

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES March 15, 2022

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Chairperson Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:58 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  
Angelo Accetturo, Treasurer  
Joseph Kennedy  
Donald Niece  
Gerald Norton  
Joseph Roth

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

### MINUTES

Mr. Kennedy moved, and Mr. Roth seconded to approve the minutes of the February 15, 2022 reorganization meeting, as presented. All in favor, motion carried.

Ms. O'Connor moved, and Mr. Norton seconded to approve the minutes of the February 15, 2022 regular meeting, as presented. All in favor, motion carried.

### CORRESPONDENCE

Mr. Chamberlain advised that there was nothing to discuss regarding the correspondence listed below:

1. Memorandum dated January 14, 2022, from Alex Lazorisak, Warren County Administrator, to various department heads, boards, commissions and committees, advising of the cancellation of the County Commissioners' March 9, 2022 regular meeting.
2. Certified letter from EcolSciences, Inc. dated February 15, 2022 on behalf of CEP Renewables LLC, advising that they will be submitting a Freshwater Wetlands application to the NJDEP, DLRP to verify that no wetlands, transition areas, or State open waters are present within Block 47, Lots 9, 9.08, 9.09, 9.10, 9.11 & 10 in the Township of White, County of Warren.

3. Public Notice dated February 17, 2022 from PK Environmental on behalf of Kathleen Enz-Finken to the Township of White (Clerk, Construction Official, Environmental Commission, Planning Board) regarding NJDEP Freshwater Wetlands General Permit #8 (Residential Additions) Block 14, Lot 2, 24 Spring Lane, White Township, Warren County, NJ.
4. Application for Letter of Interpretation from EcolSciences, Inc. dated February 23, 2022 on behalf of Matarazzo Solar Farm, LLC, for line verification within Block 67, Lots 17 & 19 in the Township of White, County of Warren; and Block 200, Lots 200 & 300 in the Township of Hope, County of Warren.

#### ENGINEER'S REPORT

As the Authority is transitioning from CP Engineers to Collier Engineering there was no report to discuss.

#### CFO'S REPORT

Mr. Francisco summarized the monthly financial report.

#### GENERAL COUNSEL'S REPORT

Mr. Steinhardt had nothing to report.

#### EXECUTIVE DIRECTOR

Mr. Inscho requested permission from the Board to finish up the access road paving project at the Oxford plant. All Image Asphalt, the company that paved the front portion of the access road, provided an estimate for \$16,863.30 to finish the job. Mr. Kennedy moved to permit All Image Asphalt to finish the paving at the Oxford access road. Ms. O'Connor seconded. The motion passed unanimously on a roll call vote.

Mr. Inscho advised that he is getting bids for the generator in Belvidere. He is also trying to get rid of the diesel fuel and switch over to natural gas. Gas company will come out and take a look. He advised that we can save around \$100,000 putting the generator in themselves as Mr. Inscho can pull the permits as a licensed plumber and do the work in house.

Belvidere Bar Screen project started. Temporary pumps have been installed and they will test it for five days and if it all runs well, then the project should be done in five days.

A preconstruction meeting is scheduled next week for the Belvidere Clarifier project. Paint is in and should be delivered to the plant next week. Project should start sometime in April.

Mr. Inscho advised that he will be getting prices for the force main in Oxford.

Mr. Inscho requested that Resolution #22-12 be approved to enter into the Fire Alarm Monitoring and Inspection/Maintenance Contracts for Oxford STP with AFA Protective Systems. Mr. Kennedy so moved to approve said Contracts, Mr. Roth seconded. All in favor, motion carried.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani discussed the memo from Jean Paul regarding cyber security and firewalls, which was provided to the Board after last month's meeting. There was a brief discussion among the Board and it was agreed to have Jean Paul install the same.

Chairwoman Napolitani also discussed the status of the AllMax software.

FINANCE

Mr. Norton moved that Resolution #22-13 (Certificate No. 427: \$55,579.34) be approved to pay all bills from the Operating Fund, as presented. Mr. Accetturo seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #22-14 (Certificate No. 433: \$1,141.50) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Kennedy seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #22-15 (Certificate No. 015:\$1,008.00) be approved to pay all bills from the Summit Escrow Fund as presented. Mr. Niece 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. Kennedy moved for the meeting to be adjourned. The meeting was adjourned at 7:13 p.m.

*Susan Wright*  
Susan Wright  
Administrative Assistant

**RESOLUTION 22-12**

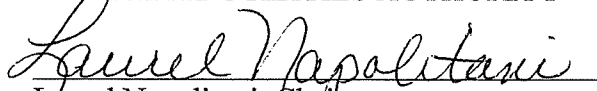
**AUTHORIZING THE CHAIRMAN OF THE AUTHORITY TO EXECUTE AGREEMENTS BETWEEN THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY AND AFA PROTECTIVE SYSTEMS, INC., FOR THE FIRE ALARM SYSTEM MONITORING AND ANNUAL INSPECTION**

**WHEREAS**, the Warren County (Pequest River) Municipal Utilities Authority (the "Authority") has the need for services to monitor and inspect the fire alarm system located at 148 Pequest Road, Oxford, NJ; and

**NOW, THEREFORE**, be it resolved, by the Warren County (Pequest River) Municipal Utilities Authority in the County of Warren, State of New Jersey, as follows:

1. The Chairman of the Authority is authorized to executive both two-year agreements with AFA Protective Systems
2. The terms of the agreement are the following: \$35.00 per month for 24 months, paid quarterly, for monitoring services; and \$78.00 per month for 24 months, paid quarterly, for inspection services.
3. A copy of these agreements and resolution shall be made available at the Authority offices for public inspection.
4. This resolution memorializes action taken by the Authority at its regular meeting held on March 15, 2022.

WARREN COUNTY (PEQUEST RIVER)  
MUNICIPAL UTILITIES AUTHORITY

  
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 resolution adopted by the Authority.

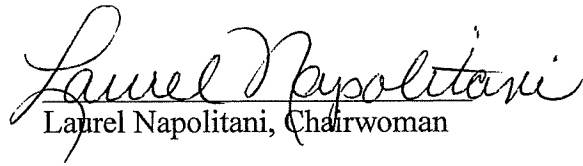
  
Chad Chamberlain, Secretary

**RESOLUTION RE:** EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF FEBRUARY & MARCH, 2022

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of January 18,  
2022, regarding payment of bills from the Operating Fund were for the operating expenses and  
were in accordance with the Authority's 2022 budget.



Chad Chamberlain, Secretary



Laurel Napolitani, Chairwoman

Certificate No. OP 427

Dated: March 15, 2022

Moved by: Mr. Norton

Seconded by: Mr. Accetturo

Yes 8

No 0

Abstain 0

Absent 0

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

**Meeting: March, 2022**

**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 #20793-20803:	02/25/22	\$ 3,342.59
Check #20804-20844:	03/14/22	<u>\$52,236.75</u>
	<i>Total:</i>	<i>\$55,579.34</i>

PENTAMATION  
 DATE: 02/24/2022  
 TIME: 13:18:49

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 2/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20793	10101	02/25/22	ABB INC.	5024	SERVICE CONTRACT	1,675.00
20794	10101	02/25/22	ADT COMMERCIAL LLC	5026	FRNT DR SECURE MAR	20.00
20795	10101	02/25/22	CENTURYLINK	5076	0309373198	35.87
20795	10101	02/25/22	CENTURYLINK	5076	0309801974	9.95
20795	10101	02/25/22	CENTURYLINK	5076	0310260175	19.90
			TOTAL CHECK			65.72
20796	10101	02/25/22	COMCAST	5076	8499052660035827	40.59
20796	10101	02/25/22	COMCAST	5076	8499052660035835	261.73
			TOTAL CHECK			302.32
20797	10101	02/25/22	COMCAST	5076	8499052650021506	336.21
20798	10101	02/25/22	CRS, LLC	5710	REMOTE SERVICES	675.00
20799	10101	02/25/22	JCP&L	5071	FLOW METER	4.09
20800	10101	02/25/22	NJ ADVANCE MEDIA	5021	EXPRESS TIMES	8.00
20801	10101	02/25/22	NJ ADVANCE MEDIA	5021	STAR LEDGER	40.30
20802	10101	02/25/22	OFFICE CONCEPTS GROUP, IN	5030	MISC. OFFICE SUPPLIES	46.14
20803	10101	02/25/22	VERIZON WIRELESS	5076	MOBILE PHONES OCCS	169.81
			TOTAL FUND			3,342.59
			TOTAL REPORT			3,342.59

PENTAMATION  
 DATE: 03/09/2022  
 TIME: 11:08:11

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
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 ACCOUNTING PERIOD: 3/22

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20804	10101	03/14/22	ACCELTURO, NICOL A.	5011	MONTHLY STIPEND	291.66
20805	10101	03/14/22	AMERIGAS	5070	BELV PROPANE FEB	1,090.78
20806	10101	03/14/22	BILL HODGE ELECTRICAL CON	5024	220107	331.14
20806	10101	03/14/22	BILL HODGE ELECTRICAL CON	5024	220201	410.04
20806	10101	03/14/22	BILL HODGE ELECTRICAL CON	5024	220206	588.68
			TOTAL CHECK			1,329.86
20807	10101	03/14/22	C M AUTO PARTS	5025	672782	23.99
20807	10101	03/14/22	C M AUTO PARTS	5025	672930	49.03
20807	10101	03/14/22	C M AUTO PARTS	5025	673250	53.97
			TOTAL CHECK			126.99
20808	10101	03/14/22	CENTURYLINK	5076	0309480336	38.72
20808	10101	03/14/22	CENTURYLINK	5076	0309538602	57.76
20808	10101	03/14/22	CENTURYLINK	5076	0310890069	41.24
			TOTAL CHECK			137.72
20809	10101	03/14/22	CINTAS CORPORATION	5043	4109518126	42.97
20809	10101	03/14/22	CINTAS CORPORATION	5043	4109518370	57.01
20809	10101	03/14/22	CINTAS CORPORATION	5043	4110195303	42.97
20809	10101	03/14/22	CINTAS CORPORATION	5043	4110195702	57.01
20809	10101	03/14/22	CINTAS CORPORATION	5043	4110886611	42.97
20809	10101	03/14/22	CINTAS CORPORATION	5043	4110886885	57.01
20809	10101	03/14/22	CINTAS CORPORATION	5043	4111571960	44.96
20809	10101	03/14/22	CINTAS CORPORATION	5043	4111572246	57.01
			TOTAL CHECK			401.91
20810	10101	03/14/22	COUNTY OF WARREN	5028	FINANCE SUPPORT	1,000.00
20811	10101	03/14/22	CP ENGINEERS NJ, LLC	5545	11464	504.00
20811	10101	03/14/22	CP ENGINEERS NJ, LLC	5545	11465	906.00
			TOTAL CHECK			1,410.00
20812	10101	03/14/22	CRISTAL ASSOCIATES, LLC	5024	PAPER PRODUCTS OXF	212.25
20813	10101	03/14/22	DELAWARE RIVER BASIN COMM	5049	DRBC RENEW BELVIDERE	660.00
20814	10101	03/14/22	DELAWARE RIVER BASIN COMM	5049	DRBC RENEW OXFORD	660.00
20815	10101	03/14/22	FLORIO PERRUCCI STEINHARD	5027	GEN ADMIN LEGAL SERV	343.50
20816	10101	03/14/22	GERO, WAYNE	5092	REIM HEALTH	366.34
20817	10101	03/14/22	JCP&L	5071	100004188262	7,775.74
20817	10101	03/14/22	JCP&L	5071	100004582811	4.09
20817	10101	03/14/22	JCP&L	5071	100004911044	10,155.06
20817	10101	03/14/22	JCP&L	5071	100004952337	286.69
20817	10101	03/14/22	JCP&L	5071	100005061898	99.23
			TOTAL CHECK			18,320.81
20818	10101	03/14/22	KENNEDY, JOSEPH, SR.	5011	MONTHLY STIPEND	166.66
20819	10101	03/14/22	KUSTOM CONTROL SOLUTIONS	5024	TROUBLESHOOT	225.00



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 TIME: 11:08:11

MUNICIPAL UTILITY AUTHORITY  
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 ACCOUNTING PERIOD: 3/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20820	10101	03/14/22	L.E. RITTER LUMBER CO.	5024	MISC. ITEMS	11.40
20821	10101	03/14/22	LIN SUPPLY INC.	5024	134156	495.45
20822	10101	03/14/22	MAIN POOL & CHEMICAL CO.,	5521	FEB BILLING	2,413.70
20823	10101	03/14/22	MAYBERRY SALES & SERVICE	5024	KIT PADDLE REPLACE	208.00
20824	10101	03/14/22	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	333.32
20825	10101	03/14/22	NEW JERSEY AMERICAN WATER	5072	FEBRUARY WATER	20.94
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N102482	590.50
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N102483	56.00
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N102486	602.00
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N102487	1,388.00
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N102575	1,075.00
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N102576	1,075.00
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N102930	40.50
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N102931	375.50
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N102932	331.50
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N102933	65.50
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N103151	285.00
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N103152	65.50
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N103153	331.50
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N103154	65.50
20826	10101	03/14/22	NEW JERSEY ANALYTICAL LAB	5509	N103294	65.50
		TOTAL CHECK				6,412.50
20827	10101	03/14/22	NIECE, DONALD L.	5011	MONTHLY STIPEND	166.66
20828	10101	03/14/22	NORTH EAST PARTS GROUP, L	5025	598566	28.71
20828	10101	03/14/22	NORTH EAST PARTS GROUP, L	5025	598926	5.18
20828	10101	03/14/22	NORTH EAST PARTS GROUP, L	5025	598927	20.59
20828	10101	03/14/22	NORTH EAST PARTS GROUP, L	5025	598928	5.18
20828	10101	03/14/22	NORTH EAST PARTS GROUP, L	5025	598929	36.59
20828	10101	03/14/22	NORTH EAST PARTS GROUP, L	5025	599031	5.18
20828	10101	03/14/22	NORTH EAST PARTS GROUP, L	5025	599254	10.59
		TOTAL CHECK				112.02
20829	10101	03/14/22	NORTON, GERALD	5011	MONTHLY STIPEND	166.66
20830	10101	03/14/22	O&M SOLUTIONS, LLC	5024	MILEAGE	114.00
20830	10101	03/14/22	O&M SOLUTIONS, LLC	5024	OXFORD INFLUENT PUMP	585.00
		TOTAL CHECK				699.00
20831	10101	03/14/22	O'CONNOR, EVERDINA A.	5011	MONTHLY STIPEND	291.66
20832	10101	03/14/22	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE FEB	7.15
20833	10101	03/14/22	PASSAIC VALLEY SEWERAGE C	5076	SLUDGE DISPOSAL FEB	4,200.00
20834	10101	03/14/22	PENWELL MILLS, LLC	5024	HAY NETS	550.00
20835	10101	03/14/22	RICOH USA, INC.	5026	QTRLY COPY LEASE	197.46

PENTAMATION  
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 TIME: 11:08:11

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 ACCOUNTING PERIOD: 3/22

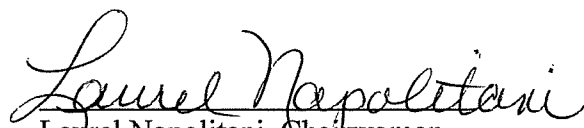
MUNICIPAL UTILITY AUTHORITY  
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FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20836	10101	03/14/22	RIGO GENERAL HARDWARE	5024	200871	42.98
20836	10101	03/14/22	RIGO GENERAL HARDWARE	5024	200872	8.19
20836	10101	03/14/22	RIGO GENERAL HARDWARE	5024	200934	54.94
20836	10101	03/14/22	RIGO GENERAL HARDWARE	5024	200941	-4.00
			TOTAL CHECK			102.11
20837	10101	03/14/22	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	166.66
20838	10101	03/14/22	SANICO INC.	5024	MNTHLY DUMPSTER FEE	287.80
20839	10101	03/14/22	SPECTRASERV INC	5079	SLUDGE HAUL FEB	5,801.60
20840	10101	03/14/22	SPECTRASERV INC	5079	NEW RATE BACKCHARGES	1,016.40
20841	10101	03/14/22	THE COUNTY OF WARREN	5070	MONTHLY GASOLINE	139.28
20842	10101	03/14/22	TREASURER - STATE OF NJ	5049	BELV ANNUAL LAB CERT	835.00
20843	10101	03/14/22	TREASURER - STATE OF NJ	5049	OXF ANNUAL LAB CERT	835.00
20844	10101	03/14/22	WILSON PRODUCTS	5024	FEB BILLING	23.50
			TOTAL FUND			52,236.75
			TOTAL REPORT			52,236.75

**RESOLUTION RE:** EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF FEBRUARY, 2022

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 433

Dated: March 15, 2022

Moved by: Mr. Accetta

Seconded by: Mr. Kennedy

Yes 8

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: March 15, 2022**

CP Engineers – February: (Belvidere Mechanical Screen) (Belvidere Clarifier Rehab)	<u>\$1,141.50</u>
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<i>Total</i>	<i>\$1,141.50</i>
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PENTAMATION  
DATE: 03/09/2022  
TIME: 11:21:21

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
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ACCOUNTING PERIOD: 3/22

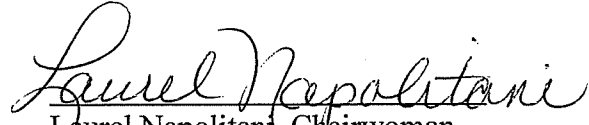
FUND - MUA01 - MUN UTILITY AUTH GEN FUND


CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20845	10101	03/15/22	293	19002	BELVIDERE SCREEN	721.50
20845	10101	03/15/22	293	19001	BELVIDERE CLARIFIER	420.00
		TOTAL CHECK				1,141.50
		TOTAL FUND				1,141.50
		TOTAL REPORT				1,141.50

**RESOLUTION RE:**

EXPENDITURES FROM THE ESCROW FUND FOR THE MONTH OF FEBRUARY, 2022.

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

  
Laurel Napolitano, Chairwoman

  
Chad Chamberlain, Secretary

Certificate No. ESC 015

Dated: March 15, 2022

Moved by: Mr. Accetturo

Seconded by: Mr. Niece

Yes 8

No 0

Abstain 0

Absent 0

**ESCROW FUND  
BILLS LIST  
Dated: March 15, 2022**

1. CP Engineers, LLC Engineering Service Summit Project February, 2022 Summit Escrow Account:	..... \$1,008.00
Total	..... \$1,008.00

PENTAMATION  
DATE: 03/09/2022  
TIME: 11:27:50

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 3/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20846	10101	03/09/22	293 CP ENGINEERS NJ, LLC	20500S	SUMMIT PROJECT	1,008.00
TOTAL FUND						1,008.00
TOTAL REPORT						1,008.00