

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES August 19, 2025

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:00 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
Anne Marie Skoog

Gerald Norton, Secretary - 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. Accetturo moved, and Mr. Roth seconded to approve the minutes of the July 15, 2025 regular meeting, as presented. All in favor, except one abstention by Ms. Skoog, motion passed.

CORRESPONDENCE

Chairwoman Napolitani recapped the correspondence listed below:

1. Freshwater Wetlands and Flood Hazard Area Permit Application dated July 24, 2025, from Colliers Engineering & Design for the restoration of the stream habitat through the repair and stabilization of the stream banks regarding property located at Lommason Glen Road, White Township, Warren County, N.J.
2. Public Notice from WSP for an application for a general permit 4, to perform a remediation of the site, known as Block 26, Lots 88.01 & 89, Oxford Township, Warren County, NJ, involving the excavation of soil and offsite disposal.
3. Public Notice from the Belvidere Planning Board, to determine whether a study area meets the criteria for a non-condemnation redevelopment area, consisting of Block 1, Lots 5, 5.01 & 5.05.

SERVICE AREA UPDATES

Belvidere: Mr. Roth had nothing new to report.

Oxford: Mr. Norton was not present at the meeting.

White Twp.: Ms. Skoog had nothing new to report.

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 mentioned that we have not received Warren Haven's third quarter payment, which was due August 1, 2025. Ms. Wright advised the Board that Warren Haven was delinquent with their second quarter payment and was charged interest in the amount of \$118.42. They failed to send payment for the second quarter interest; so therefore, that amount was added to their third quarter invoice. The Board discussed how to move forward with this issue. Ms. Wright will provide Mr. Tipton with a timeline and documentation regarding this matter, and he will issue them a legal letter.

FINANCE

Mr. Accetturo moved that Resolution #25-29 be approved to pay all bills from the Operating Funds (Certificate No. OP 468: \$60,331.89). Mr. Roth seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #25-30 be approved to pay all bills from the Capital Improvement Funds (Certificate No. CI 472: \$16,991.90). Mr. Roth seconded. All in favor, motion passed.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

The Board was provided with a letter from Steve Donati at the start of the meeting, regarding the Water Street Pump Station improvements. Mr. Inscho advised that this needs to be addressed sooner rather than later. Mr. Donati's letter provided the scope of work to be performed, an estimated schedule/timeline, as well as their costs associated with the project. An approximate amount for the project, which includes CP Engineering's costs and the cost of the screener, etc., would be approximately \$350,000.00, which we will include those costs with the Thickener and

Non-Potable Water projects currently pending with the I-Bank. Mr. Inscho recommended that the Board approve the project so CP Engineering can begin the process, and it can be included in the Authority's capital improvements for 2026. Mr. Roth moved to proceed with the project. Ms. Skoog seconded. All in favor, motion passed.

Mr. Inscho advised that K&A Paving will be paving a walkway at the Belvidere WWTF from the plant to the mechanical screen.

As it relates to the new garage at Belvidere, Bill Hodge will schedule a time to install the electrical and once that is complete, Mr. Inscho and the Operators will install the heat and water.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani was contacted by our AllMax representative inquiring as to how things are going with the program. She spoke with Operator M. Berger regarding possible add-ons to the program. Further she advised that AllMax will be providing us with their invoice for yearly support and she feels it is money well spent. She confirmed with Mr. Francisco that for next year's budget a separate computer line item will be added for this expense.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

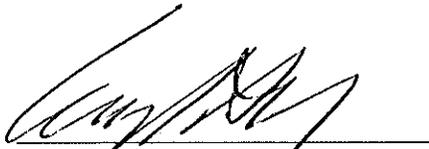
As there was no more business to come before the Authority, Mr. Roth moved for the meeting to be adjourned. The meeting was adjourned at 6:25 p.m.

Susan Wright
Susan Wright
Administrative Assistant

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

I HEREBY CERTIFY that the bills listed on the attached Resolution of August 19, 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 468

Dated: August 19, 2025

Moved by: Mr. Accetturo

Seconded by: Mr. Roth

Yes: 4

No: 0

Abstain: 0

Absent: 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: August 19, 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 #22735-22745:	07/25/25	\$ 3,673.37
Check #22746-22772:	08/18/25	<u>\$56,658.52</u>
	<i>Total:</i>	<i>\$60,331.89</i>

PENTAMATION
 DATE: 07/24/2025
 TIME: 14:29:32

PAGE NUMBER: 1
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 ACCOUNTING PERIOD: 7/25

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22735	10101	07/25/25	78	5029	365 APPS FOR BUSINESS	44.85
22735	10101	07/25/25	78	5029	MANAGE SERVICE SUITE	80.00
22735	10101	07/25/25	78	5029	SECURE CLOUD BCKUPS	51.00
22735	10101	07/25/25	78	5029	WI-FI CLOUD SUBSCRIPT	21.00
	TOTAL CHECK					196.85
22736	10101	07/25/25	239	5076	310260175	39.80
22737	10101	07/25/25	273	5076	8499052650021506	302.78
22738	10101	07/25/25	273	5076	8499052660035827	55.31
22738	10101	07/25/25	273	5076	8499052660035830	156.85
	TOTAL CHECK					212.16
22739	10101	07/25/25	460	5070	S. WATER ST PUMP STAT	59.10
22740	10101	07/25/25	482	5026	FRNT DOOR SECURITY	20.00
22741	10101	07/25/25	935	5071	FLOW METER	4.65
22742	10101	07/25/25	1265	5024	SERVICE CONTRACT	2,178.89
22743	10101	07/25/25	1938	5070	MONTHLY FUEL	177.17
22744	10101	07/25/25	2140	5076	MOBILE PHONES & OCC	179.81
22745	10101	07/25/25	2145	5076	BELV PHONE SYSTEM	302.16
	TOTAL FUND					3,673.37
	TOTAL REPORT					3,673.37

PENTAMATION
 DATE: 08/14/2025
 TIME: 11:26:08

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
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 ACCOUNTING PERIOD: 8/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22746	10101	08/18/25	ACCELTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
22747	10101	08/18/25	ADVANCE AUTO PARTS PROFES	5025	7425519224235	108.29
22747	10101	08/18/25	ADVANCE AUTO PARTS PROFES	5025	7425519724332	91.72
22747	10101	08/18/25	ADVANCE AUTO PARTS PROFES	5025	7425520231467	27.28
22747	10101	08/18/25	ADVANCE AUTO PARTS PROFES	5025	7425520431579	15.82
			TOTAL CHECK			243.11
22748	10101	08/18/25	ARAE NETWORK SOLUTIONS LL	5029	ONSITE SKATKA SYSTEM	1,312.50
22748	10101	08/18/25	ARAE NETWORK SOLUTIONS LL	5029	PORT GB POE SWITCHES	815.00
			TOTAL CHECK			2,127.50
22749	10101	08/18/25	BRIGHTSPEED	5076	309480336	6.91
22749	10101	08/18/25	BRIGHTSPEED	5076	309538602	61.69
22749	10101	08/18/25	BRIGHTSPEED	5076	310189069	46.29
			TOTAL CHECK			114.89
22750	10101	08/18/25	C M AUTO PARTS	5025	OIL FILTER/QUART OIL	164.85
22751	10101	08/18/25	COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22752	10101	08/18/25	COUNTY OF WARREN	5092	MEDICAL INSURANCE	3,752.28
22752	10101	08/18/25	COUNTY OF WARREN	5092	MEDICAL INSURANCE	8,254.63
			TOTAL CHECK			12,006.91
22753	10101	08/18/25	CP ENGINEERS NJ, LLC	5545	GENERAL AUTHORITY BUS	265.00
22754	10101	08/18/25	EVERON, LLC	5026	FRNT DOOR SECURITY	20.00
22755	10101	08/18/25	FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES JULY	200.00
22756	10101	08/18/25	FRANK RYMON & SONS INC.	5025	SEAT ASSY SPRING	69.00
22757	10101	08/18/25	JCP&L	5071	100003352968	168.68
22757	10101	08/18/25	JCP&L	5071	100004188262	6,880.82
22757	10101	08/18/25	JCP&L	5071	100004582811	4.65
22757	10101	08/18/25	JCP&L	5071	100004911044	6,153.72
22757	10101	08/18/25	JCP&L	5071	100004952337	775.81
22757	10101	08/18/25	JCP&L	5071	100005061898	66.67
22757	10101	08/18/25	JCP&L	5071	100005205917	577.18
			TOTAL CHECK			14,627.53
22758	10101	08/18/25	LIN SUPPLY INC.	5024	158656	58.80
22759	10101	08/18/25	MAIN POOL & CHEMICAL CO.,	5521	JULY BILLING	8,460.60
22760	10101	08/18/25	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22761	10101	08/18/25	NEW JERSEY AMERICAN WATER	5072	JULY WATER	23.86
22762	10101	08/18/25	NORTON, GERALD	5011	MONTHLY STIPEND	391.67
22763	10101	08/18/25	OFFICE CONCEPTS GROUP, IN	5030	OXFORD SUPPLIES	177.93
22764	10101	08/18/25	ONE CALL CONCEPTS, INC.	5024	JULY UTILITY LOCATE	11.40

PENTAMATION
 DATE: 08/14/2025
 TIME: 11:26:08

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

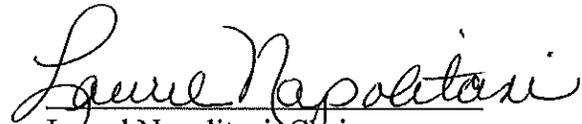
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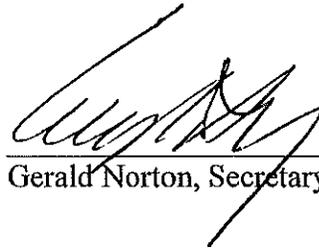
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22765	10101	08/18/25	PACE ANALYTICAL SERVICES,	5509	257117739	108.00
22765	10101	08/18/25	PACE ANALYTICAL SERVICES,	5509	257119068	317.50
22765	10101	08/18/25	PACE ANALYTICAL SERVICES,	5509	257119112	341.50
22765	10101	08/18/25	PACE ANALYTICAL SERVICES,	5509	257120163	313.50
22765	10101	08/18/25	PACE ANALYTICAL SERVICES,	5509	257120165	360.00
22765	10101	08/18/25	PACE ANALYTICAL SERVICES,	5509	257120238	500.00
22765	10101	08/18/25	PACE ANALYTICAL SERVICES,	5509	257120240	375.00
	TOTAL CHECK					2,315.50
22766	10101	08/18/25	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL JULY	4,221.00
22767	10101	08/18/25	RD BOOTS	5043	SAFETY WORK BOOTS	330.00
22768	10101	08/18/25	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
22769	10101	08/18/25	SANICO INC.	5024	AUGUST DUMPSTER FEE	301.80
22770	10101	08/18/25	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
22771	10101	08/18/25	SPECTRASERV INC	5079	SLUDGE HAUL JULY	8,036.00
22772	10101	08/18/25	WILSON PRODUCTS	5024	JULY BILLING	24.50
	TOTAL FUND					56,658.52
	TOTAL REPORT					56,658.52

RESOLUTION: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND
FOR THE MONTH OF JULY 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 472

Dated: August 19, 2025

Moved by: Mr. Accettura

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 1

PENTAMATION
DATE: 08/14/2025
TIME: 11:32:27

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHKLI
ACCOUNTING PERIOD: 8/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22773	10101	08/19/25	293 CP ENGINEERS NJ, LLC	19002	I-BANK APPLICATION	16,991.90
TOTAL FUND						16,991.90
TOTAL REPORT						16,991.90