

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES June 17, 2025

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 5:58 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
Gerald Norton, Secretary
Angelo Accetturo, Treasurer
Anne Marie Skoog

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

MINUTES

Mr. Accetturo moved, and Mr. Roth seconded to approve the minutes of the May 20, 2025 regular meeting, as presented. All in favor, motion passed.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Notice of Hearing from Belvidere Planning Board, to determine whether a study area meets the criteria for a non-condemnation area in need of redevelopment in accordance with the New Jersey Local Redevelopment and Housing Law.
2. Letter dated June 3, 2025 from Michele M. Potter, Manager, DEP advising that the 2026 laboratory certification renewal application was processed and a Certificate and Annual Certified Parameter List was provided for the Belvidere Wastewater Treatment Plant.
3. Letter dated June 3, 2025 from Michele M. Potter, Manager, DEP advising that the 2026 laboratory certification renewal application was processed and a Certificate and Annual Certified Parameter List was provided for the Oxford Wastewater Treatment Plant.
4. Memorandum from Alex Lazorisak, County Administrator dated June 12, 2025 to Department/Division Heads and Constitutional Officers advising that the meetings of July 9, 2025 and August 27, 2025 have been cancelled.

SERVICE AREA UPDATES

Belvidere: A recommendation was approved by the Planning Board to forward to Town Council for the redevelopment of the BASF property.

Oxford: Mr. Norton advised they closed on the 122-townhouse project.

White Twp.: Ms. Skoog had nothing new 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 advised that we did receive the second quarter payment from Warren Haven on June 2, 2025. Ms. Wright sent them an invoice for interest for the late payment, which has not been paid as of the date of the meeting. Windtryst, who were also sent an invoice for interest, did provide their interest payment.

Mr. Francisco summarized the monthly financial report.

FINANCE

Mr. Accetturo moved that Resolution #25-25 be approved to pay all bills from the Operating Funds (Certificate No. OP 466: \$66,610.46). Ms. Skoog seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #25-26 be approved to pay all bills from the Capital Improvement Funds (Certificate No. CI 470: \$21,858.25). Mr. Norton seconded. All in favor, motion passed.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Mr. Inscho advised the Board that the I-Bank application is listed as completed. He is just waiting for TWA to make the final decision.

There is a leaking generator at the Oxford plant. Mr. Inscho received a quote of \$19,000.00 to replace it. He will contact Bill Hodge and try to repair it rather than replace it.

Regarding AllMax, which provides record keeping and maintenance tracking to maintain the Authority's equipment, the DMRs will now be calculated by the AllMax software providing 100% accuracy.

Mr. Inscho advised that the State is changing how they rate the plants. Steve Dontai came out on today's date and went over everything and it looks like our plants are close to an S3 license; however, with the grit chambers not working correctly, we fall short by one point. We would like to remain as S2. We will see what happens next year.

As for the Water Street Pump Station, the temporary meter that is there needs to be replaced. Mr. Donati will be providing a quote for some improvements. We should have it by next month's meeting.

The floor was poured into the new garage at the Belvidere plant. It will be sealed soon and then Bill Hodge will come to install the power.

Ms. Skoog inquired about the ongoing concerns regarding Brookfield that Mr. Inscho advised the Board of previously. Mr. Inscho will meet with Mr. Tipton and Mr. Sterbenz to discuss the matter. Mr. Tipton advised that White Township received an email from Brookfield residents requesting more information as to the amount of flow for Brookfield, Brookfield Glen and Mira Vie.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani had nothing to report.

UNFINISHED BUSINESS

There was no unfinished business.

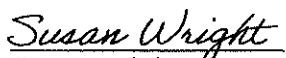
NEW BUSINESS

There was no new business.

PUBLIC COMMENT

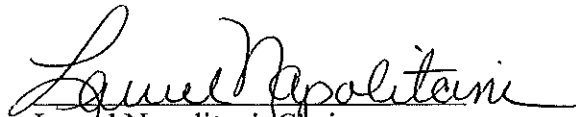
There was no public comment.

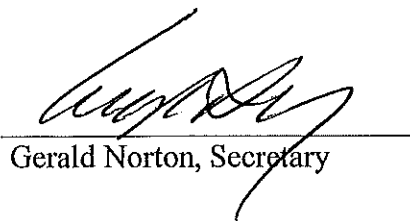
As there was no more business to come before the Authority, Mr. Accetturo moved for the meeting to be adjourned. The meeting was adjourned at 6:13 p.m.


Susan Wright
Administrative Assistant

RESOLUTION: EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF MAY & JUNE 2025

I HEREBY CERTIFY that the bills listed on the attached Resolution of June 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 466

Dated: June 17, 2025

Moved by: Mr. Aceturo

Seconded by: Ms. Skoog

Yes: 5

No: 0

Abstain: 0

Absent: 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: June 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 #22651-22663:	05/28/25	\$11,658.10
Check #22664-22689:	06/16/25	<u>\$54,952.36</u>
	<i>Total:</i>	<i>\$66,610.46</i>

PENTAMATION
DATE: 05/28/2025
TIME: 11:24:01

PAGE NUMBER: 1
VENCHKILL
ACCOUNTING PERIOD: 5/25

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT	
22651	10101	05/28/25	78	ARAE NETWORK SOLUTIONS LL	5029	365 APPS FOR BUSINESS	44.85
22651	10101	05/28/25	78	ARAE NETWORK SOLUTIONS LL	5029	MANAGE SERVICE SUITE	80.00
22651	10101	05/28/25	78	ARAE NETWORK SOLUTIONS LL	5029	SECURE CLOUD BCKUP	51.00
22651	10101	05/28/25	78	ARAE NETWORK SOLUTIONS LL	5029	WIFI CLOUD	21.00
	TOTAL CHECK					196.85	
22652	10101	05/28/25	239	BRIGHTSPEED	5076	309801924	29.85
22652	10101	05/28/25	239	BRIGHTSPEED	5076	310260175	59.70
	TOTAL CHECK					89.55	
22653	10101	05/28/25	273	COMCAST	5076	8499052660035827	55.15
22653	10101	05/28/25	273	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					212.00	
22654	10101	05/28/25	273	COMCAST	5076	8499052650021506	303.51
22655	10101	05/28/25	460	ELIZABETHTOWN GAS	5070	S WATER ST PUMP STAT	124.12
22656	10101	05/28/25	935	JCP&L	5071	FLOW METER	4.65
22657	10101	05/28/25	1370	NJ ADVANCE MEDIA	5021	AD#0010987546	89.22
22658	10101	05/28/25	1420	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	99.97
22659	10101	05/28/25	840	RICOH USA, INC.	5026	COPIER LEASE	340.29
22660	10101	05/28/25	1985	TREASURER - STATE OF NJ	5049	BEL NJPDES ANNUAL FEE	5,051.38
22661	10101	05/28/25	1985	TREASURER - STATE OF NJ	5049	OXF NJPDES ANNUAL FEE	4,666.36
22662	10101	05/28/25	2140	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	178.32
22663	10101	05/28/25	2145	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	301.88
	TOTAL FUND					11,658.10	
	TOTAL REPORT					11,658.10	

PENTAMATION
DATE: 06/12/2025
TIME: 11:11:41

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 6/25

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22664	10101	06/16/25	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.66
22665	10101	06/16/25	78 ARAE NETWORK SOLUTIONS LL	5029	FIREWALL RENEWAL	1,350.00
22666	10101	06/16/25	239 BRIGHTSPEED	5076	309538602	61.31
22666	10101	06/16/25	239 BRIGHTSPEED	5076	310189069	41.67
	TOTAL CHECK					102.98
22667	10101	06/16/25	206 C M AUTO PARTS	5025	718722	13.99
22667	10101	06/16/25	206 C M AUTO PARTS	5025	718723	130.99
22667	10101	06/16/25	206 C M AUTO PARTS	5025	719382	14.38
22667	10101	06/16/25	206 C M AUTO PARTS	5025	719736	4.69
	TOTAL CHECK					164.05
22668	10101	06/16/25	287 COUNTY OF WARREN	5092	MEDICAL INSURANCE	3,752.28
22668	10101	06/16/25	287 COUNTY OF WARREN	5092	MEDICAL INSURANCE	8,254.63
	TOTAL CHECK					12,006.91
22669	10101	06/16/25	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22670	10101	06/16/25	293 CP ENGINEERS NJ, LLC	5545	GENRL AUTHORITY BUSINESS	318.00
22671	10101	06/16/25	482 EVERON, LLC	5026	FRONT DOOR SECURITY	20.00
22672	10101	06/16/25	530 FIRE FIGHTERS EQUIPMENT C	5024	OXF ANNUAL INSPECT	1,067.00
22673	10101	06/16/25	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES MAY	640.00
22674	10101	06/16/25	598 GANNETT NEW YORK-NEW JERS	5021	LEGAL NOTICE	203.75
22675	10101	06/16/25	935 JCP&L	5071	100003352968	244.62
22675	10101	06/16/25	935 JCP&L	5071	100004188262	6,679.30
22675	10101	06/16/25	935 JCP&L	5071	100004382811	4.65
22675	10101	06/16/25	935 JCP&L	5071	100004911044	8,009.68
22675	10101	06/16/25	935 JCP&L	5071	100004952337	432.26
22675	10101	06/16/25	935 JCP&L	5071	100005061898	86.01
22675	10101	06/16/25	935 JCP&L	5071	100005205917	780.98
	TOTAL CHECK					16,237.50
22676	10101	06/16/25	1075 KUSTOM CONTROL SOLUTIONS	5024	OXF UPS REPLACEMENT	2,242.50
22677	10101	06/16/25	1215 MAIN POOL & CHEMICAL CO.,	5521	MAY INVOICES	4,380.60
22678	10101	06/16/25	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22679	10101	06/16/25	1340 NEW JERSEY AMERICAN WATER	5072	MAY WATER	23.51
22680	10101	06/16/25	1388 NORTON, GERALD	5011	MONTHLY STIPEND	391.66
22681	10101	06/16/25	1440 ONE CALL CONCEPTS, INC.	5024	MAY UTILITY LOCATE	15.20
22682	10101	06/16/25	1343 PACE ANALYTICAL SERVICES,	5509	257112389	108.00
22682	10101	06/16/25	1343 PACE ANALYTICAL SERVICES,	5509	257112390	120.00
22682	10101	06/16/25	1343 PACE ANALYTICAL SERVICES,	5509	257112391	120.00
22682	10101	06/16/25	1343 PACE ANALYTICAL SERVICES,	5509	257114116	345.50
22682	10101	06/16/25	1343 PACE ANALYTICAL SERVICES,	5509	257114178	392.00

PENTAMATION
DATE: 06/12/2025
TIME: 11:11:41

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 2
VENCHKILL
ACCOUNTING PERIOD: 6/25

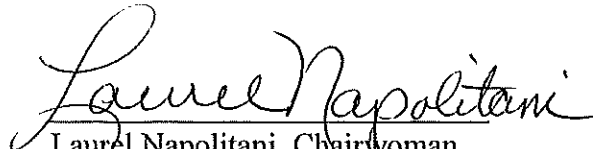
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

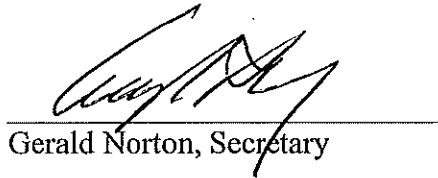
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
TOTAL CHECK						
22683	10101	06/16/25	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL MAY	1,085.50
22684	10101	06/16/25	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	3,906.00
22685	10101	06/16/25	SANICO INC.	5024	JUNE DUMPSTER FEE	391.66
22686	10101	06/16/25	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	301.80
22687	10101	06/16/25	SPECTRASERV INC	5079	MONTHLY STIPEND	233.34
22688	10101	06/16/25	WILSON PRODUCTS	5024	SLUDGE HAUL MAY	7,462.00
22689	10101	06/16/25	WRIGHT, SUSAN	10300	MAY BILLING	24.50
22689	10101	06/16/25	WRIGHT, SUSAN	5710	INCREASE PETTY CASH	300.00
TOTAL CHECK						
						242.24
						542.24
TOTAL FUND						54,952.36
TOTAL REPORT						54,952.36

#25-26

RESOLUTION: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND
FOR THE MONTH OF MAY 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 470

Dated: June 17, 2025

Moved by: Mr. Acuttaro

Seconded by: Mr. Norton

Yes 5

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: June 17, 2025

CP Engineers – Sludge Thickener:	\$ 7,786.00
O&M Solutions – New Pump (Oxford):	<u>\$ 14,072.25</u>
<i>Total</i>	<i>\$ 21,858.25</i>

PENTAWATION
DATE: 06/12/2025
TIME: 11:22:22

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 6/25

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22690	10101	06/17/25	293 CP ENGINEERS NJ, LLC	19002	BELV SLUDGE THICKENER	7,786.00
22691	10101	06/17/25	1396 O&M SOLUTIONS, LLC	19002	NEW SULZER PUMP (OXFORD)	14,072.25
TOTAL FUND						21,858.25
TOTAL REPORT						21,858.25