

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES

September 16, 2025

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 5:56 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
Gerald Norton, Secretary
Angelo Accetturo, Treasurer

Anne Marie Skoog - 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.

MINUTES

Mr. Roth moved, and Mr. Accetturo seconded to approve the minutes of the August 19, 2025 regular meeting, as presented. All in favor, except one abstention by Mr. Norton, motion passed.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Letter dated August 26, 2025, from Brian Tipton, Esquire, Authority Counsel, to Allaire Healthcare Group regarding failure to make timely quarterly payments for sewerage services for their client, Warren Haven Rehabilitation & Nursing Center.

EXECUTIVE SESSION

At approximately 5:58 p.m., Chairwoman Napolitani requested to enter into an executive session to discuss personnel matters. Ms. Wright was excused during said executive session.

At 6:25 p.m., the Board returned to open session.

SERVICE AREA UPDATES

Belvidere: Mr. Roth advised the Board that at this month's Belvidere Planning Board meeting, a builder was interested in possibly re-zoning the lots on Oxford Street, which are currently zoned for 13 single family homes, to build multi-unit stacked townhomes (approximately 94 units). It was discussed; however, he is not sure if anything will come of it at this point.

Oxford: Mr. Norton had nothing new to report.

White Twp.: Ms. Skoog was not present at the meeting.

ENGINEER'S REPORT

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

CFO'S REPORT

Mr. Francisco summarized the monthly financial report.

Mr. Francisco provided the Commissioners with the FY2026 Budget Highlights.

Mr. Francisco proposed a 2.46% service fee increase. The increase would allow the Authority not to draw from reserves to satisfy operating expenses.

The Board had a discussion regarding the budget report, salaries, pensions, health insurance, maintenance, and capital improvements.

The Board agreed to move forward with the FY2026 Budget as presented by Mr. Francisco.

FINANCE

Mr. Accetturo moved that Resolution #25-31 be approved to pay all bills from the Operating Funds (Certificate No. OP 469: \$61,391.16). Mr. Roth seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #25-32 be approved to pay all bills from the Capital Improvement Funds (Certificate No. CI 473: \$55,302.36). Mr. Norton seconded. All in favor, motion passed.

GENERAL COUNSEL'S REPORT

Mr. Tipton reviewed the Authority's service rules and there is a section for fines and violations; however, they do not address failed payments from customers. He suggested that we create a section specifically for late payments/non-payments from customers. He will work with Ms. Wright and present something to the Board at next month's meeting.

EXECUTIVE DIRECTOR

Mr. Incho advised that the paving has been completed at the new garage at the Belvidere plant. Spray insulator will be out this week to look at the walls and give a price. Waiting for pricing on the electric.

The pumps at the processing station are approximately 19 years old. He is looking into getting the same pump that was purchased for the pump station.

Mr. Incho and the operators met with our Engineers at the Water Street Pump Station regarding a new rag screen system. They suggested going through the I-Bank for that project.

Pricing for the fencing for both plants will be approximately \$10,000.00.

The actuators (10) for Belvidere came in and the bill was approximately \$68,000.00.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani requested November's meeting date be changed from Tuesday, November 11, 2025, to Monday, November 17, 2025. The Board agreed.

UNFINISHED BUSINESS

There was no unfinished business.

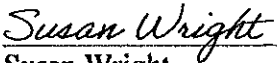
NEW BUSINESS

There was no new business.

PUBLIC COMMENT

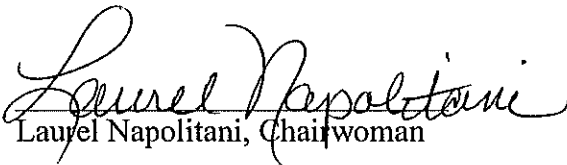
There was no public comment.

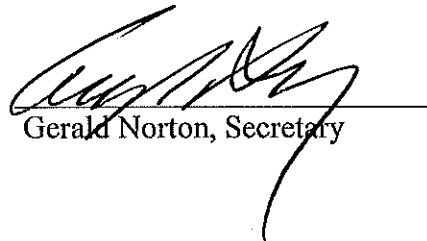
As there was no more business to come before the Authority, Mr. Accetturo moved for the meeting to be adjourned. The meeting was adjourned at 6:52 p.m.


Susan Wright
Administrative Assistant

RESOLUTION: EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF AUGUST & SEPTEMBER 2025

I HEREBY CERTIFY that the bills listed on the attached Resolution of September 16, 2025, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2025 budget.


Laurel Napolitani, Chairwoman


Gerald Norton, Secretary

Certificate No. OP 469

Dated: September 16, 2025

Moved by: Mr. Auletta

Seconded by: Mr. Roth

Yes: 4

No: 0

Abstain: 0

Absent: 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: September 16, 2025

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 #22774-22784:	08/26/25	\$ 1,769.70
Check #22785-22816:	09/15/25	<u>\$59,621.46</u>
	<i>Total:</i>	<i>\$61,391.16</i>

PENTAMATION
DATE: 08/26/2025
TIME: 10:32:56

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 8/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK	NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22774	10101	08/26/25	78	ARAE NETWORK SOLUTIONS LL	5029	365 APPS FOR BUSINESS	44.85
22774	10101	08/26/25	78	ARAE NETWORK SOLUTIONS LL	5029	MANAGE SERVICES SUITE	80.00
22774	10101	08/26/25	78	ARAE NETWORK SOLUTIONS LL	5029	SECURE CLOUD BACKUPS	51.00
22774	10101	08/26/25	78	ARAE NETWORK SOLUTIONS LL	5029	WI-FI CLOUD SUBSCRIPT	21.00
	TOTAL CHECK						196.85
22775	10101	08/26/25	120	BERGER, RUSSELL	5042	R.BERGER C-1 LICENSE	50.00
22776	10101	08/26/25	239	BRIGHTSPEED	5076	309373198	21.34
22776	10101	08/26/25	239	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK						41.24
22777	10101	08/26/25	273	COMCAST	5076	8499052650021506	303.53
22778	10101	08/26/25	273	COMCAST	5076	8499052660035827	55.32
22778	10101	08/26/25	273	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK						212.17
22779	10101	08/26/25	460	ELIZABETHTOWN GAS	5070	S.WATER PUMP STATION	41.05
22780	10101	08/26/25	935	JCP&L	5071	LIBERTY ST FLOW METER	4.65
22781	10101	08/26/25	840	RICOH USA, INC.	5026	COPIER LEASE -	340.29
22782	10101	08/26/25	2140	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	177.76
22783	10101	08/26/25	2145	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	302.16
22784	10101	08/26/25	2245	WASSER, JOHN E.	5042	J.W. S2 & C2 LICENSES	100.00
	TOTAL FUND						1,769.70
	TOTAL REPORT						1,769.70

PENTAMATION
DATE: 09/11/2025
TIME: 11:11:06

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 9/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22785	10101	09/15/25	17 ACCELTURO, NICOL A.	5011	MONTHLY STIPEND	391.66
22786	10101	09/15/25	29 ADVANCE AUTO PARTS PROFES	5025	7425523233381	67.83
22786	10101	09/15/25	29 ADVANCE AUTO PARTS PROFES	5025	7425523433543	39.49
		TOTAL CHECK				107.32
22787	10101	09/15/25	51 ALL IMAGE ASPHALT LLC	5024	CRACK SEAL OXFORD	2,250.00
22788	10101	09/15/25	119 BERGER, MATTHEW	5042	LICENSE RENEWAL	51.65
22789	10101	09/15/25	239 BRIGHTSPEED	5076	309480336	36.94
22789	10101	09/15/25	239 BRIGHTSPEED	5076	309538602	62.02
22789	10101	09/15/25	239 BRIGHTSPEED	5076	310189069	41.65
		TOTAL CHECK				140.61
22790	10101	09/15/25	206 C M AUTO PARTS	5025	722825	27.70
22790	10101	09/15/25	206 C M AUTO PARTS	5025	723379	18.18
		TOTAL CHECK				45.88
22791	10101	09/15/25	272 COLALUCE WELL & PUMP SERV	5024	WELL REPLACEMENT	2,199.50
22792	10101	09/15/25	287 COUNTY OF WARREN	5092	MEDICAL INSURANCE	3,752.28
22792	10101	09/15/25	287 COUNTY OF WARREN	5092	MEDICAL INSURANCE	8,254.63
		TOTAL CHECK				12,006.91
22793	10101	09/15/25	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22794	10101	09/15/25	293 CP ENGINEERS NJ, LLC	5545	GENERAL & OPERATING	530.00
22795	10101	09/15/25	294 CRISTAL ASSOCIATES, LLC	5030	BELV. PAPER PRODUCTS	144.80
22795	10101	09/15/25	294 CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER PRODUCTS	42.05
		TOTAL CHECK				186.85
22796	10101	09/15/25	482 EVERON, LLC	5026	FRONT DOOR SECURITY	20.00
22797	10101	09/15/25	539 FLORIO PERRUCCI STEINHARD	5027	AUGUST LEGAL SERVICES	617.00
22798	10101	09/15/25	935 JCP&L	5071	100003352968	213.85
22798	10101	09/15/25	935 JCP&L	5071	100004188262	6,325.20
22798	10101	09/15/25	935 JCP&L	5071	100004582811	4.65
22798	10101	09/15/25	935 JCP&L	5071	100004911044	6,395.11
22798	10101	09/15/25	935 JCP&L	5071	100004952337	348.43
22798	10101	09/15/25	935 JCP&L	5071	100005061898	148.11
22798	10101	09/15/25	935 JCP&L	5071	100005205917	682.77
		TOTAL CHECK				14,118.12
22799	10101	09/15/25	1150 LIN SUPPLY INC.	5024	GLASS FUSS	15.98
22800	10101	09/15/25	1215 MAIN POOL & CHEMICAL CO.,	5521	AUGUST INVOICES	5,526.85
22801	10101	09/15/25	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22802	10101	09/15/25	1340 NEW JERSEY AMERICAN WATER	5072	AUGUST WATER	23.86
22803	10101	09/15/25	1388 NORTON, GERALD	5011	MONTHLY STIPEND	391.66

PENTAMATION
DATE: 09/11/2025
TIME: 11:11:06

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

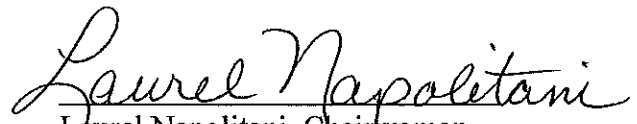
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ACCOUNTING PERIOD: 9/25

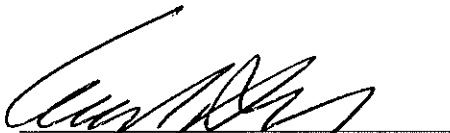
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22804	10101	09/15/25	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	213.55
22805	10101	09/15/25	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	151.54
22806	10101	09/15/25	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE AUGUST	9.50
22807	10101	09/15/25	PACE ANALYTICAL SERVICES,	5509	257121089	150.50
22807	10101	09/15/25	PACE ANALYTICAL SERVICES,	5509	257121629	1,513.00
22807	10101	09/15/25	PACE ANALYTICAL SERVICES,	5509	257122255	1,298.00
22807	10101	09/15/25	PACE ANALYTICAL SERVICES,	5509	257122265	340.00
22807	10101	09/15/25	PACE ANALYTICAL SERVICES,	5509	257122856	392.00
22807	10101	09/15/25	PACE ANALYTICAL SERVICES,	5509	257122869	373.50
22807	10101	09/15/25	PACE ANALYTICAL SERVICES,	5509	257122875	1,110.00
22807	10101	09/15/25	PACE ANALYTICAL SERVICES,	5509	257122879	1,110.00
22807	10101	09/15/25	PACE ANALYTICAL SERVICES,	5509	257123551	281.50
22807	10101	09/15/25	PACE ANALYTICAL SERVICES,	5509	257123552	91.00
	TOTAL CHECK					6,659.50
22808	10101	09/15/25	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL AUG	3,612.00
22809	10101	09/15/25	RIGO GENERAL HARDWARE	5024	A254089	36.97
22809	10101	09/15/25	RIGO GENERAL HARDWARE	5024	A254754	3.98
	TOTAL CHECK					40.95
22810	10101	09/15/25	ROCKY'S HARDWARE, INC.	5024	214284	91.74
22810	10101	09/15/25	ROCKY'S HARDWARE, INC.	5024	214314	97.39
22810	10101	09/15/25	ROCKY'S HARDWARE, INC.	5024	214519/D	779.99
	TOTAL CHECK					969.12
22811	10101	09/15/25	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.66
22812	10101	09/15/25	SANICO INC.	5024	SEPT DUMPSTER FEE	301.80
22813	10101	09/15/25	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.34
22814	10101	09/15/25	SNYDER, BRIAN	5042	LICENSE RENEWAL	51.65
22815	10101	09/15/25	SPECTRASERV INC	5079	SLUDGE HAUL AUGUST	6,888.00
22816	10101	09/15/25	WILSON PRODUCTS	5024	AUGUST BILLING	25.00
	TOTAL FUND					59,621.46
	TOTAL REPORT					59,621.46

RESOLUTION: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND
FOR THE MONTH OF AUGUST 2025

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 473

Dated: September 16, 2025

Moved by: Mr. Aceturo

Seconded by: Mr. Norton

Yes 4

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: September 16, 2025

CP Engineers – Water Street Pump Station:	\$ 2,847.00
Kustom Control Solutions – Oxford	\$ 18,378.51
Roberge Electric Co. – Belvidere Scum Pipe:	<u>\$ 34,076.85</u>

<i>Total</i>	<i>\$ 55,302.36</i>
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PENTAMATION
DATE: 09/11/2025
TIME: 11:17:27

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 9/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22817	10101	09/16/25	CP ENGINEERS NJ, LLC	19002	WATER STREET PUMP STATION	2,847.00
22818	10101	09/16/25	KUSTOM CONTROL SOLUTIONS	19002	OXFORD CABINET MODS	18,378.51
22819	10101	09/16/25	ROBERGE ELECTRIC CO., INC	19002	SCUM PIPE BASIN 1A	17,103.51
22819	10101	09/16/25	ROBERGE ELECTRIC CO., INC	19002	SCUM PIPE BASIN 2A	16,973.34
TOTAL CHECK						34,076.85
TOTAL FUND						55,302.36
TOTAL REPORT						55,302.36