

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES August 17, 2021

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:30 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
Everdina O'Connor, Vice Chairperson
Chad Chamberlain, Secretary
Joseph Kennedy
Donald Niece
Joseph Roth

Sidney Deutsch (entered at 7:59 pm)

Also, in attendance: Brian Tipton, Esq., Authority Legal Counsel; Kim Francisco, Authority CFO; 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 20, 2021 regular meeting, as presented. All in favor, except one abstention by Mr. Niece. The motion passed.

Mr. Kennedy moved, and Mr. Roth seconded to approve the Executive Session minutes from July 20, 2021, as presented. All in favor, except one abstention by Mr. Niece. The motion passed.

CORRESPONDENCE

There was no correspondence; however, Chairwoman Napolitani read a letter from Drew Kisonak to the Board of Commissioners formally resigning from the Warren County (PR) MUA effective August 16, 2021.

CFO'S REPORT

Mr. Francisco summarized his monthly financial report.

Mr. Francisco advised that he spoke with our Auditor and was told that they are still waiting for the Division of Pensions to release the information to finish up their report.

Mr. Francisco reminded the Board that it is time to start thinking about the FY2022 Budget. He would like to schedule a meeting with the Finance Committee about this matter before the September regular meeting. He will check with Mr. Donati as to what needs to be included for capital.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

ENGINEER'S REPORT

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

Chairwoman Napolitani advised that she spoke with Mr. Donati and presented a Change Order from the contractor in connection with the Belvidere Clarifier project to add the alternate bid item for supplying and installing the worm gears that operate the scum skimmers for the clarifiers in the amount of \$60,000.00 (\$10,000.00 per worm gear). After much discussion among the Board and questions to Mr. Tipton, Mr. Niece moved to approve Resolution #21-37 authorizing the execution of Change Order No. 1 for Contract 21-02, the Belvidere Clarifier Rehabilitation project. Mr. Roth seconded. The motion passed; roll call was as follows:

Mr. Chamberlain	Yes
Mr. Kennedy	Yes
Mr. Niece	Yes
Ms. O'Connor	Yes
Mr. Roth	Yes
Chairwoman Napolitani	Yes

Chairwoman Napolitani advised the Board that at the last month's meeting, information was provided by Operator M. Codis for Russell Reid to come in and remove the sludge from the tank with a vacuum truck. Unfortunately, Russell Reid was not able to provide their service within the time that was necessary and therefore, Operator M. Codis contacted Spectraserv to come and provide the service for approximately \$1,000.00 more than what was quoted by Russell Reid. The job was completed to the satisfaction of the Operators.

Oxford Spill Prevention: Mr. Donati advised Chairwoman Napolitani that Raw Power was ready to go, however, the vendor sold the tanks due to another facility's emergent need for the tanks. They have been reordered and as soon as they come in, we will be ready to go.

FINANCE

Mr. Roth moved that Resolution #21-38 (Certificate No. OP 420: \$45,459.96) be approved to pay all bills from the Operating Fund, as presented. Mr. Niece seconded. All in favor, motion passed.

Ms. O'Connor moved that Resolution #21-39 (Certificate No. CI 426: \$24,313.47) be approved to pay all bills from the Capital Improvements Fund, as presented. Mr. Niece seconded. All in favor, motion passed.

Ms. Wright advised the Board that normally she requests checks for the operating and capital funds the week before the meeting; however, this month the finance department was testing out their upgraded program that week and requested that she submit her check requests the week before. Ms. Wright contacted the vendors and was able to obtain most of their invoices early. There were a few that Ms. Wright was unable to obtain but did receive them a few days after the checks were requested. Ms. Wright wanted to make the Board aware that she will be requesting payment for those few invoices at the end of the month with her utility check requests. This will be a one time only issue, as the program is now up and running so the schedule for next month will return to normal.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that the Personnel Committee met on Monday, August 16, 2021, with Mr. Tipton in attendance, to discuss replacement of the Authority Consultant.

Chairwoman Napolitani requested a motion authorizing the operators, namely Mr. Berger for the Oxford plant and Mr. M. Codis for the Belvidere plant, to purchase "as needed" but not to exceed \$1,500.00, without needing prior authorization. It was requested that the Operators provide a monthly expenditure report prior to the meetings. Mr. Kennedy moved to adopt said motion and Ms. O'Connor seconded. All in favor, motion passed.

ADT: Chairwoman Napolitani advised the Board that we are tied into a maintenance contract with ADT for \$20.00 a month and there are 39 months left on the contract. To cancel the contract, we would have to pay them \$780.00, so she suggested that we just finish out the contract with them. The door is now working properly as Ms. Wright did have someone come in and take a look at it and was advised that the problem seems to be with the push bar and that if the door starts to act up again, a locksmith should most likely be called.

Computers: Jean Paul Reece is scheduled to be at the Belvidere plant to install the new automation system on Wednesday, August 25, 2021.

All Max: In 2019, the former Consultant purchased the All-Max software for approximately \$6,225.00. Chairwoman Napolitani's recollection was that the software was for both plants. Apparently, this was not the case and in fact, the software is just for Belvidere and only on the laptop. She advised that she spoke with a representative from All Max and was told that the necessary software for both plants to be able to communicate with each other will cost an

additional \$7,120.00. She further explained the necessity of this software for both plants. Chairwoman Napolitani called for a motion to update the All-Max software for \$7,120.00 and the yearly support of \$2,200.00. Mr. Niece moved to adopt said motion and Mr. Roth seconded. All in favor, motion passed.

UNFINISHED BUSINESS

There was no unfinished business.

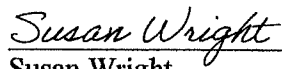
NEW BUSINESS

Mr. Kennedy updated the Board with regard to the finalization of the Summit Project in Belvidere. There are still some residents in Belvidere that have septic and wells (i.e., Race Street, Pequest Road and Stadelman Drive), approximately two dozen homes, that may want to hook up to that collection system and the authority would deal with whatever the additional flow would be.

PUBLIC COMMENT

There was no public present.

As there was no more business to come before the Authority, Ms. O'Connor moved, and Mr. Chamberlain seconded that the meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 8:13 p.m.



Susan Wright
Administrative Assistant

RESOLUTION RE: AUTHORIZATION FOR EXECUTION OF CHANGE ORDER NUMBER 1 TO WC(PR)MUA CONTRACT NO. 21-02: Belvidere Clarifier Rehabilitation Project

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority and Scaturro Brothers, Inc. t/a Alpine Painting and Sandblasting Contractors entered into a Contract, with said Contract having a Notice to Proceed date of July 21, 2021, for the rehabilitation of the Belvidere WWTF Clarifiers - Contract No. 21-02; and

WHEREAS, the Authority has determined that additional work to replace some inoperable and difficult to maintain worm gear assemblies within the clarifiers being rehabilitated is necessary. That work consists of:

1. Removal of six existing scum trough worm gear assemblies.
2. Supply and installation by the Contractor of six new worm gear assemblies.

WHEREAS, the bid for Contract No. 21-02 included an alternate bid item for worm gear replacement in the amount of sixty thousand dollars and zero cents (\$60,000.00); and

WHEREAS, Change Order Number 1 has been prepared by the Authority's Engineer, which results in a net increase in the Contract Price of sixty thousand dollars and zero cents (\$60,000.00), and no change in Contract Time.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Warren County (Pequest River) Municipal Utilities Authority that the Chairwoman is hereby authorized and directed to execute Change Order Number 1 to Contract No. 21-02, which reflects the work outlined above and contained in Change Order Number 1, at an increase in Contract Price of sixty thousand dollars and zero cents (\$60,000.00), and no change in Contract Time.

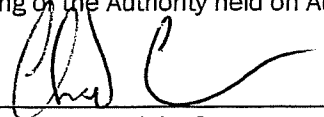
AND BE IT FURTHER RESOLVED that executed copies of Change Order Number 1 to Contract No. 21-02 shall be distributed by the Authority's Engineer, to all appropriate parties.

WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY

By 
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 of a memorializing resolution adopted by a majority of all members of the Authority at a regular meeting of the Authority held on August 17, 2021.


Chad Chamberlain, Secretary

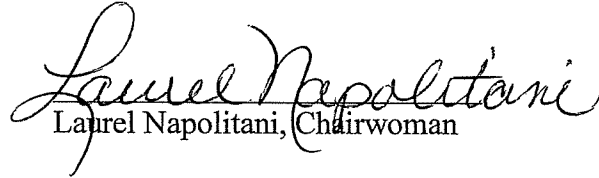
RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND
DURING THE MONTHS OF JULY & AUGUST 2021.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of August 17, 2021, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2021 budget.



Chad Chamberlain, Secretary


Laurel Napolitani, Chairwoman

Certificate No. OP 420

Dated: August 17, 2021

Moved by: Mr. Roth

Seconded by: Mr. Niece

Yes 7

No 0

Abstain 0

Absent 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: August 17, 2021

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 #20447-20453:	07/28/21	\$898.46
Check #20454-20488:	08/16/21	<u>\$44,561.50</u>
	<i>Total:</i>	<i>\$45,459.96</i>

PENTAMATION
 DATE: 07/27/2021
 TIME: 10:23:05

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 7/21

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20447	10101	07/28/21	CENTURYLINK	5076	0310260175	19.90
20447	10101	07/28/21	CENTURYLINK	5076	0309801924	9.95
20447	10101	07/28/21	CENTURYLINK	5076	0309373198	38.40
			TOTAL CHECK			68.25
20448	10101	07/28/21	COMCAST	5076	8499052660035835	254.69
20448	10101	07/28/21	COMCAST	5076	8499052660035827	41.30
			TOTAL CHECK			295.99
20449	10101	07/28/21	COMCAST	5076	8499052650021506	326.15
20450	10101	07/28/21	JCP&L	5071	FLOW METER	3.10
20451	10101	07/28/21	NJ ADVANCE MEDIA	5021	EXPRESS TIMES	6.67
20452	10101	07/28/21	NJ ADVANCE MEDIA	5021	STAR LEDGER	27.90
20453	10101	07/28/21	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	170.40
			TOTAL FUND			898.46
			TOTAL REPORT			898.46

PENTAWATION
 DATE: 08/05/2021
 TIME: 12:55:23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 8/21

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20454	10101	08/16/21	ABB INC.	5024	SERVICE CONTRACT	1,400.00
20455	10101	08/16/21	CCP INDUSTRIES INC	5024	POWDER FREE GLOVES	180.50
20456	10101	08/16/21	CENTURYLINK	5076	0310189069	46.48
20456	10101	08/16/21	CENTURYLINK	5076	0309480336	37.23
20456	10101	08/16/21	CENTURYLINK	5076	0309538602	55.01
			TOTAL CHECK			138.72
20457	10101	08/16/21	CINTAS CORPORATION	5043	4089962908	39.53
20457	10101	08/16/21	CINTAS CORPORATION	5043	4090657768	39.53
20457	10101	08/16/21	CINTAS CORPORATION	5043	4089455779	39.53
20457	10101	08/16/21	CINTAS CORPORATION	5043	4091313212	39.53
20457	10101	08/16/21	CINTAS CORPORATION	5043	4091313365	51.30
20457	10101	08/16/21	CINTAS CORPORATION	5043	4090657919	51.30
20457	10101	08/16/21	CINTAS CORPORATION	5043	4089933140	51.30
20457	10101	08/16/21	CINTAS CORPORATION	5043	4089455589	51.30
			TOTAL CHECK			363.32
20458	10101	08/16/21	COUNTY OF WARREN	5028	FINANCE SUPPORT	1,000.00
20459	10101	08/16/21	CP ENGINEERS NJ, LLC	5545	10231	378.00
20459	10101	08/16/21	CP ENGINEERS NJ, LLC	5545	10237	294.00
20459	10101	08/16/21	CP ENGINEERS NJ, LLC	5545	10235	163.50
20459	10101	08/16/21	CP ENGINEERS NJ, LLC	5545	10236	896.00
20459	10101	08/16/21	CP ENGINEERS NJ, LLC	5545	10233	504.00
20459	10101	08/16/21	CP ENGINEERS NJ, LLC	5545	10234	3,108.00
			TOTAL CHECK			5,343.50
20460	10101	08/16/21	CRISTAL ASSOCIATES, LLC	5024	SMALL LINERS	44.60
20461	10101	08/16/21	DEUTSCH, SIDNEY	5011	MONTHLY STIPEND	166.66
20462	10101	08/16/21	FASTENAL COMPANY	5024	PAEAS2032	1,417.94
20463	10101	08/16/21	FLORIO PERRUCCI STEINHARD	5027	GEN ADMIN LEGAL SERV	1,802.00
20464	10101	08/16/21	GERO, WAYNE	5092	REIMB HEALTH	344.78
20465	10101	08/16/21	JCP&L	5071	100005061898	60.01
20465	10101	08/16/21	JCP&L	5071	100004582811	3.10
20465	10101	08/16/21	JCP&L	5071	100004952337	318.50
			TOTAL CHECK			381.61
20466	10101	08/16/21	KENNEDY, JOSEPH, SR.	5011	MONTHLY STIPEND	166.66
20467	10101	08/16/21	KEVIN SHOUDT & ASSOCIATES	5029	CONSULT MNTHLY FEE	8,978.26
20468	10101	08/16/21	KISZONAK, DREW	5011	MONTHLY STIPEND	291.66
20469	10101	08/16/21	L.E. RITTER LUMBER CO.	5024	68903	-89.99
20469	10101	08/16/21	L.E. RITTER LUMBER CO.	5024	68893	287.96
			TOTAL CHECK			197.97
20470	10101	08/16/21	LIN SUPPLY INC.	5024	MISC. ITEMS	250.55

PENTAMATION
 DATE: 08/05/2021
 TIME: 12:55:23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

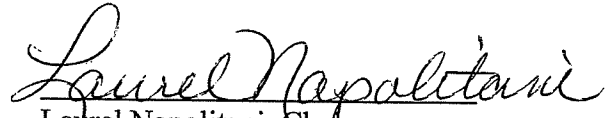
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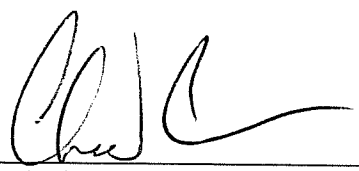
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20471	10101	08/16/21	1215 MAIN POOL & CHEMICAL CO.,	5521	JULY BILLING	2,430.28
20472	10101	08/16/21	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	333.32
20473	10101	08/16/21	1340 NEW JERSEY AMERICAN WATER	5072	JULY WATER	16.85
20474	10101	08/16/21	1343 NEW JERSEY ANALYTICAL LAB	5509	N098142	35.00
20474	10101	08/16/21	1343 NEW JERSEY ANALYTICAL LAB	5509	N098311	1,049.00
20474	10101	08/16/21	1343 NEW JERSEY ANALYTICAL LAB	5509	N098310	953.50
20474	10101	08/16/21	1343 NEW JERSEY ANALYTICAL LAB	5509	N098143	321.50
20474	10101	08/16/21	1343 NEW JERSEY ANALYTICAL LAB	5509	N098141	303.50
20474	10101	08/16/21	1343 NEW JERSEY ANALYTICAL LAB	5509	N098407	24.00
20474	10101	08/16/21	1343 NEW JERSEY ANALYTICAL LAB	5509	N098493	10.50
20474	10101	08/16/21	1343 NEW JERSEY ANALYTICAL LAB	5509	N098145	210.00
20474	10101	08/16/21	1343 NEW JERSEY ANALYTICAL LAB	5509	N098144	10.50
			TOTAL CHECK			2,917.50
20475	10101	08/16/21	1355 NIECE, DONALD L.	5011	MONTHLY STIPEND	166.66
20476	10101	08/16/21	1397 O'CONNOR, EVERDINA A.	5011	MONTHLY STIPEND	291.66
20477	10101	08/16/21	1420 OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	86.69
20478	10101	08/16/21	1440 ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE JULY	12.87
20479	10101	08/16/21	1520 PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL JULY	6,006.00
20480	10101	08/16/21	1575 POSTMASTER BELVIDERE	5022	POSTAGE	215.00
20481	10101	08/16/21	1741 RIGO GENERAL HARDWARE	5024	190646	14.57
20481	10101	08/16/21	1741 RIGO GENERAL HARDWARE	5024	192048	26.58
20481	10101	08/16/21	1741 RIGO GENERAL HARDWARE	5024	190701	160.13
20481	10101	08/16/21	1741 RIGO GENERAL HARDWARE	5024	191208	11.98
			TOTAL CHECK			213.26
20482	10101	08/16/21	1767 ROTH, JOSEPH P.	5011	MONTHLY STIPEND	166.66
20483	10101	08/16/21	1825 SANICO INC.	5024	MONTHLY DUMPSTER FEE	271.80
20484	10101	08/16/21	1880 SPECTRASERV INC	5079	JULY SLUDGE HAUL	8,379.00
20485	10101	08/16/21	1886 STAPLES CREDIT PLAN	5030	ANTI VIRUS SOFTWARE	27.99
20486	10101	08/16/21	1938 THE COUNTY OF WARREN	5070	MONTHLY GASOLINE	331.73
20487	10101	08/16/21	2280 WILSON PRODUCTS	5024	JULY BILLING	23.50
20488	10101	08/16/21	2285 WRIGHT, SUSAN	5710	REPLENISH PETTY CASH	184.00
20488	10101	08/16/21	2285 WRIGHT, SUSAN	5710	REPLENISH PETTY CASH	9.00
20488	10101	08/16/21	2285 WRIGHT, SUSAN	5022	REPLENISH PETTY CASH	9.00
			TOTAL CHECK			202.00
			TOTAL FUND			44,561.50
			TOTAL REPORT			44,561.50

RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF JULY, 2021.

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 426

Dated: August 17, 2021

Moved by: Ms. O'Connor

Seconded by: Mr. Niece

Yes 7

No 0

Abstain 0

Absent 0

CAPITAL IMPROVEMENT BILLS LIST

Dated: August 17, 2021

1. CP Engineers, LLC - Engineering Services	
Interceptor System	
Oxford UV System	
Belvidere WWTF PT Screen	
Oxford WWTF Access Road	
Belvidere Clarifier Rehab	
(July, 2021)	\$ 11,249.07
2. DeMaio Electrical Co.	
Oxford WWTP UV Disinfect	\$ 13,064.40
<i>Total</i>	<i>\$24,313.47</i>

PENNSYLVANIA
 DATE: 08/05/2021
 TIME: 13:01:51

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 8/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20489	10101	08/17/21	CP ENGINEERS NJ, LLC	19050	OXFORD UV SYSTEM	703.75
20489	10101	08/17/21	CP ENGINEERS NJ, LLC	19050	OXFORD ACCESS ROAD	283.50
20489	10101	08/17/21	CP ENGINEERS NJ, LLC	19001	BELV CLARIFIER REHAB	2,416.92
20489	10101	08/17/21	CP ENGINEERS NJ, LLC	19001	INTERCEPTOR SYSTEM	5,362.15
20489	10101	08/17/21	CP ENGINEERS NJ, LLC	19002	BELV PT SCREEN	2,482.75
			TOTAL CHECK			11,249.07
20490	10101	08/17/21	DEMAIO ELECTRICAL COMPANY	19050	OXFORD WWTP UV DISINFECT	13,064.40
			TOTAL FUND			24,313.47
			TOTAL REPORT			24,313.47