

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES November 18, 2021

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Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:29 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 - Absent
Everdina O'Connor, Vice Chairperson	
Chad Chamberlain, Secretary	
Angelo Accetturo, Treasurer	
Sidney Deutsch	
Joseph Kennedy	
Donald Niece	
Gerald Norton	

Also, in attendance: Kim Francisco, Authority CFO; and Susan Wright, Administrative Assistant.

Chairwoman Napolitani led everyone in the Pledge of Allegiance and read the Introductory Statement.

### MINUTES

Mr. Norton moved and Mr. Chamberlain seconded to approve the minutes of the October 19, 2021 regular meeting, as presented. All in favor, motion passed.

### CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Memo dated November 2, 2021, from PERMA Risk Management Services, regarding the 2022 Proposed Budgets for the NJUA JIF.
2. Notice of Hearing on Appeal or Application to be conducted on November 18, 2021, from Attorney Alan Lowcher on behalf of the Applicants, Christopher Pozaryski and Darren Musso who are seeking relief relative to certain conditions affecting the use of property located at 1487 Route 31, Block 34, Lot 24, Township of White, County of Warren.

3. Letter dated October 21, 2021 from Kim Francisco, CFO, to the Division of Local Government Services, Bureau of Authority Regulations, enclosing copies of the 2022 Operating and Capital Budget for the WC(PR)MUA.
4. Notice of Application to Freshwater Wetlands regarding a Letter of Interpretation submitted by DuBois & Associates, LLC, for property located at West Oxford Mitigation Bank, portion of Block 33, Lot 4, Oxford Township, Warren County, for verification of the location of wetlands and transition areas on the site.

### CFO'S REPORT

Mr. Francisco summarized his monthly financial report.

Mr. Francisco advised the Board that he met with the Finance Committee last week to discuss the rates for the budget hearing next month. He discussed the Metered Wastewater Flow chart which was distributed to the Board prior to the meeting. In addition, he provided and summarized the 2022 Billing Worksheet and 2022 White Billing Breakdown.

At next month's Budget Hearing the Board will formally vote on the rates for 2022.

In addition, Mr. Francisco discussed the Calculation of Connection Fees for 2022 report, which was provided to the Board. He explained that this year we could charge \$10,807.00 per customer to hook up to our system. The Finance Committee agreed to keep the connection fee at \$6,642.00.

The Board had a discussion regarding having the Engineer attend meetings on an "as needed" basis and in the future, if he is needed and as an effort to save money, have him present his report after approving the minutes and then dismiss him from the remainder of the meeting.

### ENGINEER'S REPORT

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

Chairwoman Napolitani advised the Board that CP Engineers did not submit their invoices for the month of October as they are implementing a new billing system so we will receive their October and November invoices in December.

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

### EXECUTIVE DIRECTOR

Mr. Inscho advised that he met with the Operators to familiarize himself with both plants. He advised that he will meet with the Operators every Monday morning to discuss the week ahead.

Belvidere: The brand new heater in the one generator stopped working. They put a new one in and Operator Berger is working on getting it covered under warranty.

Warren Haven Pump Station #2: A new impeller was installed.

Oxford Avenue Pump Station: Needs a new impeller.

He spoke with the Operators about looking into having one spare pump in one of the locations.

Oxford Force Main: Received prices on the pipe. He advised that with an outside contractor to dig and he and the Operators doing the work themselves, it would be between \$20,000.00 and \$30,000.00 rather than the \$180,000.00 that was originally estimated.

We received a proposal from Bill Hodge for the LED lighting at the Belvidere Plant in the amount of \$3,338.60. Bill Hodge will provide us with a proposal for the camera system as well.

Mr. Inscho advised that the Plans came in for the Summit Project, which he reviewed. We are waiting to hear back from Attorney Tipton as to whether or not anything needs to be done with that project yet.

#### FINANCE

Mr. Kennedy moved that Resolution #21-45 be approved to pay all bills from the Operating Funds (Certificate No. OP 423: \$54,336.58). Mr. Norton seconded. All in favor, motion passed

Ms. O'Connor moved that Resolution #21-46 (Certificate No. CI 429: \$35,524.02) be approved to pay all bills from the Capital Improvement Funds, as presented. Mr. Niece seconded. All in favor, motion passed.

#### AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised the Board that she went to Lowe's to get an estimate on installing blinds in the Conference Room. They do have to be custom made because of the size of the windows. She also inquired if the Board would like to have them measure the windows in the front/side office for blinds so that it will be uniform. The Board agreed to have Chairwoman Napolitani have Lowe's come out and measure said windows for new blinds and have the Operators install them.

In connection with the break-in at the Belvidere Plant, Chairwoman Napolitani has been in touch with the State Police to obtain the police report, which is necessary in order to receive our reimbursement from the insurance company. They advised that we will not receive an actual report but rather a form letter. Hopefully she will receive the same by our December meeting.

Ms. Wright will list the RFPs on our website in December for our Attorney, Auditor and Engineer Contracts.

Chairwoman Napolitani advised that the Operators have requested a buy-back for sick time. At the time of retirement, they will be paid for 90 days of sick time accumulated and they have a significant amount built up. There was a discussion among the Board and it was decided that they will not be providing them with the buy-back for sick time.

Chairwoman Napolitani discussed our difficulty in receiving the quarterly payments on time from White Township. She and Ms. Wright discussed revising our form letter to our customers to strongly advise that going forward we will be implementing and enforcing our late fees. The Board agreed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public present.

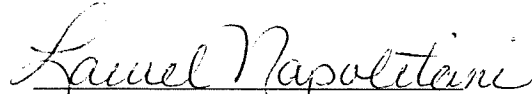
As there was no more business to come before the Authority, Ms. O'Connor moved for the meeting to be adjourned. The meeting was adjourned at 8:08 p.m.


Susan Wright  
Susan Wright  
Administrative Assistant

**RESOLUTION RE:**

EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF OCTOBER & NOVEMBER 2021.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of November 18, 2021, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2021 budget.

  
Laurel Napolitani, Chairwoman

  
Chad Chamberlain, Secretary

Certificate No. OP 423

Dated: November 18, 2021

Moved by: Mr. Kennedy

Seconded by: Mr. Norton

Yes 8

No 0

Abstain 0

Absent 1

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

**Meeting: November 18, 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 #20590-20599:	10/26/21	\$17,046.57
Check #20600-20640:	11/15/21	<u>\$37,290.01</u>
	<i>Total:</i>	<i>\$54,336.58</i>

PENTAMATION  
 DATE: 10/26/2021  
 TIME: 10:26:51

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 10/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20590	10101	10/26/21	ADT COMMERCIAL LLC	5026	FRNT DR SECURITY NOV	20.00
20591	10101	10/26/21	ALLMAX SOFTWARE, INC	5030	ANNUAL MAINTENANCE	1,895.00
20592	10101	10/26/21	CENTURYLINK	5076	0309373198	37.68
20592	10101	10/26/21	CENTURYLINK	5076	0309801924	9.95
20592	10101	10/26/21	CENTURYLINK	5076	0310260175	19.90
		TOTAL CHECK				67.53
20593	10101	10/26/21	COMCAST	5076	8499052660035827	40.42
20593	10101	10/26/21	COMCAST	5076	8499052660035835	253.79
		TOTAL CHECK				294.21
20594	10101	10/26/21	COMCAST	5076	8499052650021506	324.14
20595	10101	10/26/21	CRS, LLC	5710	2474	4,754.99
20595	10101	10/26/21	CRS, LLC	5710	2475	3,239.00
20595	10101	10/26/21	CRS, LLC	5710	2476	3,175.00
		TOTAL CHECK				11,168.99
20596	10101	10/26/21	JCP&L	5071	FLOW METER	3.10
20597	10101	10/26/21	SMITH MOTOR CO., INC.	5025	CATALYTIC CONVERTER	2,928.60
20598	10101	10/26/21	STECKEL'S	5025	TOWING CHARGE	175.00
20599	10101	10/26/21	VERIZON WIRELESS	5076	MOBILE PHONES & OCCS	170.00
		TOTAL FUND				17,046.57
		TOTAL REPORT				17,046.57

PENTAMATION  
 DATE: 11/10/2021  
 TIME: 08:51:18

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 11/21

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20600	10101	11/15/21	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	291.66
20601	10101	11/15/21	56 AMERIGAS	5070	BELVIDERE PROPANE	207.37
20602	10101	11/15/21	161 BILL HODGE ELECTRICAL CON	5024	210801	3,739.19
20602	10101	11/15/21	161 BILL HODGE ELECTRICAL CON	5024	210914	1,823.06
20602	10101	11/15/21	161 BILL HODGE ELECTRICAL CON	5024	211001	3,587.54
			TOTAL CHECK			9,149.79
20603	10101	11/15/21	206 C & M AUTO PARTS	5025	667636	16.47
20603	10101	11/15/21	206 C & M AUTO PARTS	5025	667918	7.58
20603	10101	11/15/21	206 C & M AUTO PARTS	5025	667919	39.99
20603	10101	11/15/21	206 C & M AUTO PARTS	5025	668144	116.64
20603	10101	11/15/21	206 C & M AUTO PARTS	5025	668303	9.99
20603	10101	11/15/21	206 C & M AUTO PARTS	5025	668314	16.37
20603	10101	11/15/21	206 C & M AUTO PARTS	5025	668398	-133.01
			TOTAL CHECK			74.03
20604	10101	11/15/21	239 CENTURYLINK	5076	0309480336	36.69
20604	10101	11/15/21	239 CENTURYLINK	5076	0309538602	58.01
20604	10101	11/15/21	239 CENTURYLINK	5076	0310189069	42.93
			TOTAL CHECK			137.63
20605	10101	11/15/21	265 CINTAS CORPORATION	5043	4097976283	39.53
20605	10101	11/15/21	265 CINTAS CORPORATION	5043	4097976371	51.30
20605	10101	11/15/21	265 CINTAS CORPORATION	5043	4098647910	39.53
20605	10101	11/15/21	265 CINTAS CORPORATION	5043	4098648037	51.30
20605	10101	11/15/21	265 CINTAS CORPORATION	5043	4099313446	39.53
20605	10101	11/15/21	265 CINTAS CORPORATION	5043	4099313647	51.30
20605	10101	11/15/21	265 CINTAS CORPORATION	5043	409992635	39.53
20605	10101	11/15/21	265 CINTAS CORPORATION	5043	409992959	51.30
			TOTAL CHECK			363.32
20606	10101	11/15/21	287 COUNTY OF WARREN	5028	FINANCE SUPPORT	1,000.00
20607	10101	11/15/21	294 CRISTAL ASSOCIATES, LLC	5024	BELV PAPER SUPPLIES	225.10
20607	10101	11/15/21	294 CRISTAL ASSOCIATES, LLC	5024	OXFORD PAPER SUPPLIES	314.70
			TOTAL CHECK			539.80
20608	10101	11/15/21	295 CRS, LLC	5710	2477	94.00
20608	10101	11/15/21	295 CRS, LLC	5710	2505	94.00
20608	10101	11/15/21	295 CRS, LLC	5710	2519	94.00
20608	10101	11/15/21	295 CRS, LLC	5710	2548	125.00
			TOTAL CHECK			407.00
20609	10101	11/15/21	340 DEUTSCH, SIDNEY	5011	MONTHLY STIPEND	166.66
20610	10101	11/15/21	542 FISHER SCIENTIFIC CO, LLC	5024	BUFFERS & FILTER PAPERS	1,398.06
20611	10101	11/15/21	539 FLORIO PERRUCCI STEINHARD	5027	GEN ADMIN LEGAL SERV	374.00
20612	10101	11/15/21	625 GERO, WAYNE	5092	REIMB HEALTH	344.78
20613	10101	11/15/21	715 HACH COMPANY	5509	LAB SUPPLIES	168.39
20614	10101	11/15/21	935 JCP&L	5071	100003352968	122.04



PENTAMATION  
 DATE: 11/10/2021  
 TIME: 08:51:18

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 11/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20614	10101	11/15/21	JCP&L	5071	100004582811	3.17
20614	10101	11/15/21	JCP&L	5071	100004911044	4,965.66
20614	10101	11/15/21	JCP&L	5071	100004952337	247.69
20614	10101	11/15/21	JCP&L	5071	100005061898	37.70
	TOTAL CHECK					5,376.26
20615	10101	11/15/21	KENNEDY, JOSEPH, SR.	5011	MONTHLY STIPEND	166.66
20616	10101	11/15/21	KUSTOM CONTROL SOLUTIONS	5024	TROUBLESHOOT	135.00
20617	10101	11/15/21	LIN SUPPLY INC.	5024	131284	431.34
20617	10101	11/15/21	LIN SUPPLY INC.	5024	131508	96.00
20617	10101	11/15/21	LIN SUPPLY INC.	5024	131530	19.78
20617	10101	11/15/21	LIN SUPPLY INC.	5024	131710	7.64
20617	10101	11/15/21	LIN SUPPLY INC.	5024	131886	30.47
	TOTAL CHECK					585.23
20618	10101	11/15/21	MAIN POOL & CHEMICAL CO.,	5521	OCTOBER BILLING	920.70
20619	10101	11/15/21	MAYBERRY SALES & SERVICE	5024	SEAL OIL	10.38
20620	10101	11/15/21	NAPOKITANI, LAUREL	5011	MONTHLY STIPEND	333.32
20621	10101	11/15/21	NEW JERSEY AMERICAN WATER	5072	OCTOBER WATER	19.79
20622	10101	11/15/21	NEW JERSEY ANALYTICAL LAB	5509	N100308	332.00
20622	10101	11/15/21	NEW JERSEY ANALYTICAL LAB	5509	N100309	210.00
20622	10101	11/15/21	NEW JERSEY ANALYTICAL LAB	5509	N100310	303.50
20622	10101	11/15/21	NEW JERSEY ANALYTICAL LAB	5509	N100497	307.00
20622	10101	11/15/21	NEW JERSEY ANALYTICAL LAB	5509	N100498	270.50
20622	10101	11/15/21	NEW JERSEY ANALYTICAL LAB	5509	N100652	10.50
	TOTAL CHECK					1,433.50
20623	10101	11/15/21	NIECE, DONALD L.	5011	MONTHLY STIPEND	166.66
20624	10101	11/15/21	NORTH EAST PARTS GROUP, L	5025	587488	7.58
20625	10101	11/15/21	NORTON, GERALD	5011	MONTHLY STIPEND	333.32
20626	10101	11/15/21	O&M SOLUTIONS, LLC	5024	2799	210.09
20626	10101	11/15/21	O&M SOLUTIONS, LLC	5024	2800	1,026.40
20626	10101	11/15/21	O&M SOLUTIONS, LLC	5024	2801	1,569.20
	TOTAL CHECK					2,805.69
20627	10101	11/15/21	O'CONNOR, EVERDINA A.	5011	MONTHLY STIPEND	291.66
20628	10101	11/15/21	OFFICE CONCEPTS GROUP, IN	5030	INK CARTRIDGES	76.98
20629	10101	11/15/21	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE OCT	8.58
20630	10101	11/15/21	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL OCT	3,339.00
20631	10101	11/15/21	RIGO GENERAL HARDWARE	5024	195363	4.89
20631	10101	11/15/21	RIGO GENERAL HARDWARE	5024	195403	28.98
20631	10101	11/15/21	RIGO GENERAL HARDWARE	5024	195456	6.99
20631	10101	11/15/21	RIGO GENERAL HARDWARE	5024	195466	4.38

PENTAMATION  
 DATE: 11/10/2021  
 TIME: 08:51:18

PAGE NUMBER: 3  
 VENCHK11  
 ACCOUNTING PERIOD: 11/21

MUNICIPAL UTILITY AUTHORITY  
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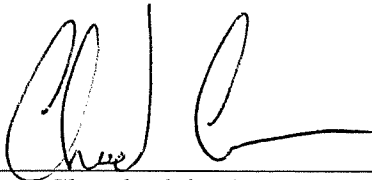
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20631	10101	11/15/21	RIGO GENERAL HARDWARE	5024	195834	18.99
20631	10101	11/15/21	RIGO GENERAL HARDWARE	5024	196134	34.82
20631	10101	11/15/21	RIGO GENERAL HARDWARE	5024	196136	-7.60
20631	10101	11/15/21	RIGO GENERAL HARDWARE	5024	196186	1.39
20631	10101	11/15/21	RIGO GENERAL HARDWARE	5024	196190	.69
	TOTAL CHECK					93.53
20632	10101	11/15/21	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	166.66
20633	10101	11/15/21	S&K TRUCK PARTS, INC.	5024	HEATERS GENERATORS	780.00
20633	10101	11/15/21	S&K TRUCK PARTS, INC.	5024	SHIPPING/FREIGHT	53.38
	TOTAL CHECK					833.38
20634	10101	11/15/21	SANICO INC.	5024	MONTHLY DUMPSTER FEE	271.80
20635	10101	11/15/21	SHERWIN-WILLIAMS CO.	5024	PAINT	242.74
20636	10101	11/15/21	SMITH MOTOR CO., INC.	5025	DRAG LINK	157.09
20637	10101	11/15/21	SPECTRASERV INC	5079	OCT SLUDGE HAUL	4,389.00
20638	10101	11/15/21	THE COUNTY OF WARREN	5070	MNTHLY GASOLINE	334.51
20639	10101	11/15/21	WASHINGTON LOCKSMITHS	5024	REPAIR FRNT DOOR	145.00
20640	10101	11/15/21	WILSON PRODUCTS	5024	OCT BILLING	23.50
	TOTAL FUND					37,290.01
	TOTAL REPORT					37,290.01

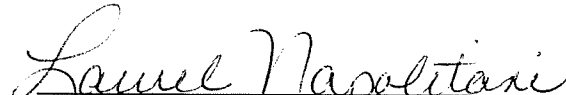
**RESOLUTION RE:**

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

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



Chad Chamberlain, Secretary

  
Laurel Napolitani, Chairwoman

Certificate No. CI 429

Dated: November 18, 2021

Moved by: Ms. O'Connor

Seconded by: Mr. Niece

Yes 8

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: November 18, 2021**

BR Welding, Inc. (Belvidere Mechanical Screen)	\$35,524.02
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<i>Total</i>	<i>\$35,524.02</i>
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PENTAMATION  
DATE: 11/10/2021  
TIME: 08:58:37

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 11/21

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20641	10101	11/16/21	100 BR WELDING, INC.	19002	BELV MECH BAR SCREEN	35,524.02
TOTAL FUND						35,524.02
TOTAL REPORT						35,524.02