

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES August 20, 2024

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:59 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
Anne Marie Skoog

Angelo Accetturo, Treasurer - 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

Ms. Skoog mentioned that she noted a typo within the body of the July 16, 2024 minutes. Ms. Wright advised that she will proofread the minutes and make any necessary corrections. Ms. Skoog moved, and Mr. Roth seconded to approve the minutes of the July 16, 2024 regular meeting. All in favor, except one abstention by Mr. Norton, motion carried.

CORRESPONDENCE

There was no correspondence.

ENGINEER'S REPORT

Mr. Donati and/or Mr. Wilkinson were not in attendance; however, their report was included in the agenda packets and reviewed. There were no questions or comments.

CFO'S REPORT

Mr. Francisco summarized the monthly financial report.

Mr. Francisco advised that it's time to start discussing next year's budget. He would like to meet with the Finance Committee before our September meeting so that it can be introduced at our October meeting.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Mr. Inscho advised that a new mower was purchased from Frank Rymon & Sons for the Oxford plant.

Mr. Inscho is looking into the sewer service at 101 Quarry Road in Oxford with Bohler Engineering. He spoke with Richard Cotton and it looks like they will need to put a pump station in because there is no pitch to get to the sewer. He will keep the Board posted.

All generators were inspected and approved by the County Health Department.

Mr. Inscho requested a motion for the garage to be built on the Belvidere property by B&K Builders for \$37,685.00. He advised the Board that the interior of the building will be done by our Operators and Mr. Inscho during the winter. Mr. Norton moved to authorize B&K Builders to construct the garage, Mr. Roth seconded. All in favor, motion carried.

Mr. Inscho also advised that B&K Builders have requested a \$5,000.00 deposit. Mr. Francisco approved the deposit pending a W-9 form from the vendor.

Mr. Inscho advised that he would like to do a walk-through tour of the Belvidere plant, with Mr. Wilkinson from CP Engineers, at the beginning of our September 17th meeting. The Board agreed to start our September meeting at 6:00 p.m. Ms. Wright will send out a Notice of the change.

Mr. Inscho has reached out to Ben Spinelli once again to schedule a meeting and he has not heard back from him yet.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that she and Mr. Inscho met and would like the representatives/commissioners from each of our service areas, two in Oxford, two in Belvidere and one in White Township, to give any updates, potential project and the like as it relates to our sewer system at every monthly meeting.

Chairwoman Napolitani advised the Board she felt the interaction of PRMUA with the service area needs further discussion. While Mr. Tipton recommended turning this issue over to the County's Economic Development, she feels strongly a document is necessary outlining a working relationship. She suggested revisiting the Slate Belt Plan, although very comprehensive, it shows how the municipalities are working together presently and planning for the future. She reminded the Board our goal is to grow our sewer system. Mr. Tipton advised that he had a conversation with County Administrator, Alex Lazorisak, who advised that the County

is considering and discussing creating an Improvement Authority to foster economic development and help promote projects. They need to identify a project to start the process and they would like to use the Route 46 project. At this point it is very early in the process so he is unsure as to when this may happen. He will keep the Board updated.

FINANCE

Mr. Roth moved that Resolution #24-23 (Certificate No. 456: \$63,325.31) be approved to pay all bills from the Operating Fund, as presented. Ms. Skoog seconded. All in favor, motion passed.

Mr. Norton moved that Resolution #24-24 (Certificate No. 460: \$22,916.70) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. Skoog seconded. All in favor, motion passed.

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. Norton moved for the meeting to be adjourned. The meeting was adjourned at 7:29 p.m.

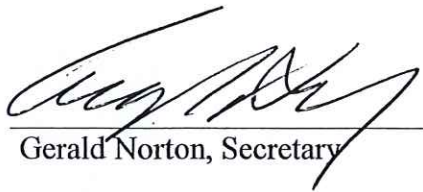
Susan Wright
Susan Wright
Administrative Assistant

RESOLUTION:

EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF JULY & AUGUST 2024

I **HEREBY CERTIFY**, that the bills listed on the attached Resolution of August 20, 2024, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2024 budget.


Laurel Napolitani, Chairwoman


Gerald Norton, Secretary

Certificate No. OP 456

Dated: August 20, 2024

Moved by: Mr. Roth

Seconded by: Ms. Skoog

Yes: 4

No: 0

Abstain: 0

Absent: 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: August 20, 2024

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 #22191-22200:	07/30/24	\$1,629.38
Check #22201-22237:	08/19/24	<u>\$61,695.93</u>
	<i>Total:</i>	<i>\$63,325.31</i>

PENTAMATION
 DATE: 07/30/2024
 TIME: 10:27:31

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 7/24

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22191	10101	07/30/24	BRIGHTSPEED	5076	309373198	36.90
22191	10101	07/30/24	BRIGHTSPEED	5076	309801924	9.95
22191	10101	07/30/24	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.75
22192	10101	07/30/24	COMCAST	5076	8499052660035827	49.72
22192	10101	07/30/24	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					206.57
22193	10101	07/30/24	COMCAST	5076	8499052650021506	303.49
22194	10101	07/30/24	CRS, LLC	5029	365 APPS FOR BUSINESS	44.85
22194	10101	07/30/24	CRS, LLC	5029	MANAGE SERVICES SUITE	60.00
22194	10101	07/30/24	CRS, LLC	5029	SECURE CLOUD BCKUP	51.00
22194	10101	07/30/24	CRS, LLC	5029	WI-FI MANAGEMENT	21.00
	TOTAL CHECK					176.85
22195	10101	07/30/24	ELIZABETHTOWN GAS	5070	S WATER ST PUMP STA	32.59
22196	10101	07/30/24	JCP&L	5071	FLOW METER	4.61
22197	10101	07/30/24	OFFICE CONCEPTS GROUP, IN	5030	INK CARTRIDGES	87.97
22198	10101	07/30/24	PASCUCCI 3D	5024	WATER NOZZEL PRINTS	300.00
22199	10101	07/30/24	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	156.13
22200	10101	07/30/24	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	294.42
	TOTAL FUND					1,629.38
	TOTAL REPORT					1,629.38

PENTAMATION
 DATE: 08/15/2024
 TIME: 10:08:33

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 8/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22201	10101	08/19/24	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
22202	10101	08/19/24	29 ADVANCE AUTO PARTS PROFES	5025	RTV ULT BLK HI TEMP	10.05
22203	10101	08/19/24	99 B&R UNIFORM	5043	SAFETY ORANGE TEES	924.00
22204	10101	08/19/24	161 BILL HODGE ELECTRICAL CON	5024	WCMUA--240626	1,407.78
22204	10101	08/19/24	161 BILL HODGE ELECTRICAL CON	5024	WCMUA--240718	4,189.92
			TOTAL CHECK			5,597.70
22205	10101	08/19/24	239 BRIGHTSPEED	5076	309480336	39.80
22205	10101	08/19/24	239 BRIGHTSPEED	5076	309538602	62.12
22205	10101	08/19/24	239 BRIGHTSPEED	5076	310189069	44.28
			TOTAL CHECK			146.20
22206	10101	08/19/24	206 C M AUTO PARTS	5025	706991	173.99
22206	10101	08/19/24	206 C M AUTO PARTS	5025	707018	170.50
22206	10101	08/19/24	206 C M AUTO PARTS	5025	707579	699.99
22206	10101	08/19/24	206 C M AUTO PARTS	5025	707582	18.49
22206	10101	08/19/24	206 C M AUTO PARTS	5025	707793	440.93
22206	10101	08/19/24	206 C M AUTO PARTS	5025	708063	33.99
			TOTAL CHECK			1,537.89
22207	10101	08/19/24	271 COLLIERS ENGINEERING & DE	5545	ENGINEER SERVICES	3,472.50
22208	10101	08/19/24	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22209	10101	08/19/24	293 CP ENGINEERS NJ, LLC	5545	GENERAL ENGINEERING	412.00
22210	10101	08/19/24	28 EVERON, LLC	5026	FRNT DOOR SECURITY	20.00
22211	10101	08/19/24	539 FLORIO PERRUCCI STEINHARD	5027	JULY LEGAL SERVICES	589.00
22212	10101	08/19/24	579 FRANK RYMON & SONS INC.	5024	POLE PRUNER	798.75
22213	10101	08/19/24	638 GLASCO UV LLC	5024	BELV ULTRAVIOLET LAMPS	1,858.07
22214	10101	08/19/24	750 HANNA INSTRUMENTS, INC.	5024	DIGITAL GLS BDY PH ELECTR	779.97
22214	10101	08/19/24	750 HANNA INSTRUMENTS, INC.	5024	KCL ELECTROLYTE SOLUTION	74.99
22214	10101	08/19/24	750 HANNA INSTRUMENTS, INC.	5024	MEMBRANE FOR DO PROBES	89.99
			TOTAL CHECK			944.95
22215	10101	08/19/24	750 HANNA INSTRUMENTS, INC.	5024	DISSOLVED OXYGN PROBE	349.99
22216	10101	08/19/24	935 JCP&L	5071	100003352968	167.70
22216	10101	08/19/24	935 JCP&L	5071	100004188262	6,495.13
22216	10101	08/19/24	935 JCP&L	5071	100004582811	4.63
22216	10101	08/19/24	935 JCP&L	5071	100004911044	6,226.47
22216	10101	08/19/24	935 JCP&L	5071	100004952337	356.62
22216	10101	08/19/24	935 JCP&L	5071	100005061898	67.00
22216	10101	08/19/24	935 JCP&L	5071	100005205917	533.55
			TOTAL CHECK			13,851.12
22217	10101	08/19/24	1110 L.E. RITTER LUMBER CO.	5024	PRESSURE TREATED BRDS	15.95
22218	10101	08/19/24	1145 LICON LIGHTING & SUPPLY C	5024	VAPOR PROOF FIXTURES	450.00

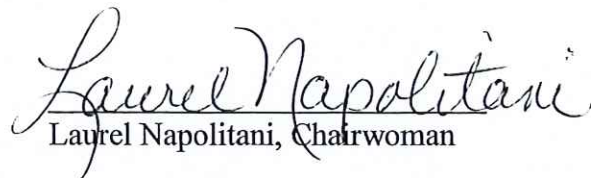
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

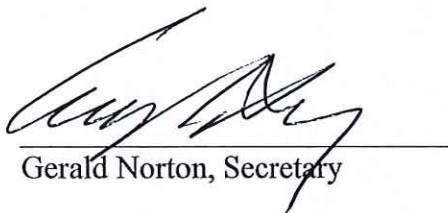
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22219	10101	08/19/24	LIN SUPPLY INC.	5024	SURGE PROTECTOR	91.80
22220	10101	08/19/24	MAIN POOL & CHEMICAL CO.,	5521	JULY BILLING	4,463.60
22221	10101	08/19/24	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22222	10101	08/19/24	NEW JERSEY AMERICAN WATER	5072	JULY BILLING	23.52
22223	10101	08/19/24	NORTON, GERALD	5011	MONTHLY STIPEND	391.67
22224	10101	08/19/24	ONE CALL CONCEPTS, INC.	5024	JULY UTILITY LOCATE	10.01
22225	10101	08/19/24	PACE ANALYTICAL SERVICES,	5509	247113070	103.00
22225	10101	08/19/24	PACE ANALYTICAL SERVICES,	5509	247114180	105.00
22225	10101	08/19/24	PACE ANALYTICAL SERVICES,	5509	247114186	230.00
22225	10101	08/19/24	PACE ANALYTICAL SERVICES,	5509	247114237	344.50
22225	10101	08/19/24	PACE ANALYTICAL SERVICES,	5509	247114313	344.50
22225	10101	08/19/24	PACE ANALYTICAL SERVICES,	5509	247114338	54.00
22225	10101	08/19/24	PACE ANALYTICAL SERVICES,	5509	247114339	86.00
			TOTAL CHECK			1,267.00
22226	10101	08/19/24	PASSAIC VALLEY SEWERAGE C	5079	JULY SLUDGE DISPOSAL	4,788.00
22227	10101	08/19/24	RAW POWER GENERATOR SERVI	5024	GENERATOR ANNUAL SERV	5,561.58
22228	10101	08/19/24	RIGO GENERAL HARDWARE	5024	A239164	61.97
22228	10101	08/19/24	RIGO GENERAL HARDWARE	5024	A239462	32.99
22228	10101	08/19/24	RIGO GENERAL HARDWARE	5024	A239883	29.98
			TOTAL CHECK			124.94
22229	10101	08/19/24	ROCKY'S HARDWARE, INC.	5024	DOOR SEAL CINCH	18.99
22230	10101	08/19/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
22231	10101	08/19/24	SANICO INC.	5024	AUG DUMPSTER FEE	301.80
22232	10101	08/19/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
22233	10101	08/19/24	SMITH TRACTOR & EQUIPMENT	5025	NEW HOLLAND TRACTOR	4,310.78
22234	10101	08/19/24	SPECTRASERV INC	5079	JULY SLUDGE HAUL	6,630.40
22235	10101	08/19/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	142.50
22236	10101	08/19/24	WASSER, JOHN E.	5042	J.W. S2 & C2 LICENSE	100.00
22237	10101	08/19/24	WILSON PRODUCTS	5024	JULY BILLING	24.50
			TOTAL FUND			61,695.93
			TOTAL REPORT			61,695.93

RESOLUTION:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF JULY, 2024

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 460

Dated: August 20, 2024

Moved by: Mr. Norton

Seconded by: Ms. Skoog

Yes 4

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: August 20, 2024

CP Engineers – Sludge Thickener:	\$ 15,543.60
CP Engineers – NPW Pumping System:	\$ 1,303.50
CP Engineers – Scum Pipe Improvements:	<u>\$ 6,069.60</u>
<i>Total</i>	<i>\$ 22,916.70</i>

PENTAMATION
 DATE: 08/15/2024
 TIME: 10:15:58

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 8/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22238	10101	08/20/24	CP ENGINEERS NJ, LLC	19002	206.021 SCUM PIPE IMPROV	6,069.60
22238	10101	08/20/24	CP ENGINEERS NJ, LLC	19002	206.022 SLUDGE THICKENER	15,543.60
22238	10101	08/20/24	CP ENGINEERS NJ, LLC	19002	206.023 NPW PUMPING SYS	1,303.50
TOTAL CHECK						22,916.70
TOTAL FUND						22,916.70
TOTAL REPORT						22,916.70