

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES March 21, 2023

Chairperson Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:00 p.m. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

William Godfrey was reappointed by the Warren County Commissioners. Mr. Tipton administered the oath of office and congratulated him.

Roll Call:

Laurel Napolitani, Chairwoman
Joseph Roth, Vice Chairperson
Gerald Norton, Secretary
Angelo Accetturo, Treasurer
William Godfrey

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

MINUTES

Mr. Norton moved, and Mr. Roth seconded to approve the minutes of the February 21, 2023 reorganization meeting, as presented. All in favor, except one abstention by Mr. Godfrey. Motion carried.

Mr. Norton moved, and Mr. Roth seconded to approve the minutes of the February 21, 2023 regular meeting, as presented. All in favor, except one abstention by Mr. Godfrey. Motion carried.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Letter dated February 28, 2023, from Kim Francisco (CFO) to various banks and financial institutions, enclosing our Cash Management Plan for 2023.
2. Letter dated February 28, 2023, from Susan Wright to NJ Department of the Treasury, Contract Compliance Audit Unit, EEO Monitoring Program, submitting PACO Resolution.

3. Letter dated March 1, 2023, from Michele Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, Oxford STP Laboratory Manager, regarding renewal applications for FY2024 NJ Environmental Laboratory Certification Program.
4. Letter dated March 1, 2023, from Michele Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, Belvidere STP Laboratory Manager, regarding renewal applications for FY2024 NJ Environmental Laboratory Certification Program.
5. Memorandum dated March 13, 2023, from Scott Burd, Personnel Director of the Warren County Personnel Department to all constitutional offices, department, and division heads regarding pets in County buildings.

ENGINEER'S REPORT

Mr. Madison was not in attendance; however, his report was provided to the Commissioners prior to the meeting. Chairwoman Napolitani summarized the report and inquired if there were any questions. There were no questions or comments.

CFO'S REPORT

Mr. Francisco summarized the monthly financial report.

Chairwoman Napolitani advised that Executive Director, John Inscho, who could not attend the meeting, left her an estimate from Stateline Tree, Inc. for the removal of 11 trees and to grind three (3) stumps on the Belvidere WWTP property in the amount of \$9,000.00. Mr. Francisco advised that the budget would be able to handle the cost of the same. Chairwoman Napolitani asked for a motion to approve Stateline Tree, Inc. for the removal of the trees and grinding the stumps. Mr. Godfrey moved to approve said tree removal, Mr. Roth seconded. All in favor, motion carried.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Chairwoman Napolitani read the report of Executive Director, John Inscho, which was provided to the Commissioners prior to the meeting, as he was not in attendance. There were no questions or comments.

FINANCE

Mr. Accetturo moved that Resolution #23-11 (Certificate No. 439: \$60,210.38) be approved to pay all bills from the Operating Fund, as presented. Mr. Roth seconded. All in favor, motion passed.

Mr. Norton moved that Resolution #23-12 (Certificate No. 445: \$33,592.00) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Accetturo seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani discussed the 2022-2023 Elected Officials Risk Management On-Line Seminar and encouraged the Board to participate as we will receive a credit of \$250.00 per person from our insurance costs. She asked that each member provide Ms. Wright with their Certificate once they have completed said seminar.

UNFINISHED BUSINESS

There was no unfinished business.

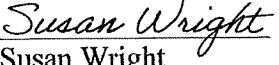
NEW BUSINESS

There was no new business.

PUBLIC COMMENT

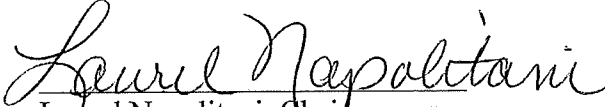
There was no public comment.

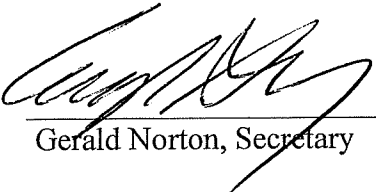
As there was no more business to come before the Authority, Mr. Accetturo moved for the meeting to be adjourned. The meeting was adjourned at 7:12 p.m.


Susan Wright
Administrative Assistant

RESOLUTION RE: EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF FEBRUARY, 2023 & MARCH, 2023

I HEREBY CERTIFY, that the bills listed on the attached Resolution of March 21, 2023, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2023 budget.


Laurel Napolitani, Chairwoman


Gerald Norton, Secretary

Certificate No. OP 439

Dated: March 21, 2023

Moved by: Mr. Accetturo

Seconded by: Mr. Roth

Yes 5

No 0

Abstain 0

Absent 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: March 21, 2023

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 #21435-21445:	02/28/23	\$2,158.58
Check #21446-21485:	03/20/23	<u>\$58,051.80</u>
	<i>Total:</i>	<i>\$60,210.38</i>

PENTAMATION
 DATE: 02/28/2023
 TIME: 13:04:44

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHKLI
 ACCOUNTING PERIOD: 2/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21435	10101	02/28/23	BRIGHTSPEED	5076	309373198	36.48
21435	10101	02/28/23	BRIGHTSPEED	5076	309801924	9.95
21435	10101	02/28/23	BRIGHTSPEED	5076	310260175	19.90
			TOTAL CHECK			66.33
21436	10101	02/28/23	COMCAST	5076	8499052660035827	46.14
21436	10101	02/28/23	COMCAST	5076	8499052660035830	156.85
			TOTAL CHECK			202.99
21437	10101	02/28/23	COMCAST	5076	8499052650021506	258.00
21438	10101	02/28/23	CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER SUPPLIES	177.50
21438	10101	02/28/23	CRISTAL ASSOCIATES, LLC	5030	BELV PAPER SUPPLIES	527.50
			TOTAL CHECK			705.00
21439	10101	02/28/23	CRS, LLC	5029	REMOTE SUPPORT	150.00
21440	10101	02/28/23	ELIZABETHTOWN GAS	5070	S. WATER ST PUMP	36.79
21441	10101	02/28/23	JCP&L	5071	FLOW METER	4.09
21442	10101	02/28/23	OFFICE CONCEPTS GROUP, IN	5030	BELV OFFICE SUPPLIES	103.26
21443	10101	02/28/23	RICOH USA, INC.	5026	COPIER LEASE QRTLY	197.46
21444	10101	02/28/23	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	151.00
21445	10101	02/28/23	VOIP BILLING SERVICES	5076	BELV. PHONE SYSTEM	283.66
			TOTAL FUND			2,158.58
			TOTAL REPORT			2,158.58

PENTAMATION
 DATE: 03/15/2023
 TIME: 09:59:32

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
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 ACCOUNTING PERIOD: 3/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21446	10101	03/20/23	17 ACCELTURO, NICOL A.	5011	MONTHLY STIPEND	391.66
21447	10101	03/20/23	28 ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
21448	10101	03/20/23	56 AMERIGAS	5070	BELV. PROPANE	559.98
21449	10101	03/20/23	161 BILL HODGE ELECTRICAL CON	5024	230126	367.93
21449	10101	03/20/23	161 BILL HODGE ELECTRICAL CON	5024	230203	367.93
			TOTAL CHECK			735.86
21450	10101	03/20/23	239 BRIGHTSPEED	5076	309480336	38.49
21450	10101	03/20/23	239 BRIGHTSPEED	5076	309538602	60.67
21450	10101	03/20/23	239 BRIGHTSPEED	5076	310189069	42.43
			TOTAL CHECK			141.59
21451	10101	03/20/23	206 C M AUTO PARTS	5025	686776	70.38
21451	10101	03/20/23	206 C M AUTO PARTS	5025	686816	-47.96
21451	10101	03/20/23	206 C M AUTO PARTS	5025	686831	3.50
			TOTAL CHECK			25.92
21452	10101	03/20/23	265 CINTAS CORPORATION	5043	4145936574	66.51
21452	10101	03/20/23	265 CINTAS CORPORATION	5043	4145936821	58.91
21452	10101	03/20/23	265 CINTAS CORPORATION	5043	4146618842	66.51
			TOTAL CHECK			191.93
21453	10101	03/20/23	271 COLLIERS ENGINEERING & DE	5545	GEN ENGINEERING FEB	121.25
21454	10101	03/20/23	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
21455	10101	03/20/23	294 CRISTAL ASSOCIATES, LLC	5030	OXF CAR WASH LIQUID	153.50
21456	10101	03/20/23	294 CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER PRODUCTS	126.00
21457	10101	03/20/23	295 CRS, LLC	5029	3637	44.85
21457	10101	03/20/23	295 CRS, LLC	5029	3638	51.00
21457	10101	03/20/23	295 CRS, LLC	5029	3643	21.00
21457	10101	03/20/23	295 CRS, LLC	5029	3657	60.00
			TOTAL CHECK			176.85
21458	10101	03/20/23	331 DELAWARE RIVER BASIN COMM	5049	BELV. DRBC RENEWAL	715.00
21459	10101	03/20/23	331 DELAWARE RIVER BASIN COMM	5049	OXFORD DRBC RENEWAL	715.00
21460	10101	03/20/23	537 FLEMINGTON DEPARTMENT STO	5043	UNIFORMS	599.84
21461	10101	03/20/23	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES FEB	442.00
21462	10101	03/20/23	650 GODFREY, WILLIAM	5011	MONTHLY STIPEND	233.34
21463	10101	03/20/23	750 HANNA INSTRUMENTS USA	5024	DIGITAL GLASS BODY	684.00
21464	10101	03/20/23	935 JCP&L	5071	100003352968	177.01
21464	10101	03/20/23	935 JCP&L	5071	100004188262	7,116.64
21464	10101	03/20/23	935 JCP&L	5071	100004582811	4.09
21464	10101	03/20/23	935 JCP&L	5071	100004911044	9,120.99
21464	10101	03/20/23	935 JCP&L	5071	100004952337	313.26

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

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21464	10101	03/20/23	JCP&L	5071	100005061898	120.14
21464	10101	03/20/23	JCP&L	5071	100005205917	932.25
	TOTAL CHECK					17,784.38
21465	10101	03/20/23	LIN SUPPLY INC.	5024	141917	175.00
21465	10101	03/20/23	LIN SUPPLY INC.	5024	141975	28.97
21465	10101	03/20/23	LIN SUPPLY INC.	5024	142111	51.89
	TOTAL CHECK					255.86
21466	10101	03/20/23	MAIN POOL & CHEMICAL CO.,	5521	FEB BILLING	2,054.45
21467	10101	03/20/23	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21468	10101	03/20/23	NEW JERSEY AMERICAN WATER	5072	FEB WATER	19.85
21469	10101	03/20/23	NJ ADVANCE MEDIA	5021	EXPRESS TIMES	108.12
21470	10101	03/20/23	NJ ADVANCE MEDIA	5021	STAR LEDGER	292.54
21471	10101	03/20/23	NORTH EAST PARTS GROUP, L	5024	626395	23.48
21471	10101	03/20/23	NORTH EAST PARTS GROUP, L	5024	626737	15.59
	TOTAL CHECK					39.07
21472	10101	03/20/23	NORTON, GERALD	5011	MONTHLY STIPEND	391.66
21473	10101	03/20/23	O&M SOLUTIONS, LLC	5024	4394	344.50
21473	10101	03/20/23	O&M SOLUTIONS, LLC	5024	4395	466.25
21473	10101	03/20/23	O&M SOLUTIONS, LLC	5024	4403	645.00
	TOTAL CHECK					1,455.75
21474	10101	03/20/23	O&M SOLUTIONS, LLC	5024	4393	8,950.50
21475	10101	03/20/23	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE FEB	15.73
21476	10101	03/20/23	PACE ANALYTICAL SERVICES,	5509	N110976-71	675.49
21476	10101	03/20/23	PACE ANALYTICAL SERVICES,	5509	N110977-71	624.99
21476	10101	03/20/23	PACE ANALYTICAL SERVICES,	5509	N11413-71	353.50
21476	10101	03/20/23	PACE ANALYTICAL SERVICES,	5509	N11414-71	372.00
21476	10101	03/20/23	PACE ANALYTICAL SERVICES,	5509	N11587-71	311.50
21476	10101	03/20/23	PACE ANALYTICAL SERVICES,	5509	N11606-71	382.00
21476	10101	03/20/23	PACE ANALYTICAL SERVICES,	5509	N11741-71	24.00
21476	10101	03/20/23	PACE ANALYTICAL SERVICES,	5509	N11742-71	81.00
21476	10101	03/20/23	PACE ANALYTICAL SERVICES,	5509	N11767-71	65.50
	TOTAL CHECK					2,889.98
21477	10101	03/20/23	PASSAIC VALLEY SEWERAGE C	5076	FEB SLUDGE DISPOSAL	5,103.00
21478	10101	03/20/23	PYRZ WATER SUPPLY CO., IN	5024	INVOICE 46394	1,357.40
21479	10101	03/20/23	PYRZ WATER SUPPLY CO., IN	5024	INVOICE 46395	1,727.50
21480	10101	03/20/23	RIGO GENERAL HARDWARE	5024	217076	74.28
21480	10101	03/20/23	RIGO GENERAL HARDWARE	5024	217236	-69.99
21480	10101	03/20/23	RIGO GENERAL HARDWARE	5024	217240	22.47
21480	10101	03/20/23	RIGO GENERAL HARDWARE	5024	217290	36.10
21480	10101	03/20/23	RIGO GENERAL HARDWARE	5024	217592	5.98

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MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER


FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21480	10101	03/20/23	RIGO GENERAL HARDWARE	5024	217835	8.40
	TOTAL CHECK	1741				77.24
21481	10101	03/20/23	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.66
21482	10101	03/20/23	SANICO INC.	5024	FEB DUMPSTER FEE	297.80
21483	10101	03/20/23	SPECTRASERV INC	5079	FEB SLUDGE HAUL	7,044.80
21484	10101	03/20/23	THE COUNTY OF WARREN	5070	MONTHLY FUEL	286.79
21485	10101	03/20/23	WILSON PRODUCTS	5024	FEB BILLING	24.00
TOTAL FUND						58,051.80
TOTAL REPORT						58,051.80

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF FEBRUARY, 2023

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 445

Dated: March 21, 2023

Moved by: Mr. Norton

Seconded by: Mr. Accettura

Yes 5

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: March 21, 2023

Colliers Engineering – Oxford Storage Tank:	\$ 330.00
Tom Bartha – Force Main:	<u>\$33,262.00</u>
<i>Total</i>	<i>\$33,592.00</i>

PENTAMATION
DATE: 03/15/2023
TIME: 10:03:52

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 3/23

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21486	10101	03/21/23	271	COLLIERS ENGINEERING & DE 19001	OXFORD STORAGE TANK	330.00
21487	10101	03/21/23	1956	TOM BARTHA & SON EXCAVATI 19001	OXFORD FORCE MAIN	33,262.00
TOTAL FUND						33,592.00
TOTAL REPORT						33,592.00