

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES July 16, 2024

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Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:01 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  
Anne Marie Skoog

Gerald Norton, Secretary - 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

Mr. Roth moved, and Ms. Skoog seconded to approve the minutes of the June 18, 2024 regular meeting, as presented. All in favor, motion carried.

### CORRESPONDENCE

Chairwoman Napolitani recapped the correspondence listed below:

1. Notice from Mark S. Bellin, Esquire on behalf of applicant, Chamberlain West Solar Farm, LLC to the White Township Planning Board for preliminary and final major site plan and subdivision approval to construct a photovoltaic grid supply solar farm on Block 47, Lot 10, Township of White, County of Warren.
2. Letter dated June 3, 2024 from Michele M. Potter, Manager, DEP advising that the 2025 laboratory certification renewal application was processed and a Certificate and Annual Certified Parameter List was provided for the Oxford Wastewater Treatment Plant.
3. Letter dated June 3, 2024 from Michele M. Potter, Manager, DEP advising that the 2025 laboratory certification renewal application was processed and a Certificate and Annual Certified Parameter List was provided for the Belvidere Wastewater Treatment Plant.

## 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. He also went over the year-to-date flow review report he provided at the meeting.

Chairwoman Napolitani requested that Ms. Wright quickly mention the invoices from CP Engineers in connection with Covanta. Ms. Wright advised the Board that the said invoices will be reimbursed by Covanta's contractor, Total Wrecking & Environmental, as well as an invoice provided to them for all grey waters. The Authority will be provided with a total payment of \$8,753.00. The reimbursement for CP Engineers (\$4,160.00) will be returned to the engineering line of the budget.

## GENERAL COUNSEL'S REPORT

Mr. Tipton requested a motion to authorize the emergency contract with Deegan Brothers Roofing for the repair/replacement of the roof at the Belvidere Plant.

Ms. Skoog moved to approve the Emergency Resolution #24-20. Mr. Roth seconded. All in favor, motion passed.

Mr. Tipton advised that he and Mr. Inscho met briefly before the meeting and discussed how to better coordinate with the surrounding towns. Mr. Tipton suggested that the Authority get the County more involved regarding economic development.

## EXECUTIVE DIRECTOR

Mr. Inscho advised that the roof at the Belvidere Plant has been completed and the contractor has been paid.

Mr. Inscho mentioned at last month's meeting that he would be meeting with Paul Sterbenz of Colliers Engineering to discuss their past invoice, which remains unpaid. The Board went over the invoice that was provided and determined that out of the \$9,341.39 due, the Authority will pay \$3,225.00, which represents the hours that Mark Bean came to the plant and met with Mr. Inscho and the Operators. Chairwoman Napolitani requested a motion. Mr. Roth moved to pay Colliers Engineering \$3,225.00. Ms. Skoog seconded. The motion passed unanimously on a roll call vote.

Mr. Inscho advised that he is obtaining quotes for the garage to be built on the Belvidere property. The interior of the building will be done by our Operators and Mr. Inscho during the winter.

A safety meeting with the representative of the JIF, George Lewis was conducted. He advised that everything passed and we should be receiving the Certificate shortly.

He was advised by Mr. Lewis that there is a new licensing regulation that requires any employee to notify their employer and/or fund commissioner that they have a motor vehicle violation within 48 hours. This will be incorporated and adopted into our Personnel Policy.

Mr. Inscho indicated that he would like to do a walk-through tour of the Belvidere plant in September and have the engineer, Mr. Wilkinson, attend the meeting as well.

#### AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that she and Mr. Inscho attended the Belvidere Town Council meeting to discuss the potential of furthering of the two areas that currently do not have sewer service.

#### FINANCE

Mr. Accetturo moved that Resolution #24-21 (Certificate No. 459: \$81,091.38) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Roth seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #24-22 (Certificate No. 455: \$55,662.10) be approved to pay all bills from the Operating Fund, as presented. Ms. Skoog seconded. All in favor, motion passed.

#### UNFINISHED BUSINESS

There was no unfinished business.

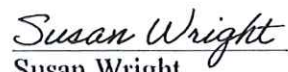
#### NEW BUSINESS

There was no new business.

#### PUBLIC COMMENT

There was no public comment.

As there was no more business to come before the Authority, Ms. Skoog moved for the meeting to be adjourned. The meeting was adjourned at 7:33 p.m.

  
Susan Wright  
Administrative Assistant



**RESOLUTION**

**RESOLUTION AUTHORIZING EMERGENCY CONTRACT WITH DEEGAN BROTHERS ROOFING TO PERFORM EMERGENCY REPAIR WORK ON THE ROOF FOR THE LABORATORY AT THE BELVIDERE PLANT PURSUANT TO N.J.S.A. 40A:11-6**

**WHEREAS**, the roof starting leaking into the laboratory area threatening critical equipment and machinery at the Belvidere Sewer Plant resulting in an emergency affecting the health and welfare of the public; and

**WHEREAS**, the Executive Director examined the roof and recommended the immediate repair to the roof; and

**WHEREAS**, an emergency contract was awarded to Deegan Brothers Roofing to perform this emergency repair work to the laboratory roof; and

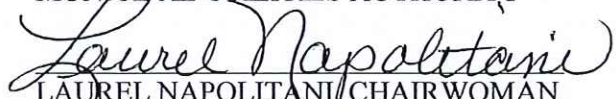
**WHEREAS**, the Local Public Contracts Law, N.J.S.A. 40A:11-6 provides that any contract may be negotiated and awarded without public advertising for bid and bidding therefore, notwithstanding the contract price will exceed the bid threshold, when an emergency affecting the public health, safety, and welfare requires the immediate performance of services; and

**WHEREAS**, the total cost of the emergency work is \$64,900 for Deegan Brothers Roofing services.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Warren County (Pequest River) Municipal Utilities Authority as follows:

1. The Board hereby authorizes the contract to Deegan Brothers Roofing in an amount of \$64,900 to perform the emergency repair work to the laboratory roof at the Belvidere Sewer Plan as outlined in its Proposal.
2. The contract is hereby awarded without competitive bidding as an emergency pursuant to N.J.S.A. 40A:11-6 of the Local Public Contracts Law.
3. A notice of this action shall be printed once in the official newspaper for the Warren County (Pequest River) Municipal Utilities Authority.
4. The Emergency Procurement Report shall be filed with the Director of the Division of Local Government Services within 30 days pursuant to N.J.S.A. 19:44A-20.12.

WARREN COUNTY PEQUEST RIVER  
MUNICIPAL UTILITIES AUTHORITY

  
LAUREL NAPOLITANI, CHAIRWOMAN


Dated: July 16, 2024

**RESOLUTION:**

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF JUNE, 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 459

Dated: July 16, 2024

Moved by: Mr. Accetturo

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 1

## CAPITAL IMPROVEMENT BILLS LIST

**Dated: July 16, 2024**

Deegan Bros. Roofing – Roof Replacement:	\$ 63,900.00
CP Engineers – Sludge Thickener:	\$ 10,294.43
CP Engineers – NPW Pumping System:	\$ 5,282.25
CP Engineers – Scum Pipe Improvements:	<u>\$ 1,614.70</u>
<i>Total</i>	<i>\$ 81,091.38</i>

PENTAMATION  
DATE: 07/08/2024  
TIME: 11:12:17

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 7/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22159	10101	07/08/24	315 DEEGAN BROTHERS ROOFING	19001	BELVIDERE ROOF REPLACEMENT	63,900.00
TOTAL FUND						63,900.00
TOTAL REPORT						63,900.00

PENTAMATION  
DATE: 07/10/2024  
TIME: 11:14:33

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 7/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22190	10101	07/16/24	CP ENGINEERS NJ, LLC	19002	206.021 SCUM PIPE IMPROV	1,614.70
22190	10101	07/16/24	CP ENGINEERS NJ, LLC	19002	206.022 SLUDGE THICKENER	10,294.43
22190	10101	07/16/24	CP ENGINEERS NJ, LLC	19002	206.023 NPW PUMPING SYS	5,282.25
TOTAL CHECK						17,191.38

TOTAL FUND

TOTAL REPORT

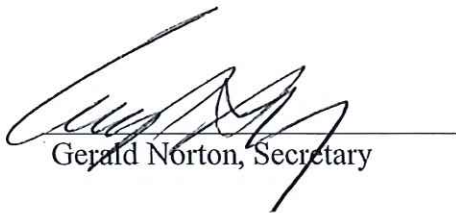
17,191.38  
17,191.38



**RESOLUTION:**

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

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of July 16, 2024, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2024 budget.



Gerald Norton, Secretary



Laurel Napolitani, Chairwoman

Certificate No. OP 455

Dated: July 16, 2024

Moved by: Mr. Accetturo

Seconded by: Ms. Skoog

Yes: 4

No: 0

Abstain: 0

Absent: 1

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

**Meeting: July 16, 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 #22150-22158:	06/26/24	\$1,507.68
Check #22160-22189:	07/15/24	<u>\$54,154.42</u>
	<i>Total:</i>	<i>\$55,662.10</i>

PENTAMATION  
DATE: 06/26/2024  
TIME: 10:54:08

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 6/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22150	10101	06/26/24	BRIGHTSPEED	5076	309373198	36.46
22150	10101	06/26/24	BRIGHTSPEED	5076	309801924	9.95
22150	10101	06/26/24	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.31
22151	10101	06/26/24	COMCAST	5076	8499052660035827	49.51
22151	10101	06/26/24	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					206.36
22152	10101	06/26/24	COMCAST	5076	8499052650021506	302.67
22153	10101	06/26/24	CRS, LLC	5029	4900	60.00
22153	10101	06/26/24	CRS, LLC	5029	4918	51.00
22153	10101	06/26/24	CRS, LLC	5029	4920	44.85
22153	10101	06/26/24	CRS, LLC	5029	4931	21.00
	TOTAL CHECK					176.85
22154	10101	06/26/24	CRS, LLC	5029	SUPPORT SERVICES	262.50
22155	10101	06/26/24	ELIZABETHTOWN GAS	5070	S.WATER ST PUMP STA	37.34
22156	10101	06/26/24	JCP&L	5071	FLOW METER	4.61
22157	10101	06/26/24	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	158.62
22158	10101	06/26/24	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	292.42
	TOTAL FUND					1,507.68
	TOTAL REPORT					1,507.68

PENTAMATION  
DATE: 07/10/2024  
TIME: 11:09:51

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 7/24

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22160	10101	07/15/24	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
22161	10101	07/15/24	28 ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
22162	10101	07/15/24	29 ADVANCE AUTO PARTS PROFES	5025	7425417031197	16.08
22163	10101	07/15/24	239 BRIGHTSPEED	5076	309480336	39.82
22163	10101	07/15/24	239 BRIGHTSPEED	5076	309538602	61.66
22163	10101	07/15/24	239 BRIGHTSPEED	5076	310189069	43.43
		TOTAL CHECK				144.91
22164	10101	07/15/24	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22165	10101	07/15/24	293 CP ENGINEERS NJ, LLC	5545	ENGINEERING PERMITS	696.00
22165	10101	07/15/24	293 CP ENGINEERS NJ, LLC	5545	GENERAL ENGINEERING	515.00
22165	10101	07/15/24	293 CP ENGINEERS NJ, LLC	5545	OPERATIONS CONSULTING	4,541.50
		TOTAL CHECK				5,752.50
22166	10101	07/15/24	294 CRISTAL ASSOCIATES, LLC	5030	BELV PAPER PRODUCTS	501.65
22166	10101	07/15/24	294 CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER PRODUCTS	283.10
22166	10101	07/15/24	294 CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER PRODUCTS	216.85
		TOTAL CHECK				1,001.60
22167	10101	07/15/24	295 CRS, LLC	5029	1 YR FIREWALL - BELV	675.00
22167	10101	07/15/24	295 CRS, LLC	5029	1 YR FIREWALL - OXF	675.00
		TOTAL CHECK				1,350.00
22168	10101	07/15/24	295 CRS, LLC	5029	DISPLAY PORT CABLE	33.98
22169	10101	07/15/24	539 FLORIO PERRUCCI STEINHARD	5027	JUNE LEGAL SERVICES	190.00
22170	10101	07/15/24	638 GLASCO UV LLC	5024	OXFORD ULTRAVIOLET LAMPS	2,339.89
22171	10101	07/15/24	935 JCP&L	5071	100003352968	227.71
22171	10101	07/15/24	935 JCP&L	5071	100004188262	5,756.19
22171	10101	07/15/24	935 JCP&L	5071	100004582811	4.65
22171	10101	07/15/24	935 JCP&L	5071	100004911044	5,373.17
22171	10101	07/15/24	935 JCP&L	5071	100004952337	276.32
22171	10101	07/15/24	935 JCP&L	5071	100005061898	66.60
22171	10101	07/15/24	935 JCP&L	5071	100005205917	662.78
		TOTAL CHECK				12,367.42
22172	10101	07/15/24	1215 MAIN POOL & CHEMICAL CO.,	5521	JUNE BILLING	4,160.10
22173	10101	07/15/24	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22174	10101	07/15/24	1340 NEW JERSEY AMERICAN WATER	5072	JUNE BILLING	23.52
22175	10101	07/15/24	1360 NISIVOCCIA LLP	5028	2023 AUDIT SERVICES	7,085.00
22176	10101	07/15/24	1387 NORTH EAST PARTS GROUP, L	5025	FHP POWERA	49.98
22177	10101	07/15/24	1388 NORTON, GERALD	5011	MONTHLY STIPEND	391.67
22178	10101	07/15/24	1396 O&M SOLUTIONS, LLC	5024	REPAIR TO ABS PUMP	4,206.00



PENTAMATION  
DATE: 07/10/2024  
TIME: 11:09:51

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 2  
VENCHK11  
ACCOUNTING PERIOD: 7/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22179	10101	07/15/24	ONE CALL CONCEPTS, INC.	5024	JUNE UTILITY LOCATE	28.60
22180	10101	07/15/24	OXFORD A-1 TIRE	5025	TPMS SENSOR	90.00
22181	10101	07/15/24	PACE ANALYTICAL SERVICES,	5509	247109646	368.50
22181	10101	07/15/24	PACE ANALYTICAL SERVICES,	5509	247112041	387.00
22181	10101	07/15/24	PACE ANALYTICAL SERVICES,	5509	247112062	368.50
22181	10101	07/15/24	PACE ANALYTICAL SERVICES,	5509	247112725	340.50
22181	10101	07/15/24	PACE ANALYTICAL SERVICES,	5509	247112726	387.00
	TOTAL CHECK					1,851.50
22182	10101	07/15/24	PASSAIC VALLEY SEWERAGE C	5079	JUNE SLUDGE DISPOSAL	4,179.00
22183	10101	07/15/24	RIGO GENERAL HARDWARE	5024	A237769	11.26
22183	10101	07/15/24	RIGO GENERAL HARDWARE	5024	A237899	11.98
	TOTAL CHECK					23.24
22184	10101	07/15/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
22185	10101	07/15/24	SANICO INC.	5024	JULY DUMPSTER FEE	301.80
22186	10101	07/15/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
22187	10101	07/15/24	SPECTRASERV INC	5079	JUNE SLUDGE HAUL	5,801.60
22188	10101	07/15/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	254.86
22189	10101	07/15/24	WILSON PRODUCTS	5024	JUNE BILLING	24.50
	TOTAL FUND					54,154.42
	TOTAL REPORT					54,154.42