

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES

**November 17, 2025**

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Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 5:57 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  
Angelo Accetturo, Treasurer  
Gerald Norton, Secretary  
Anne Skoog – entered at 6:05 p.m.

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. Accetturo moved, and Mr. Roth seconded to approve the minutes of the October 21, 2025 regular meeting, as presented. All in favor, motion passed.

Mr. Accetturo moved, and Mr. Roth seconded to approve the minutes of the October 21, 2025 executive session, as presented. All in favor, motion passed.

### CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. DCA Certification of Conditionally Approved 2026 Budget dated October 30, 2025.
2. Memorandum dated November 3, 2025 from Warren County Administrator to Department/Division Heads and Constitutional Officers regarding snow and emergency closings notifications.

## SERVICE AREA UPDATES

**Belvidere:** Mr. Roth advised that the planning board is making a recommendation to the town council for the redevelopment off Oxford Street, which is in its early stages.

**Oxford:** Mr. Norton advised that there has been a minor change to the townhouse project at Pequest fields, whereby the developer will be removing the plans to include apartments and adding additional townhouses instead. They should be breaking ground in the spring.

**White Twp.:** Ms. Skoog had no updates to report.

## ENGINEER'S REPORT

Mr. Donati 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 his monthly financial report.

Mr. Francisco discussed the Annual Metered Wastewater Flow chart which was distributed to the Board prior to the meeting. In addition, he provided and summarized the 2025 Billing Worksheet and 2025 White Billing Breakdown.

The residential user rate will increase in 2026 to \$13.30 per billing unit and the industrial rate will be \$26.60. At next month's Budget Hearing the Board will formally vote on the rates for 2026.

In addition, Mr. Francisco discussed the Calculation of Connection Fees for 2026 report, which was provided to the Board. He explained that we could charge \$13,165.00 per customer to hook up to our system. The Board agreed to keep the connection fee at \$7,000.00.

## GENERAL COUNSEL'S REPORT

Mr. Tipton was not in attendance.

## FINANCE

Mr. Accetturo moved that Resolution #25-38 (Certificate No. 471: \$61,392.09) be approved to pay all bills from the Operating Fund, as presented. Mr. Norton seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #25-39 (Certificate No. 475: \$35,707.08) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. Skoog seconded. All in favor, motion passed.

### EXECUTIVE DIRECTOR

Mr. Inscho was not in attendance; however, he provided Chairwoman Napolitani with some updates for the Board.

The fencing at Axford Avenue, Water Street Pump Station and the repair at the Belvidere Plant will be completed this week.

The spray foam insulation for the new garage at the Belvidere plant will be installed on Tuesday, November 18, 2025.

The electricians are almost done with the wiring up to the actuators and the stems and couplers should be in by November 24<sup>th</sup>. He anticipates all actuators should be working before the winter.

There has been no movement with the I-Bank.

The engineers have almost finished designing the climbers for the Water Street Pump Station.

### AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that Mr. Inscho has completed all employees performance evaluations and he has discussed the restructure with the operators.

### UNFINISHED BUSINESS

There was no unfinished business.

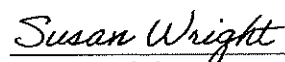
### NEW BUSINESS

There was no new business.

### PUBLIC COMMENT

There was no public present.

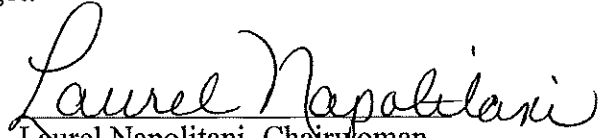
As there was no more business to come before the Authority, Mr. Norton moved for the meeting to be adjourned. The meeting was adjourned at 6:15 p.m.

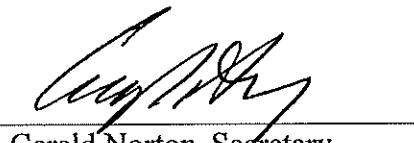
  
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Susan Wright  
Administrative Assistant

November 17, 2025

**RESOLUTION:** EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF OCTOBER & NOVEMBER 2025

I HEREBY CERTIFY that the bills listed on the attached Resolution of November 17, 2025, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2025 budget.

  
Laurel Napolitani, Chairwoman

  
Gerald Norton, Secretary

Certificate No. OP 471

Dated: November 17, 2025

Moved by: Mr. Accetturo

Seconded by: Mr. Norton

Yes: 5

No: 0

Abstain: 0

Absent: 0

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

**Meeting: November 17, 2025**

**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 #22870-22880:	10/28/25	\$ 3,630.42
Check #22882-22913:	11/17/25	<u>\$57,761.67</u>
	<i>Total:</i>	<i>\$61,392.09</i>

PENTAMATION  
DATE: 10/28/2025  
TIME: 11:00:44

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 10/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22870	10101	10/28/25	78	5029	365 APPS FOR BUSINESS	44.85
22870	10101	10/28/25	78	5029	MANAGE SERVICE SUITE	80.00
22870	10101	10/28/25	78	5029	SECURE CLOUD BCKUP	51.00
22870	10101	10/28/25	78	5029	WIFI CLOUD	21.00
	TOTAL CHECK					196.85
22871	10101	10/28/25	119	5042	C2 STATE TEST APPLIC	72.11
22872	10101	10/28/25	239	5076	309801924	9.95
22872	10101	10/28/25	239	5076	310260175	19.90
22872	10101	10/28/25	239	5076	309373198	37.11
	TOTAL CHECK					66.96
22873	10101	10/28/25	273	5076	8499052650021506	304.13
22874	10101	10/28/25	273	5076	8499052660035827	55.21
22874	10101	10/28/25	273	5076	8499052660035830	156.85
	TOTAL CHECK					212.06
22875	10101	10/28/25	460	5070	S. WATER STREET PUMP	41.05
22876	10101	10/28/25	935	5071	100005416605	4.65
22877	10101	10/28/25	1265	5024	SERVICE CONTRACT	2,178.89
22878	10101	10/28/25	1875	5042	S2 STATE TEST APPLIC	72.11
22879	10101	10/28/25	2140	5076	MOBILE PHONES & OCC	178.57
22880	10101	10/28/25	2145	5076	BELV PHONE SYSTEM	303.04
	TOTAL FUND					3,630.42
	TOTAL REPORT					3,630.42

PENTAMATION  
DATE: 11/13/2025  
TIME: 11:58:53

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
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ACCOUNTING PERIOD: 11/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

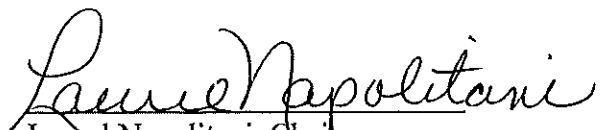
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22881	10101	11/17/25	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
22882	10101	11/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425529037331	539.74
22882	10101	11/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425330138006	19.70
22882	10101	11/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425330238079	49.44
22882	10101	11/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425330238083	19.70
22882	10101	11/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425330338157	197.71
22882	10101	11/17/25	TOTAL CHECK			826.29
22883	10101	11/17/25	239 BRIGHTSPEED	5076	309538602	61.61
22883	10101	11/17/25	239 BRIGHTSPEED	5076	309480336	37.11
22883	10101	11/17/25	239 BRIGHTSPEED	5076	310189069	41.71
22883	10101	11/17/25	TOTAL CHECK			140.43
22884	10101	11/17/25	206 C M AUTO PARTS	5025	725431	199.18
22885	10101	11/17/25	287 COUNTY OF WARREN	5092	MEDICAL INSURANCE	3,752.28
22885	10101	11/17/25	287 COUNTY OF WARREN	5092	MEDICAL INSURANCE	8,254.63
22885	10101	11/17/25	TOTAL CHECK			12,006.91
22886	10101	11/17/25	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22887	10101	11/17/25	293 CP ENGINEERS NJ, LLC	5545	GENERAL & OPERATING	159.00
22888	10101	11/17/25	294 CRISTAL ASSOCIATES, LLC	5030	OXF PAPER PRODUCTS	296.50
22889	10101	11/17/25	435 EDWARD'S TRADING POST, IN	5024	ALUMINUM ANGLE	133.00
22890	10101	11/17/25	482 EVERON, LLC	5026	FRNT DOOR SECURITY	20.00
22891	10101	11/17/25	542 FISHER SCIENTIFIC CO, LLC	5024	BUFFERS	1,722.72
22892	10101	11/17/25	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES OCT	1,023.00
22893	10101	11/17/25	715 HACH COMPANY	5509	LAB SUPPLIES	206.21
22894	10101	11/17/25	935 JCP&L	5071	100003352968	390.75
22894	10101	11/17/25	935 JCP&L	5071	100004188262	7,028.42
22894	10101	11/17/25	935 JCP&L	5071	100004582811	4.65
22894	10101	11/17/25	935 JCP&L	5071	100004911044	7,280.98
22894	10101	11/17/25	935 JCP&L	5071	100004952337	346.07
22894	10101	11/17/25	935 JCP&L	5071	100005061898	92.34
22894	10101	11/17/25	935 JCP&L	5071	100005205917	654.74
22894	10101	11/17/25	TOTAL CHECK			15,797.95
22895	10101	11/17/25	1150 LIN SUPPLY INC.	5024	CHECK VALVES	2,750.00
22896	10101	11/17/25	1153 LONGO ELECTRICAL MECHANIC	5024	SULZER PUMP	4,085.00
22897	10101	11/17/25	1215 MAIN POOL & CHEMICAL CO.,	5521	OCTOBER BILLING	2,425.90
22898	10101	11/17/25	1227 MAYBERRY SALES & SERVICE	5024	SPARE BELTS	224.00
22899	10101	11/17/25	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22900	10101	11/17/25	1340 NEW JERSEY AMERICAN WATER	5072	OCTOBER WATER	23.86

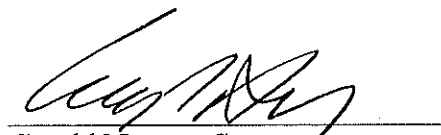
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22901	10101	11/17/25	NORTON, GERALD	5011	MONTHLY STIPEND	391.67
22902	10101	11/17/25	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE OCT	91.20
22903	10101	11/17/25	OXFORD A-1 TIRE	5025	TPMS SENSOR	160.00
22904	10101	11/17/25	PACE ANALYTICAL SERVICES,	5509	257126760	108.00
22904	10101	11/17/25	PACE ANALYTICAL SERVICES,	5509	257127911	150.50
22904	10101	11/17/25	PACE ANALYTICAL SERVICES,	5509	257127951	235.00
22904	10101	11/17/25	PACE ANALYTICAL SERVICES,	5509	257128900	392.00
22904	10101	11/17/25	PACE ANALYTICAL SERVICES,	5509	257128925	345.50
22904	10101	11/17/25	PACE ANALYTICAL SERVICES,	5509	257128927	333.00
22904	10101	11/17/25	PACE ANALYTICAL SERVICES,	5509	257129440	108.00
	TOTAL CHECK					1,672.00
22905	10101	11/17/25	PASSATC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL OCT	2,982.00
22906	10101	11/17/25	RIGO GENERAL HARDWARE	5024	A256279	11.19
22906	10101	11/17/25	RIGO GENERAL HARDWARE	5024	A256452	7.98
22906	10101	11/17/25	RIGO GENERAL HARDWARE	5024	A256515	14.99
	TOTAL CHECK					34.16
22907	10101	11/17/25	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
22908	10101	11/17/25	SANICO INC.	5024	OCT DUMPSTER FEE	301.80
22909	10101	11/17/25	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
22910	10101	11/17/25	SPECTRASERV INC	5079	SLUDGE HAUL OCTOBER	5,740.00
22911	10101	11/17/25	THE COUNTY OF WARREN	5070	MONTHLY FUEL	296.56
22911	10101	11/17/25	THE COUNTY OF WARREN	5070	MONTHLY FUEL	254.55
22911	10101	11/17/25	THE COUNTY OF WARREN	5070	MONTHLY FUEL	216.11
	TOTAL CHECK					767.22
22912	10101	11/17/25	TREASURER - STATE OF NJ	5049	OXF EMERG GEN PERMIT	1,090.00
22913	10101	11/17/25	WILSON PRODUCTS	5024	OCTOBER BILLING	25.00
	TOTAL FUND					57,761.67
	TOTAL REPORT					57,761.67



**RESOLUTION:** EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND  
FOR THE MONTH OF OCTOBER 2025

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 475

Dated: November 17, 2025

Moved by: Mr. Accetturo

Seconded by: Ms. Skoog

Yes 5

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: November 17, 2025**

CP Engineers – Water Street Pump Station:	\$ 17,304.30
Tore Electric Co., Inc. – Scum Pipe:	<u>\$ 18,402.78</u>

<i>Total</i>	<i>\$ 35,707.08</i>
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PENTAMATION  
DATE: 11/13/2025  
TIME: 12:04:00

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 11/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22914	10101	11/18/25	293 CP ENGINEERS NJ, LLC	19002	WATER STREET PUMP STATION	17,304.30
22915	10101	11/18/25	1957 TORE ELECTRIC COMPANY, IN	19002	SCUM PIPE	18,402.78
TOTAL FUND						35,707.08
TOTAL REPORT						35,707.08