

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES

**September 19, 2023**

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Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:56 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  
Angelo Accetturo, Treasurer

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. Roth moved, and Mr. Norton seconded to approve the minutes of the August 15, 2023 regular meeting, as presented. All in favor, motion passed.

### CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Letter dated August 3, 2023 from Cathleen Kiernan, Executive Director of Perma Risk Management Services to Susan Wright, Fund Commissioner of the Warren County Pequest River Municipal Utilities Authority regarding the renewal of its NJUA JIF membership.
2. Public Notification from Mark S. Bellin, Esquire on behalf of Chamberlain East Solor Farm, LLC advising of their application for preliminary and final site plan approval to construct a photovoltaic grid supply solar farm on Block 47, Lots 9, 9.08, 9.09, 9.10 and 9.11, described on the Township of White tax map as 141 Pequest Drive. The application is also seeking consolidation of a portion of existing Lots 9 and 9.11 to form proposed lot 9.12, as well as seeking consolidation of portions of Lots 9 and 9.11 and all of Lots 9.08, 9.09 and 9.10 into proposed Lot 9.13.

3. Public Notification from Mark S. Bellin, Esquire on behalf of Chamberlain West Solor Farm, LLC advising of their application for preliminary and final site plan approval to construct a photovoltaic grid supply solar farm on Block 47, Lot 10 described on the Township of White tax map as 253 Pequest Drive. The application is also seeking subdivide the property into three proposed Lots 10, 10.5 and 10.6
4. Letter dated August 31, 2023 from Phil Perhamus, P.W.S., Senior Biologist of WSP advising of their application for a general permits 6A and 12 to the N.J. Department of Environmental Protection, Division of Land Resource Protection.

Mr. Norton advised that as to the letter regarding the JIF membership renewal, he will look into obtaining rates for not only JIF but also for health benefits.

#### EXECUTIVE SESSION

At approximately 7:05 p.m., Mr. Roth moved, and Mr. Accetturo seconded to adopt Resolution #23-28, to enter into an executive session to discuss personnel matters. All in favor, motion passed. Mr. Francisco and Ms. Wright were excused during said executive session.

At 7:20 p.m., Mr. Roth moved, and Mr. Accetturo seconded to return to open session. All in favor, motion passed.

#### ENGINEER'S REPORT

Chairwoman Napolitani advised the Board that Mark Bean from Colliers Engineering will be taking over as the Authority's lead engineer and that Mr. Madison will no longer be working as the Authority's engineer. Mr. Bean was not in attendance; however, his 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. He advised the Board that he closed the money market account with Lakeland Bank and transferred it over to Valley National Bank.

Mr. Francisco provided the Commissioners with the FY2024 Budget Highlights report, which was discussed with the Finance Committee, along with Chairwoman Napolitani and Mr. Inscho, prior to this meeting.

Mr. Francisco advised that the service fees will be increased by 5%.

Mr. Francisco advised the Board that for the first time in several years, our revenue from service fees and other miscellaneous revenue will equal our operating expenses. We will not have to draw from our reserves to pay our operating expenses. The budget will be balanced.

The Board had a discussion regarding the budget report, salaries, pensions, health insurance, maintenance, and the capital improvements.

The Board agreed to move forward with the FY2024 Budget as presented by Mr. Francisco.

GENERAL COUNSEL

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Mr. Inscho advised that the new generator is in at the Water Street Pump Station. The County had an auction, and the old generator was sold for \$1,900.00.

The transfer switch is working well at the Oxford plant.

A meter was installed at Oxford station a week ago. Mr. Inscho will need a month's worth of data before he can update the numbers.

Mr. Inscho advised that he did some rough calculations on the hauling and disposing of the sludge, and he determined that the Authority spends an estimate of \$80,000.00 a year more at Belvidere than at Oxford. Mr. Inscho asked the Board for permission to speak with Steve Donati of CP Engineering to get an approximate cost for the thickener, as he was the original Engineer working on the sludge thickener project and has most of the necessary information. The Board agreed that Mr. Inscho can contact Mr. Donati to discuss the issue.

Mr. Inscho advised the Board that in connection with the mechanical screen at Belvidere he has been emailing the manufacturer, Drycake, with no response. He contacted Chris from B&R Welding and asked him to come and take a look at the screen. After Chris came and met with the Operators and Mr. Inscho, the representative from Drycake contacted him and asked him for pictures. He is hoping that this issue can finally be resolved soon.

All the windows have been installed in both plants.

Mr. Inscho requested the approval of Resolution #23-29 for the renewal of the Authority's membership in the New Jersey Utility Authorities Joint Insurance Fund and authorize the execution of the renewal Agreement, which was included in the agenda packets. Mr. Roth so moved to approve said renewal agreement, Mr. Norton seconded. All in favor, motion passed.

FINANCE

Mr. Accetturo moved that Resolution #23-30 (Certificate No. 445: \$46,178.80) be approved to pay all bills from the Operating Fund, as presented. Mr. Roth seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #23-31 (Certificate No. 451: \$79,692.06) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Norton seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani recommended that when the 5-year Capital Committee meets, that personnel and computers be included in the plan.

UNFINISHED BUSINESS

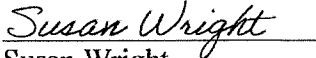
There was no unfinished business.

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 7:38 p.m.

  
\_\_\_\_\_  
Susan Wright  
Administrative Assistant



**RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE  
NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

**WHEREAS**, the Warren County (Pequest River) Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

**WHEREAS**, said renewed membership terminates as of December 31, 2023 unless earlier renewed by agreement between the Authority and the Fund; and

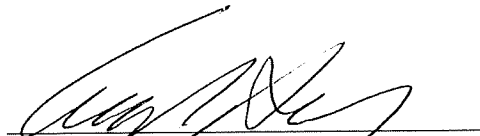
**WHEREAS**, the Authority desires to renew said membership;

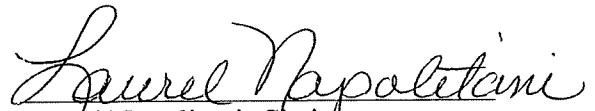
**NOW, THEREFORE**, be it resolved as follows:

1. The Warren County (Pequest River) Municipal Utility Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the Agreement to renew membership annexed hereto and made a part hereof and to deliver the same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

This Resolution agreed to this 19<sup>th</sup> day of September, 2023 by a vote of:

4 Affirmative  
0 Negative

  
\_\_\_\_\_  
Gerald Norton, Secretary

  
\_\_\_\_\_  
Laurel Napolitani, Chairwoman

Dated: September 19, 2023

**AGREEMENT TO RENEW MEMBERSHIP IN THE  
NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

WHEREAS, the New Jersey Utility Authorities Joint Insurance Fund (hereinafter the Fund) is a duly chartered Municipal Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, the Warren County Pequest River Municipal Utilities Authority is currently a member of said Fund, and;


WHEREAS, effective December 31, 2023, said membership will expire unless earlier renewed, and;

WHEREAS, the Governing Body of the Warren County Pequest River Municipal Utilities Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. Warren County Pequest River Municipal Utilities Authority hereby renews its membership in the New Jersey Utility Authorities Joint Insurance Fund for a three (3) year period, beginning January 1, 2024 and ending January 1, 2027. \*
2. The Warren County Pequest River Municipal Utilities Authority hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Utility Authorities Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. The Warren County Pequest River Municipal Utilities Authority agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the Warren County Pequest River Municipal Utilities Authority in the New Jersey Utility Authorities Joint Insurance Fund, the New Jersey Utility Authorities Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Banking & Insurance, to accept the renewal application of the Warren County Pequest River Municipal Utilities Authority.
5. Executed the 19th day of Sept, 2023 as the lawful and binding act and deed of the Warren County Pequest River Municipal Utilities Authority, which execution has been duly authorized by public vote of the governing body.

\*12:01 am

  
ATTEST Gerald Norton, Secretary

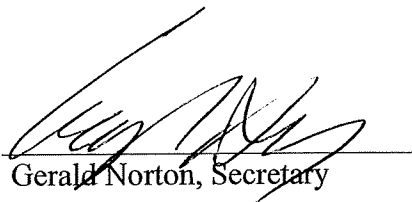
AUTHORITY CHAIRPERSON

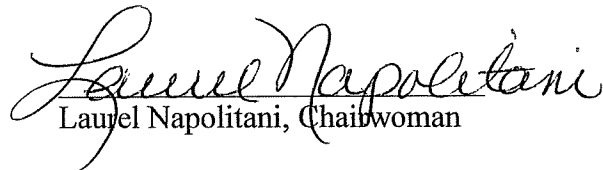
  
Laurel Napolitani

NEW JERSEY UTILITY AUTHORITIES  
JOINT INSURANCE FUND

**RESOLUTION RE:** EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF AUGUST & SEPTEMBER, 2023

I **HEREBY CERTIFY**, that the bills listed on the attached Resolution of September 19, 2023, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2023 budget.

  
Gerald Norton, Secretary

  
Laurel Napolitani, Chairwoman

Certificate No. OP 445

Dated: September 19, 2023

Moved by: Mr. Acceturo

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 0



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

**Meeting: September 19, 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 #21706-21720:	08/28/23	\$1,632.84
Check #21721-21752:	09/18/23	<u>\$44,545.96</u>
	<i>Total:</i>	<i>\$46,178.80</i>

PENTAMATION  
 DATE: 08/28/2023  
 TIME: 11:43:47

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 8/23

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21706	10101	08/28/23	ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
21707	10101	08/28/23	BERGER, MATTHEW	5042	LICENSE RENEWAL	51.65
21708	10101	08/28/23	BERGER, RUSSELL	5042	RENEW C-1 LICENSE	50.00
21709	10101	08/28/23	BRIAN SNYDER	5042	LICENSE RENEWAL	51.65
21710	10101	08/28/23	BRIGHTSPEED	5076	309373198	36.65
21710	10101	08/28/23	BRIGHTSPEED	5076	309801924	9.95
21710	10101	08/28/23	BRIGHTSPEED	5076	310260175	19.90
		TOTAL CHECK				66.50
21711	10101	08/28/23	COMCAST	5076	8499052660035827	46.54
21711	10101	08/28/23	COMCAST	5076	8499052660035830	156.85
		TOTAL CHECK				203.39
21712	10101	08/28/23	COMCAST	5076	8499052650021506	376.79
21713	10101	08/28/23	CRS, LLC	5029	4058	44.85
21713	10101	08/28/23	CRS, LLC	5029	4059	60.00
21713	10101	08/28/23	CRS, LLC	5029	4060	51.00
21713	10101	08/28/23	CRS, LLC	5029	4063	21.00
		TOTAL CHECK				176.85
21714	10101	08/28/23	CRS, LLC	5029	REMOTE SERVICES	75.00
21715	10101	08/28/23	ELIZABETHTOWN GAS	5070	68 S. WATER ST PUMP	36.79
21716	10101	08/28/23	FERGUSON ENTERPRISES, LLC	5024	QT DARK CUTTING OIL	58.56
21717	10101	08/28/23	JCP&L	5071	FLOW METER	4.09
21718	10101	08/28/23	NEW JERSEY AMERICAN WATER	5072	JULY WATER	21.27
21719	10101	08/28/23	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	149.58
21720	10101	08/28/23	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	290.72
		TOTAL FUND				1,632.84
		TOTAL REPORT				1,632.84

PENTAMATION  
 DATE: 09/13/2023  
 TIME: 11:32:39

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 9/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21721	10101	09/18/23	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.66
21722	10101	09/18/23	28 ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
21723	10101	09/18/23	40 AFA PROTECTIVE SYSTEMS, I	5517	FIRE ALARM FINAL INV	517.86
21724	10101	09/18/23	239 BRIGHTSPEED	5076	309480336	37.48
21724	10101	09/18/23	239 BRIGHTSPEED	5076	309538602	60.11
21724	10101	09/18/23	239 BRIGHTSPEED	5076	310189069	42.48
			TOTAL CHECK			140.07
21725	10101	09/18/23	206 C M AUTO PARTS	5025	694182	165.32
21726	10101	09/18/23	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
21727	10101	09/18/23	295 CRS, LLC	5029	REMOTE SERVICES	375.00
21728	10101	09/18/23	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES AUGUST	255.00
21729	10101	09/18/23	579 FRANK RYMON & SONS INC.	5024	CHAIN LOOPS, OIL, ETC	178.15
21730	10101	09/18/23	750 HANNA INSTRUMENTS USA	5024	DIGITAL GLASS BODY	480.00
21731	10101	09/18/23	935 JCP&L	5071	100003352968	143.88
21731	10101	09/18/23	935 JCP&L	5071	100004188262	6,710.41
21731	10101	09/18/23	935 JCP&L	5071	100004582811	4.09
21731	10101	09/18/23	935 JCP&L	5071	100004911044	5,896.43
21731	10101	09/18/23	935 JCP&L	5071	100004952337	304.69
21731	10101	09/18/23	935 JCP&L	5071	100005061898	47.68
21731	10101	09/18/23	935 JCP&L	5071	100005205917	790.23
			TOTAL CHECK			13,897.41
21732	10101	09/18/23	945 JEFECO EQUIPMENT SUPPLIES	5024	GAS DETECTORS	660.00
21733	10101	09/18/23	1150 LIN SUPPLY INC.	5024	145353	56.80
21734	10101	09/18/23	1215 MAIN POOL & CHEMICAL CO.,	5521	AUGUST BILLING	2,740.45
21735	10101	09/18/23	1227 MAYBERRY SALES & SERVICE	5024	392696	113.00
21735	10101	09/18/23	1227 MAYBERRY SALES & SERVICE	5024	392943	107.00
21735	10101	09/18/23	1227 MAYBERRY SALES & SERVICE	5024	392944	30.19
			TOTAL CHECK			250.19
21736	10101	09/18/23	1265 MILLER ENERGY, INC.	5024	PORTABLE FLOW METER	5,832.43
21737	10101	09/18/23	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21738	10101	09/18/23	1340 NEW JERSEY AMERICAN WATER	5072	AUGUST WATER	21.27
21739	10101	09/18/23	1387 NORTH EAST PARTS GROUP, L	5025	639157	21.56
21739	10101	09/18/23	1387 NORTH EAST PARTS GROUP, L	5025	639603	211.95
21739	10101	09/18/23	1387 NORTH EAST PARTS GROUP, L	5025	639694	64.09
21739	10101	09/18/23	1387 NORTH EAST PARTS GROUP, L	5025	640517	171.17
			TOTAL CHECK			468.77
21740	10101	09/18/23	1388 NORTON, GERALD	5011	MONTHLY STIPEND	391.66

PENTAMATION  
 DATE: 09/13/2023  
 TIME: 11:32:39

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 2  
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 ACCOUNTING PERIOD: 9/23

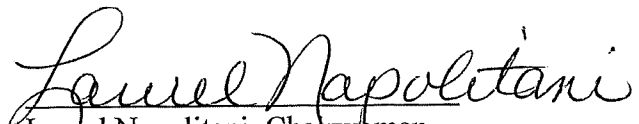
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

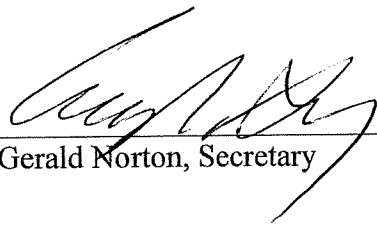
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21741	10101	09/18/23	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE AUG	8.58
21742	10101	09/18/23	OXFORD A-1 TIRE	5025	TIRES OXFORD TRACTOR	262.00
21743	10101	09/18/23	PACE ANALYTICAL SERVICES,	5509	N114899-71	600.50
21743	10101	09/18/23	PACE ANALYTICAL SERVICES,	5509	N114900-71	647.00
21743	10101	09/18/23	PACE ANALYTICAL SERVICES,	5509	N115409-71	382.00
21743	10101	09/18/23	PACE ANALYTICAL SERVICES,	5509	N115412-71	363.50
21743	10101	09/18/23	PACE ANALYTICAL SERVICES,	5509	N115603-71	335.50
21743	10101	09/18/23	PACE ANALYTICAL SERVICES,	5509	N115604-71	382.00
21743	10101	09/18/23	PACE ANALYTICAL SERVICES,	5509	N115783-71	65.50
			TOTAL CHECK			2,776.00
21744	10101	09/18/23	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL AUG	4,515.00
21745	10101	09/18/23	PUMPING SERVICES, INC.	5024	S WATER ST PUMP STA	1,357.60
21746	10101	09/18/23	RICOH USA, INC.	5026	COPIER LEASE QRTL	197.46
21747	10101	09/18/23	RIGO GENERAL HARDWARE	5024	225240	16.16
21747	10101	09/18/23	RIGO GENERAL HARDWARE	5024	225585	14.49
21747	10101	09/18/23	RIGO GENERAL HARDWARE	5024	226157	7.92
21747	10101	09/18/23	RIGO GENERAL HARDWARE	5024	226307	34.97
21747	10101	09/18/23	RIGO GENERAL HARDWARE	5024	226555	34.28
			TOTAL CHECK			107.82
21748	10101	09/18/23	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.66
21749	10101	09/18/23	SANICO INC.	5024	DUMPSTER FEE SEPT.	297.80
21750	10101	09/18/23	SPECTRASERV INC	5079	AUGUST SLUDGE HAUL	6,216.00
21751	10101	09/18/23	WASSER, JOHN E.	5042	RENEW LICENSES	100.00
21752	10101	09/18/23	WILSON PRODUCTS	5024	AUGUST BILLING	24.00
			TOTAL FUND			44,545.96
			TOTAL REPORT			44,545.96

**RESOLUTION RE:**

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF AUGUST, 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 451

Dated: September 19, 2023

Moved by: Mr. Accetturo

Seconded by: Mr. Norton

Yes 4

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: September 19, 2023**

Jim Minorics Construction – Window Replacement:	\$ 22,250.00
Alpine Painting & Sandblasting – Clarifier Project:	\$ 21,039.40
Raw Power – Gas Generator:	\$ 17,706.32
Raw Power – Oxford Transfer Switch:	\$ 15,086.34
Skyline Equipment – Trailer:	<u>\$ 3,610.00</u>
<i>Total</i>	<i>\$ 79,692.06</i>

PENTAMATION  
DATE: 09/13/2023  
TIME: 11:41:05

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 9/23

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21753	10101	09/19/23	1805 ALPINE PAINTING & SANDBLA	19001	BELVIDERE CLARIFIER REHAB	21,039.40
21754	10101	09/19/23	967 JIM MINORICS CONSTRUCTION	19001	WINDOWS BELV & OXF	22,250.00
21755	10101	09/19/23	1727 RAW POWER GENERATOR SERVI	19001	BALANCE DUE GAS GENERATOR	17,706.32
21756	10101	09/19/23	1727 RAW POWER GENERATOR SERVI	19001	OXFORD TRANSFER SWITCH	15,086.34
21757	10101	09/19/23	1865 SKYLINE EQUIPMENT	19001	2024 CURRAHEE TRAILER	3,610.00
TOTAL FUND						79,692.06
TOTAL REPORT						79,692.06