal to the White Township Planning Board regarding property known as Block 42, Lots 3 and 4, 8 Mill Road in the Township of White, County of Warren.
- 4. Memo dated January 4, 2022 from NJUA JIF to all Member Authorities attaching the approved 2022 budget of the NJUA JIF.
- 5. Letter dated January 4, 2022, from Karen A. Read, Senior Account Manager, NJUA JIF advising of the Reorganization meeting to be held on January 26, 2022 via ZOOM.
- 6. Notice of Public Hearing to be conducted on January 20, 2022, via ZOOM, from the Attorneys for Skoog Holdings, LLC, who is seeking preliminary and final site plan and use variance approvals to construct a self-storage facility from the White Township Zoning Board of Adjustment, on property known as Block 54.01, Lot 2 situate on Upper Sarepta Road in White Township, Warren County.
- 7. Letter dated January 4, 2022 to WC(PR)MUA from First Environment attaching the results of the annual environmental audit, conducted on December 20, 2021.

#### **EXECUTIVE SESSION**

At approximately 7:42 p.m., the Board entered into an executive session to discuss contract matters.

At 7:53 p.m., Mr. Kennedy moved, and Mr. Roth seconded to return to open session. All in favor, motion carried.

#### **ENGINEER'S REPORT**

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

Chairwoman Napolitani briefly discussed portions of Mr. Donati's report.

#### **CFO'S REPORT**

Mr. Francisco summarized his monthly financial report.

Mr. Francisco advised that the County Commissioners have proposed the following increases in our Commissioners' stipends as follows:

Chair: \$4,000.00 to \$5,400.00, an increase of \$1,400.00 per year;

Officers: \$3,500.00 to \$4,700.00, an increase of \$1,200.00 per year; and Commissioners: \$2,000.00 to \$2,800.00, an increase of \$800.00 per year.

These increases are proposed to take place in April, 2022 and retroactive to January, 2022.

#### GENERAL COUNSEL'S REPORT

Mr. Tipton gave a brief explanation as to the Model Civil Rights Resolution included in the agenda packets, which is a requirement of NJUA JIF.

Mr. Tipton discussed a policy regarding the prohibition on smoking, chewing tobacco and vaping. There was a brief discussion among the Board regarding this policy. Mr. Chamberlain moved to adopt the prohibition on smoking, chewing tobacco and vaping, Mr. Kennedy seconded. The motion passed; roll call was as follows:

Mr. Accetturo	Yes	Mr. Norton	No
Mr. Chamberlain	Yes	Ms. O'Connor	Yes
Mr. Kennedy	Yes	Mr. Roth	Yes
Mr. Niece	No	Chairwoman Napolitani	Yes

Mr. Roth moved to adopt the Model Civil Rights Resolution #22-01. Mr. Kennedy seconded. All in favor, motioned carried.

#### **EXECUTIVE DIRECTOR**

Mr. Inscho advised that the clarifier project is scheduled for March 14, 2022 and the preconstruction meeting is being held on March 1, 2022 at 11:00 A.M.; and the mechanical screen project is scheduled for January 31, 2022 and preconstruction meeting scheduled for January 24, 2022 at 11:00 A.M.

CP Engineers will be providing the SPCC paperwork for the Oxford plant to Mr. Inscho by the end of the week.

Summit project in Belvidere: The escrow money of \$5,000.00 has been requested and an escrow account will be set up once the money has been received.

The effluent and influent pumps for Oxford, which the Board authorized at last month's meeting, have been delivered to the plant.

Working on scheduling and pricing for the force main on Axford Avenue in Oxford. Mr. Inscho advised that he will pull the permits as he is a licensed plumber and he and the operators will do the work themselves, which will save quite a bit of money.

Mr. Inscho requested a motion to approve the Risk Management Agreement for 2022, which was included in the agenda packets. Mr. Norton so moved to approve said Agreement, Mr. Roth seconded. All in favor, motion carried.

#### **FINANCE**

Mr. Accetturo moved that Resolution #22-02 be approved to pay all bills from the Operating Funds (Certificate No. OP 422: \$87,849.74). Mr. Kennedy seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #22-03 (Certificate No. CI 431: \$70.00) be approved to pay all bills from the Capital Improvement Funds, as presented. Ms. O'Connor seconded. All in favor, motion passed.

#### **AUTHORITY CHAIRWOMAN**

Chairwoman Napolitani advised that most likely our meeting next month will be via ZOOM, and we will continue as such as long as the Covid numbers remain high.

Chairwoman Napolitani inquired if the Board would be opposed to changing our monthly meeting times from 7:30 p.m. to 7:00 p.m., starting in March of 2022. Board agreed to said time change.

Chairwoman Napolitani summarized the memorandum regarding salary increases, which was provided to the Board in their agenda packets, as well as a job description for Lead Operator. The Board had discussions regarding both. She requested a motion for the salary increases. Mr. Chamberlain moved to approve the salary increases, Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

Chairwoman Napolitani advised that the AllMax software was purchased but not yet installed for the Oxford plant.

Chairwoman Napolitani asked Mr. Inscho to explain the issues with the windows at the Belvidere Administration Building. He explained to the Board that there are several windows that will need to be replaced. Chairwoman Napolitani advised that she did in fact reach out to Mr. Francisco to inquire whether there would be money in the budget for such maintenance, to which he did confirm that the budget will allow such repairs.

#### **UNFINISHED BUSINESS**

There was no unfinished business.

#### **NEW BUSINESS**

There was no new business.

## **PUBLIC COMMENT**

There was no public present.

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 8:13 p.m.

Susan Wright
Susan Wright

Administrative Assistant

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# RESOLUTION #22-01

#### MODEL CIVIL RIGHTS RESOLUTION

A Resolution to affirm the Warren County (Pequest River) Municipal Authority's Civil Rights Policy with respect to all officials, appointees, employees, prospective employees, volunteers, independent contractors and members of the public that come into contact with municipal employees, officials and volunteers;

WHEREFORE, it is the policy of the Warren County (Pequest River) Municipal Authority to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to, the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREFORE, the governing body of the Warren County (Pequest River) Municipal Utilities Authority has determined that certain procedures need to be established to accomplish this policy.

**NOW THEREFORE BE IT ADOPTED** by the Warren County (Pequest River) Municipal Utilities Authority that:

- Section 1: No official, employee, appointee or volunteer of the Warren County (Pequest River) Municipal Utilities Authority by whatever title known, or any entity that is in any way a part of the Warren County (Pequest River) Municipal Utilities Authority, shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination harassment or a violation of any person's constitutional rights while such official, employee, appointee, volunteer, or entity is engaged in or acting on behalf of the Warren County (Pequest River) Municipal Utilities Authority's business or using the facilities or property of the Warren County (Pequest River) Municipal Utilities Authority.
- Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to, any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Warren County (Pequest River) Municipal Utilities Authority to provide services that otherwise could be performed by the Warren County (Pequest River) Municipal Utilities Authority.
- **Section 3:** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.
- **Section 4:** The Board of Commissioners shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Board of Commissioners shall establish written procedures that require all officials, employees, appointees and volunteers of the Warren County (Pequest River) Municipal Utilities Authority, as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Board of Commissioners shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

**Section 8:** At least annually, the Board of Commissioners shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated with the Warren County (Pequest River) Municipal Utilities Authority. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Warren County (Pequest River) Municipal Utilities Authority's web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the Warren County (Pequest River) Municipal Utilities Authority in order for the public to be made aware of this policy and the Warren County (Pequest River) Municipal Utilities Authority's commitment to the implementation and enforcement of this policy.

Laurel Napolitani, Chairwoman

Chad Chamberlain, Secretary

Moved by: Mr. Roth

Seconded by: Mr. Kennedy

Yes 8

No Ø

Abstain Ø

Absent \_\_\_\_\_\_

## **RESOLUTION RE:**

EXPENDITURES FROM THE OPERATING FUND DURING THE MONTHS OF DECEMBER 2021 & JANUARY, 2022

I HEREBY CERTIFY, that the bills listed on the attached Resolution of January 18, 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 425

Dated: January 18, 2022

Moved by: Mr. Accettano

Seconded by: Mr. Kennedy

Yes 8

No  $\mathcal{D}$ 

Abstain Ø

Absent Ø

# APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: January 18, 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 #20699-20704:
 12/28/21
 \$8,400.31

 Check #20705-20741:
 01/17/22
 \$79,449.43

*Total:* \$87,849.74

PENTAMATION DATE: 12/28/2021 TIME: 10:53:55

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

40.42 263.71 304.13 4.09 176.80 36.30 9.95 19.90 66.15 324.14 AMOUNT 7,525.00 8,400.31 8,400.31 -----DESCRIPTION-----MOBILE PHONES & OCC AUDIT SERV FY2020 8499052650021506 8499052660035827 8499052660035835 0309373198 0309801924 0310260175 FLOW METER 5076 5076 5076 5076 5076 5076 5076 5071 5028 5076 ACCT VERIZON WIRELESS NISIVOCCIA LLP ---VENDOR--CENTURYLINK CENTURYLINK CENTURYLINK COMCAST COMCAST JCP&L FUND - MUA01 - MUN UTILITY AUTH GEN FUND 1360 2140 239 239 239 273 273 273 935 DATE ISSUED ---10101 12/28/21 10101 12/28/21 10101 12/28/21 TOTAL CHECK 10101 12/28/21 10101 12/28/21 TOTAL CHECK 12/28/21 12/28/21 12/28/21 12/28/21 CHECK NUMBER CASH ACCT 10101 10101 10101 10101 TOTAL REPORT TOTAL FUND 20699 20699 20699 20700 20700 20701 20703 20704 20702

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 12/21

PENTAMATION DATE: 01/12/2022 TIME: 14:09:27

# MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 1/22

FUND - MUAO1 - MUN UTILITY AUTH GEN FUND

AMOUNT	291.66	20.00	267.51	7,120.00	455.40	643.50 487.79 1,388.12 454.76 447.65 441.51 772.64 1,668.84 2,420.06 8,734.87	43.49 110.00 153.49	37.29 58.57 43.29 139.15	42.97 59.00 42.97 57.01 42.97 57.01 42.97 57.01 57.01	1,000.00	252.00 420.00 336.00 1,008.00	975.00	111.17 4.09 8,929.17 250.57 98.02
DESCRIPTION	MONTHLY STIPEND	FNT DR SECURITY FEB	FIRE ALRM INSPECT	OXF SOFTWARE PACK	BELVIDERE PROPANE	12-6-2021 211004 211013 211013 211108 211122 211120 211130	670464 670948	0309420336 0309538602 0310189069	4103314362 4103314439 4104078779 4104079172 4104776613 4105462226 4105462524 4106383449 4106383474	FINANCE SUPPORT	11252 11254 SUMMIT PROJECT	ADM BLDG OVERHANG	100003352968 100004582811 100004911044 100004952337 100005061898
ACCT	5011	5026	5517	5030	2070	5024 5024 5024 5024 5024 5024 5024	5025 5025	5076 5076 5076	50043 50043 50043 50043 50043 6043 6043	5028	5545 5545 5545	5024	5071 5071 5071 5071 5071
VENDOR	ACCETTURO, NICOL A.	ADT COMMERCIAL LLC	AFA PROTECTIVE SYSTEMS, I	ALLMAX SOFTWARE, INC	AMERIGAS	BILL HODGE ELECTRICAL CON BILL HODGE ELECTRICAL CON	C M AUTO PARTS C M AUTO PARTS	CENTURYLINK CENTURYLINK CENTURYLINK	CINTAS CORPORATION	COUNTY OF WARREN	CP ENGINEERS NJ, LLC CP ENGINEERS NJ, LLC CP ENGINEERS NJ, LLC	GARRY W. SASSAMAN, G.C.	JCP&L JCP&L JCP&L JCP&L JCP&L JCP&L
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PENTAMATION DATE: 01/12/2022 TIME: 14:09:27

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 1/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

AMOUNT	9,393.02	166.66	163,53	2,762.10	333,32	20.94	372.00 302.00 294.50 290.50 40.50 1,342.00	18,891.50 5,362.50 24,254.00	166.66	26.01 36.69 62.70	199.39	299.15	15.96	166.66	3,586.36 3,628.76 7,215.12	291.66	101.63 22.35 123.98	5.72	4,494.00	41.16 5.38 43.47 28.98
DESCRIPTION		MONTHLY STIPEND	MISC. ITEMS	DECEMBER BILLING	MONTHLY STIPEND	DECEMBER WATER	N101607 N101608 N101797 N101812 N101948 N101949	GENERAL INSURANCE WORKERS COMP	MONTHLY STIPEND	EXPRESS AUDITOR EXPRESS LAB SERV	EXPRESS TIMES	STAR LEDGER	593878	MONTHLY STIPEND	2994 2995	MONTHLY STIPEND	1052458-0 1052484-0	UTILITY LOCATE DEC	SLUDGE DISPOSAL DEC	198032 198172 198311 198663
ACCT		5011	5024	5521	5011	5072	55509 55509 55509 55099 55099	5194 5091	5011	5021 5021	5021	5021	5025	5011	5024 5024	5011	5030 5030	5024	5079	5024 5024 5024 5024 5024
VENDOR		KENNEDY, JOSEPH, SR.	LIN SUPPLY INC.	MAIN POOL & CHEMICAL CO.,	NAPOLITANI, LAUREL	NEW JERSEY AMERICAN WATER	NEW JERSEY ANALYTICAL LAB NEW JERSEY ANALYTICAL LAB	NJUA JOINT INSURANCE FUND NJUA JOINT INSURANCE FUND	NIECE, DONALD L.	NJ ADVANCE MEDIA NJ ADVANCE MEDIA	NJ ADVANCE MEDIA	NJ ADVANCE MEDIA	NORTH EAST PARTS GROUP, L	NORTON, GERALD	O&M SOLUTIONS, LLC O&M SOLUTIONS, LLC	O'CONNOR, EVERDINA A.	OFFICE CONCEPTS GROUP, IN OFFICE CONCEPTS GROUP, IN	ONE CALL CONCEPTS, INC.	PASSAIC VALLEY SEWERAGE C	RIGO GENERAL HARDWARE RIGO GENERAL HARDWARE RIGO GENERAL HARDWARE RIGO GENERAL HARDWARE
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PENTAMATION DATE: 01/12/2022 TIME: 14:09:27

MUNICIPAL UTILITY AUTHORITY

PAGE NUMBER: VENCHK11

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ACCOUNTING PERIOD:		AMOUNT	41.15 135.75 4.29 300.18	166.66	271.80	5,985.00	558.75	23.50	79,449.43	79,449.43	
ACC		DESCRIPTION	198911 198922 199052	MONTHLY STIPEND	MNTLY DUMPSTER FEE	DEC SLUDGE HAUL	BUDGET/RATE HEARING	DEC BILLING			
R		ACCT	5024 5024 5024	5011	5024	5079	5710	5024			
CHECK REGISTER		ISSUEDVENDOR	RIGO GENERAL HARDWARE RIGO GENERAL HARDWARE RIGO GENERAL HARDWARE	котн, јоѕерн Р.	SANICO INC.	SPECTRASERV INC	VERITEXT, LLC	WILSON PRODUCTS			
	AUTH GEN FUND		1741 1741 1741	1767	1825	1880	1230	2280			
		DATE ISSUED	01/17/22 01/17/22 01/17/22 01/17/22	01/17/22	01/17/22	01/17/22	01/17/22	01/17/22			
9:27	FUND - MUA01 - MUN UTILITY	CHECK NUMBER CASH ACCT	10101 10101 10101 TOTAL C	10101	10101	10101	10101	10101	FUND	TOTAL REPORT	
TIME: 14:09:27	FUND	CHECK NUM	20736 20736 20736	20737	20738	20739	20740	20741	TOTAL	TOTAL	

## **RESOLUTION RE:**

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND FOR THE MONTH OF DECEMBER, 2021

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

Lawel Napolitanie Laurel Napolitani, Chairwoman

Chad Chamberlain, Secretary

Certificate No. CI 431

Dated: January 18, 2022

Moved by: Mr-Accetturo

Seconded by: Ms. O'Connor

Yes 8

No Ø

Abstain Ø

Absent \_Ø\_

# CAPITAL IMPROVEMENT BILLS LIST

Dated: January 18, 2022

CP Engineers – December (Belvidere Mechanical Screen)

\$70.00

Total

\$70.00

PENTAMATION DATE: 01/12/2022 TIME: 14:17:48

FUND - MUAO1 - MUN UTILITY AUTH GEN FUND

PAGE NUMBER: 1 VENCHK11 ACCOUNTING PERIOD: 1/22

MUNICIPAL UTILITY AUTHORITY CHECK REGISTER

CHECK NUMBER CASH ACCT	SH ACCT	DATE ISSUED	1	ISSUED ACCT	ACCT	DESCRIPTION	AMOUNT
20742 10	10101	01/18/22	293	CP ENGINEERS NJ, LLC	19002	BELVIDERE SCREEN DEC	70.00
TOTAL FUND							70.00
TOTAL REPORT	E						70.00