

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES October 15, 2024

Chairwoman 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
Joseph Roth, Vice Chairperson
Angelo Accetturo, Treasurer
Gerald Norton, Secretary
Anne Marie Skoog – entered meeting at 7:00 p.m.

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.

Chairwoman Napolitani requested a moment of silence for Betty Wasser, the wife of Operator John Wasser and sister of Operator Russ Berger, who passed away last week.

MINUTES

Mr. Roth moved, and Mr. Norton seconded to approve the minutes of the September 17, 2024 regular meeting. All in favor, motion carried.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Memorandum dated October 2, 2024 from New Jersey Infrastructure Bank regarding information relative to the I-Bank.

Chairwoman Napolitani advised that she is moving the Service Area Updates to report first. This change will be made on all future Agendas.

SERVICE AREA UPDATES

Belvidere: Mr. Roth advised that the Kramm Warehouse project has no date yet.

Oxford: Mr. Norton advised that the application for the townhouse development is on their October agenda, which would be 122 townhouses and two apartment buildings.

White Twp.: Ms. Skoog advised that regarding the Apple Mountain Golf Course project, the sewer extension needs to be addressed with The Highlands as there are some issues. Mr. Tipton advised that he spoke with Paul Sterbenz concerning the fact that the septic failed and the property is in a dual district. This matter will be ongoing and updates will be provided.

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 provided the Board with an update of the capital improvement number for 2025. After reviewing and discussing the memorandum from Joe Mikulka of CP Engineers regarding the I-Bank Funding Plan for the Belvidere improvements, which was provided prior to the meeting, he will increase the capital budget amount to \$2,332,000.00 for the 2025 Authority Budget Resolution.

Mr. Roth moved to adopt Resolution #24-27 with the increased capital improvement amount. Ms. Skoog seconded. The motion passed unanimously on a roll call vote.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Mr. Inscho advised that there was an issue in White Township at Colby Court, wherein Roto Rooter was called in with their Jetter to resolve the issue. The Authority does have a Jetter; however, it is not in good condition. Mr. Inscho and the Operators have been in contact with an individual who is selling a portable Jetter for \$10,000.00. We will sell our 1984 Jetter truck on-line through NJ.gov. He would like permission to purchase the portable Jetter.

Ms. Skoog moved for the purchase of the portable Jetter for \$10,000.00. Mr. Roth seconded, all in favor, motion carried.

Mr. Inscho presented the Board with Resolution #24-28, renewal of our NJUA JIF membership and the authorization of the Risk Management Consultant's Agreement with Randall May of Otterstedt Insurance Agency.

Mr. Accetturo moved to approve the NJUA JIF membership renewal. Ms. Skoog seconded, all in favor, motion carried.

Mr. Inscho advised the Board that a spare pump was ordered for the Water Street Pump Station. We received a quote from Pumping Services, Inc. back in January of 2024 for \$24,179.00. They have indicated that they will honor that same price.

FINANCE

Mr. Norton moved that Resolution #24-29 (Certificate No. 458: \$39,677.61) be approved to pay all bills from the Operating Fund, as presented. Mr. Roth seconded. All in favor, motion passed.

Mr. Roth moved that Resolution #24-30 (Certificate No. 462: \$6,241.50) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. Skoog seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised the Board that Steve Donati provided her with a copy of our Service Rules and Resolution that indicates the Authority was formed in accordance with State statues and guidelines.

Chairwoman Napolitani and Mr. Inscho met with Mr. Donati regarding the concerns he has with the Beckett project. They determined that they would follow the same path the Authority took with the Jaindl project, which was to hire a special conflict attorney. Mr. Donati contacted that same attorney, Brad Carney of Maraziti Falcon, and provided him with the necessary background regarding the Beckett project. Mr. Carney provided the Authority with a proposal, wherein he would charge \$210.00 per hour. Chairwoman Napolitani requested a motion to hire Mr. Carney, if needed.

Mr. Accetturo moved to hire Mr. Carney as the special conflict attorney for the Authority regarding Beckett project. Mr. Norton seconded. The motion passed unanimously on a roll call vote.

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 7:37 p.m.

Susan Wright
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, 2024 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:

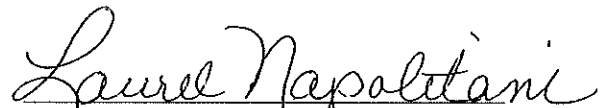
1. The Warren County (Pequest River) Municipal Utility Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages and operating procedures thereof as presently existing or as modified from time 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 15th day of October, 2024 by a vote of:

5 Affirmative
0 Negative



Gerald Norton, Secretary



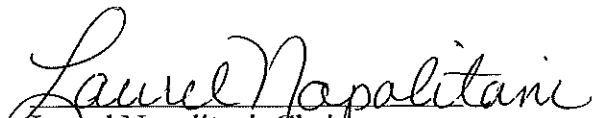
Laurel Napolitani, Chairwoman

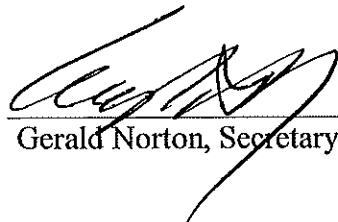
Dated: October 15, 2024

RESOLUTION:

**EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF SEPTEMBER & OCTOBER, 2024**

I HEREBY CERTIFY, that the bills listed on the attached Resolution of October 15, 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 458

Dated: October 15, 2024

Moved by: Mr. Norton

Seconded by: Mr. Roka

Yes: 5

No: 0

Abstain: 0

Absent: 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: October 15, 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 #22286-22292:	09/25/24	\$1,210.07
Check #22293-22325:	10/14/24	<u>\$38,677.61</u>
	<i>Total:</i>	\$39,887.68

PENTAMATION
 DATE: 09/25/2024
 TIME: 10:14:38

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 9/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22286	10101	09/25/24	ARAE NETWORK SOLUTIONS LL	5029	5930	51.00
22286	10101	09/25/24	ARAE NETWORK SOLUTIONS LL	5029	5931	21.00
22286	10101	09/25/24	ARAE NETWORK SOLUTIONS LL	5029	5932	60.00
22286	10101	09/25/24	ARAE NETWORK SOLUTIONS LL	5029	5933	44.85
	TOTAL CHECK					176.85
22287	10101	09/25/24	BRIGHTSPEED	5076	309373198	37.30
22287	10101	09/25/24	BRIGHTSPEED	5076	309801924	9.95
22287	10101	09/25/24	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					67.15
22288	10101	09/25/24	COMCAST	5076	8499052660035827	50.24
22288	10101	09/25/24	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					207.09
22289	10101	09/25/24	COMCAST	5076	8499052650021506	303.49
22290	10101	09/25/24	JCP&L	5071	FLOW METER	4.65
22291	10101	09/25/24	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	156.42
22292	10101	09/25/24	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	294.42
	TOTAL FUND					1,210.07
	TOTAL REPORT					1,210.07

PENTAMATION
 DATE: 10/10/2024
 TIME: 11:01:53

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHKII
 ACCOUNTING PERIOD: 10/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22293	10101	10/14/24	ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
22294	10101	10/14/24	ADVANCE AUTO PARTS PROFES	5025	7425426435359	18.71
22295	10101	10/14/24	ARAE NETWORK SOLUTIONS LL	5029	REMOTE SUPPORT	150.00
22296	10101	10/14/24	BRIGHTSPEED	5076	309480336	39.49
22296	10101	10/14/24	BRIGHTSPEED	5076	309538602	61.07
22296	10101	10/14/24	BRIGHTSPEED	5076	310189069	42.73
			TOTAL CHECK			143.29
22297	10101	10/14/24	C M AUTO PARTS	5025	709519	27.99
22297	10101	10/14/24	C M AUTO PARTS	5025	709773	26.18
			TOTAL CHECK			54.17
22298	10101	10/14/24	COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22299	10101	10/14/24	CP ENGINEERS NJ, LLC	5545	GENERAL ENGINEERING	618.00
22299	10101	10/14/24	CP ENGINEERS NJ, LLC	5545	I-BANK APPLICATION	3,002.50
			TOTAL CHECK			3,620.50
22300	10101	10/14/24	CRISTAL ASSOCIATES, LLC	5030	BELV PAPER SUPPLIES	296.35
22300	10101	10/14/24	CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER SUPPLIES	105.95
			TOTAL CHECK			402.30
22301	10101	10/14/24	EVERON, LLC	5026	FRNT DOOR SECURITY	20.00
22302	10101	10/14/24	FLORIO PERRUCCI STEINHARD	5027	SEPT LEGAL SERVICES	1,007.00
22303	10101	10/14/24	FRANK RYMON & SONS INC.	5025	42730	134.52
22303	10101	10/14/24	FRANK RYMON & SONS INC.	5025	42766	145.95
			TOTAL CHECK			280.47
22304	10101	10/14/24	JCP&L	5071	10003352968	194.91
22304	10101	10/14/24	JCP&L	5071	10004188262	5,799.73
22304	10101	10/14/24	JCP&L	5071	10004582811	4.65
22304	10101	10/14/24	JCP&L	5071	10004952337	383.52
22304	10101	10/14/24	JCP&L	5071	10005061898	84.98
22304	10101	10/14/24	JCP&L	5071	10005205917	598.13
			TOTAL CHECK			7,065.92
22305	10101	10/14/24	LICON LIGHTING & SUPPLY C	5024	LED FIXTURE	95.00
22306	10101	10/14/24	LIN SUPPLY INC.	5024	153170	966.50
22307	10101	10/14/24	MAIN POOL & CHEMICAL CO.,	5521	SEPTEMBER BILLING	7,396.20
22308	10101	10/14/24	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22309	10101	10/14/24	NEW JERSEY AMERICAN WATER	5072	SEPT WATER	21.33
22310	10101	10/14/24	NJWEA	5042	JW NJWEA RENEWAL	117.00
22311	10101	10/14/24	NORTON, GERALD	5011	MONTHLY STIPEND	391.67
22312	10101	10/14/24	ONE CALL CONCEPTS, INC.	5024	SEPT UTILITY LOCATE	11.44

PENTAMATION
 DATE: 10/10/2024
 TIME: 11:01:53

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 2
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 ACCOUNTING PERIOD: 10/24


FUND - MUA01 - MUN UTILITY AUTH GEN FUND

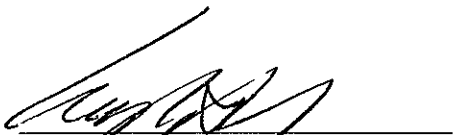
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22313	10101	10/14/24	PACE ANALYTICAL SERVICES,	5509	247118245	103.00
22313	10101	10/14/24	PACE ANALYTICAL SERVICES,	5509	247118247	387.00
22313	10101	10/14/24	PACE ANALYTICAL SERVICES,	5509	247118248	340.50
22313	10101	10/14/24	PACE ANALYTICAL SERVICES,	5509	247119495	328.00
22313	10101	10/14/24	PACE ANALYTICAL SERVICES,	5509	247119505	346.50
	TOTAL CHECK					1,505.00
22314	10101	10/14/24	PASSAIC VALLEY SEWERAGE C	5079	SEPT SLUDGE DISPOSAL	4,494.00
22315	10101	10/14/24	POSTMASTER BELVIDERE	5022	STAMPS	219.00
22316	10101	10/14/24	PUMPING SERVICES, INC.	5024	S WATER ST PUMP	1,057.60
22317	10101	10/14/24	RIGO GENERAL HARDWARE	5024	A241943	10.99
22317	10101	10/14/24	RIGO GENERAL HARDWARE	5024	A242146	18.18
	TOTAL CHECK					29.17
22318	10101	10/14/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
22319	10101	10/14/24	SANICO INC.	5024	OCT DUMPSTER FEE	301.80
22320	10101	10/14/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
22321	10101	10/14/24	SMITH TRACTOR & EQUIPMENT	5025	158833	9.64
22322	10101	10/14/24	SPECTRASERV INC	5079	SEPT SLUDGE HAUL	6,216.00
22323	10101	10/14/24	SUMMIT DOOR LLC	5024	GARAGE DOOR REPAIR	425.00
22324	10101	10/14/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	167.73
22325	10101	10/14/24	WILSON PRODUCTS	5024	SEPT BILLING	24.50
	TOTAL FUND					38,677.61
	TOTAL REPORT					38,677.61

RESOLUTION:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF SEPTEMBER, 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 462

Dated: October 15, 2024

Moved by: Mr. Roth

Seconded by: Ms. Skoog

Yes 5

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: October, 2024

CP Engineers – Sludge Thickener:	\$ 4,677.75
CP Engineers – Scum Pipe Improvements:	<u>\$ 1,563.75</u>
<i>Total</i>	<i>\$ 6,241.50</i>

PENTAMATION
DATE: 10/10/2024
TIME: 11:08:19

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 10/24

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22326	10101	10/15/24	CP ENGINEERS NJ, LLC	19002	206.021 SCUM PIPE IMPROV	1,563.75
22326	10101	10/15/24	CP ENGINEERS NJ, LLC	19002	206.022 SLUDGE THICKENER	4,677.75
TOTAL CHECK						6,241.50
TOTAL FUND						6,241.50
TOTAL REPORT						6,241.50