

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES March 19, 2024

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Chairperson Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:02 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 (entered at 7:05 p.m.)  
Angelo Accetturo, Treasurer  
Anne Skoog

Also, in attendance: Brian Tipton, Esq., Authority Legal Counsel; John Inscho, Executive Director; and Susan Wright, Administrative Assistant.

### MINUTES

Mr. Accetturo moved, and Ms. Skoog seconded to approve the minutes of the February 20, 2024 reorganization meeting, as presented. All in favor, motion passed.

Mr. Accetturo moved, and Mr. Roth seconded to approve the minutes of the February 20, 2024 regular meeting, as presented. All in favor, motion passed.

### ENGINEER'S REPORT

Mr. Donati and Mr. Wilkinson were not in attendance; however, their report was included in the agenda packets and reviewed. There were no questions or comments.

### GENERAL COUNSEL'S REPORT

Mr. Tipton addressed with the Board a topic that was brought up a few months prior concerning communication and coordination amongst the participating municipalities and other interested parties. He provided the Board with a Slate Belt Plan that he had received. The Board had a discussion to schedule a Special Meeting with representatives from each municipality and the County to discuss future growth and developments.

Mr. Accetturo advised the Board that when it comes to the Public Notices, etc., that are included in their agenda packets, the Board needs to be more proactive in deciding whether or not it is something worth looking into further.

## CFO'S REPORT

Mr. Francisco could not attend the meeting; however, he provided the Board with the monthly financial report along with the Highlights that Chairwoman Napolitani went through with the Board.

## CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Letter dated February 20, 2024, from Kim Francisco (CFO) to various banks and financial institutions, enclosing our Cash Management Plan for 2024.
2. Letter dated February 29, 2024, from Susan Wright to NJ Department of the Treasury, Contract Compliance Audit Unit, EEO Monitoring Program, submitting PACO Resolution.
3. Letter dated March 1, 2024, from Michele Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, Oxford STP Laboratory Manager, regarding renewal applications for FY2025 NJ Environmental Laboratory Certification Program.
4. Letter dated March 1, 2024, from Michele Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, Belvidere STP Laboratory Manager, regarding renewal applications for FY2025 NJ Environmental Laboratory Certification Program.

## EXECUTIVE DIRECTOR

Mr. Inscho advised that both plants are running well.

The annual JIF inspection was conducted on March 19, 2024 and we received a 97% rating.

Belvidere inspector finalized the generator project at the Water Street Pump Station.

Rehabilitation of the Clarifier Scum Tipping Pipes: Mr. Inscho advised the Board that he received an estimate from Mr. Donati. It will be approximately 90 hours of engineering with a total budgetary fee of \$24,000.00. He recommends that the Board authorize the project to begin. Ms. Skoog moved to approve the rehabilitation and automation of the skimming tipping pipes not to exceed \$24,000.00, and Mr. Norton seconded. All in favor, motion passed.

Engineer Cliff Wilkinson will be attending one of our future meetings to introduce himself and answer any questions the Board may have.

Mr. Inscho and Mr. Wilkinson went over the 5-year capital plan.

Mr. Inscho advised the Board that the County has provided us, at no cost, with two (2) new desktop computers for Ms. Wright and himself.

Belvidere received the 2009 Ford Focus from the County for one dollar.

FINANCE

Mr. Accetturo moved that Resolution #24-11 (Certificate No. 451: \$64,595.76) be approved to pay all bills from the Operating Fund, as presented. Mr. Roth seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised the Board that she and Mr. Inscho starting to look into employee performance review forms. They are also reviewing the appropriate titles for the operators.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

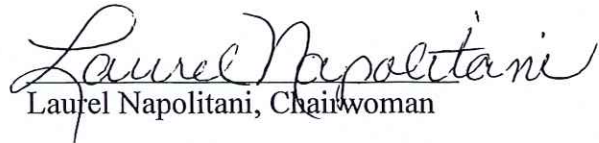
There was no public comment.

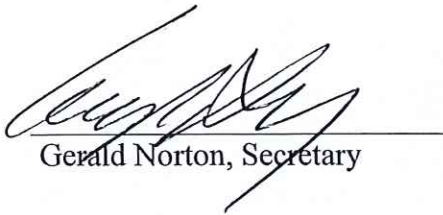
As there was no more business to come before the Authority, Mr. Roth moved for the meeting to be adjourned. The meeting was adjourned at 7:40 p.m.

*Susan Wright*  
Susan Wright  
Administrative Assistant

**RESOLUTION RE:** EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF FEBRUARY & MARCH, 2024

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of March 19, 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 451

Dated: March 19, 2024

Moved by: Mr. Accetturo

Seconded by: Mr. Roth

Yes: 5

No: 0

Abstain: 0

Absent: 0



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

**Meeting: March 19, 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 #21969-21979:	02/23/24	\$2,394.89
Check #21980-22015:	03/18/24	<u>\$62,200.87</u>
	<i>Total:</i>	\$64,595.76

PENTAMATION  
 DATE: 02/23/2024  
 TIME: 11:35:16

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 2/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21969	10101	02/23/24	BRIGHTSPEED	5076	309373198	36.61
21969	10101	02/23/24	BRIGHTSPEED	5076	309801924	9.95
21969	10101	02/23/24	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.46
21970	10101	02/23/24	COMCAST	5076	8499052660035827	48.98
21970	10101	02/23/24	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					205.83
21971	10101	02/23/24	COMCAST	5076	8499052650021506	378.67
21972	10101	02/23/24	CRS, LLC	5029	4554	60.00
21972	10101	02/23/24	CRS, LLC	5029	4555	51.00
21972	10101	02/23/24	CRS, LLC	5029	4558	21.00
21972	10101	02/23/24	CRS, LLC	5029	4574	44.85
	TOTAL CHECK					176.85
21973	10101	02/23/24	CRS, LLC	5029	REMOTE SUPPRT SERVICE	112.50
21974	10101	02/23/24	JCP&L	5071	FLOW METER	4.09
21975	10101	02/23/24	NJWEA	5042	J.WASSER PWO MEMBER	117.00
21975	10101	02/23/24	NJWEA	5042	J.WASSER WORKSHOP	145.00
21975	10101	02/23/24	NJWEA	5042	R.BERGER WORKSHOP	145.00
	TOTAL CHECK					407.00
21976	10101	02/23/24	RICOH USA, INC.	5026	COPIER LEASE	322.55
21977	10101	02/23/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	277.07
21978	10101	02/23/24	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	150.67
21979	10101	02/23/24	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	293.20
	TOTAL FUND					2,394.89
	TOTAL REPORT					2,394.89

PENTAMATION  
 DATE: 03/13/2024  
 TIME: 10:39:38

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 3/24

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22000	10101	03/18/24	NJ ADVANCE MEDIA	5021	AD#0010833269	44.88
22000	10101	03/18/24	NJ ADVANCE MEDIA	5021	AD#0010833274	37.40
22000	10101	03/18/24	NJ ADVANCE MEDIA	5021	AD#0010833278	40.12
	TOTAL CHECK					504.72
22001	10101	03/18/24	NORTON, GERALD	5011	MONTHLY STIPEND	391.66
22002	10101	03/18/24	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	248.68
22003	10101	03/18/24	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE FEB	11.44
22004	10101	03/18/24	PACE ANALYTICAL SERVICES,	5509	2402429-71	605.50
22004	10101	03/18/24	PACE ANALYTICAL SERVICES,	5509	2402436-71	652.00
22004	10101	03/18/24	PACE ANALYTICAL SERVICES,	5509	2402438-71	70.50
22004	10101	03/18/24	PACE ANALYTICAL SERVICES,	5509	2403651-71	387.00
22004	10101	03/18/24	PACE ANALYTICAL SERVICES,	5509	2403663-71	340.50
	TOTAL CHECK					2,055.50
22005	10101	03/18/24	PASSAIC VALLEY SEWERAGE C	5079	FEB SLUDGE DISPOSAL	3,885.00
22006	10101	03/18/24	REINER PUMP SYSTEMS, INC.	5024	SULZER PUMPS OXFORD	6,031.00
22007	10101	03/18/24	RIGO GENERAL HARDWARE	5024	A232692	26.78
22007	10101	03/18/24	RIGO GENERAL HARDWARE	5024	A232848	27.44
22007	10101	03/18/24	RIGO GENERAL HARDWARE	5024	A232914	23.49
22007	10101	03/18/24	RIGO GENERAL HARDWARE	5024	A233325	18.73
	TOTAL CHECK					96.44
22008	10101	03/18/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.66
22009	10101	03/18/24	SANICO INC.	5024	MARCH DUMPSTER FEE	301.80
22010	10101	03/18/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.34
22011	10101	03/18/24	SPECTRASERV INC	5079	SLUDGE HAUL FEB	5,387.20
22012	10101	03/18/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	186.80
22013	10101	03/18/24	TREASURER - STATE OF NJ	5049	ANNUAL LAB CERT OXF	835.00
22014	10101	03/18/24	TREASURER - STATE OF NJ	5049	ANNUAL LAB CERT BELV	835.00
22015	10101	03/18/24	WILSON PRODUCTS	5024	ACETYLENE/OXYGEN CYLN	155.00
22015	10101	03/18/24	WILSON PRODUCTS	5024	OXYGEN CYL & HAZMAT	62.15
22015	10101	03/18/24	WILSON PRODUCTS	5024	FEBRUARY BILLING	24.00
	TOTAL CHECK					241.15
	TOTAL FUND					62,200.87
	TOTAL REPORT					62,200.87



PENTAMATION  
 DATE: 03/13/2024  
 TIME: 10:39:38

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 VENCHK11  
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FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21980	10101	03/18/24	ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.66
21981	10101	03/18/24	ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
21982	10101	03/18/24	AMERICAS	5070	PROPANE BELVIDERE	419.72
21983	10101	03/18/24	BILL HODGE ELECTRICAL CON	5024	WCMUA231220	294.34
21983	10101	03/18/24	BILL HODGE ELECTRICAL CON	5024	WCMUA240102	2,791.08
21983	10101	03/18/24	BILL HODGE ELECTRICAL CON	5024	WCMUA240124	294.34
			TOTAL CHECK			3,379.76
21984	10101	03/18/24	BRIGHTSPEED	5076	309480336	37.16
21984	10101	03/18/24	BRIGHTSPEED	5076	309538602	60.90
21984	10101	03/18/24	BRIGHTSPEED	5076	310189069	43.55
			TOTAL CHECK			141.61
21985	10101	03/18/24	CENTRAL JERSEY EQUIPMENT	5024	LEVER	15.58
21986	10101	03/18/24	COLLIERS ENGINEERING & DE	5545	GENERAL ENGINEERING	1,875.00
21987	10101	03/18/24	COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
21988	10101	03/18/24	CRISTAL ASSOCIATES, LLC	5030	PAPER PRODUCTS OXF	137.50
21989	10101	03/18/24	CRS, LLC	5029	WI-FI CLOUD SUBSCRIPT	252.00
21990	10101	03/18/24	DELAWARE RIVER BASIN COMM	5049	BELV. DRBC RENEWAL	749.00
21991	10101	03/18/24	DELAWARE RIVER BASIN COMM	5049	OXFORD DRBC RENEWAL	749.00
21992	10101	03/18/24	FASTENAL COMPANY	5024	TRANSFORMER BELV.	213.22
21993	10101	03/18/24	FLORIO PERRUCCI STEINHARD	5027	FEB LEGAL SERVICES	475.00
21994	10101	03/18/24	GLASCO UV LLC	5024	UV SYSTEM ONSITE SERVICE	937.50
21995	10101	03/18/24	JCP&L	5071	100003352968	226.95
21995	10101	03/18/24	JCP&L	5071	100004188262	8,581.62
21995	10101	03/18/24	JCP&L	5071	100004582811	4.09
21995	10101	03/18/24	JCP&L	5071	100004911044	11,475.17
21995	10101	03/18/24	JCP&L	5071	10000492337	386.86
21995	10101	03/18/24	JCP&L	5071	100005061898	136.23
21995	10101	03/18/24	JCP&L	5071	100005205917	997.49
			TOTAL CHECK			21,808.41
21996	10101	03/18/24	MAIN POOL & CHEMICAL CO.,	5521	FEBRUARY BILLING	5,526.85
21997	10101	03/18/24	MILLER ENERGY, INC.	5024	SERVICE CONTRACT	2,000.00
21998	10101	03/18/24	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21999	10101	03/18/24	NEW JERSEY AMERICAN WATER	5072	FEBRUARY WATER	22.67
22000	10101	03/18/24	NJ ADVANCE MEDIA	5021	AD#0010833243	104.06
22000	10101	03/18/24	NJ ADVANCE MEDIA	5021	AD#0010833246	110.94
22000	10101	03/18/24	NJ ADVANCE MEDIA	5021	AD#0010833253	167.32