

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES

**January 21, 2025**

---

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:00 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 Skoog (entered at 7:01 p.m.)

Gerald Norton, Secretary – Absent

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

Chairwoman Napolitani led everyone in the Pledge of Allegiance and read the Introductory Statement.

### MINUTES

Mr. Roth moved, and Mr. Accetturo seconded to approve the minutes of the December 17, 2024 Annual Public Rate Hearing, as presented. All in favor, motion passed.

Ms. Skoog moved, and Mr. Roth seconded to approve the minutes of the December 17, 2024 regular meeting, as presented. All in favor, motion passed.

### CORRESPONDENCE

Chairwoman Napolitani recapped the correspondence listed below:

1. Memo dated December 30, 2024, from NJUA JIF to all Member Authorities attaching the approved 2025 budget of the NJUA JIF.
2. Memorandum dated January 2, 2025, from Warren County Administrator, Alex Lazorisak, to various department heads, boards, commissioners and committees, enclosing reorganization meeting resolutions.
3. Letter dated January 2, 2025 from Karen Read, Senior Account Manager of the NJUA JIF advising of the annual reorganization meeting to be held on January 22, 2025.

4. Notice from Lavery, Selvaggi & Cohen, Attorneys for Belvidere Holdings, LLC, for preliminary and final site plan approvals and use variance relief to use the existing commercial building for a car leasing and sales company situate on property known as Block 7, Lot 9 located at 401 Water Street in the Town of Belvidere, County of Warren.

#### SERVICE AREA UPDATES

**Belvidere:** Mr. Roth advised that due to the increase in the sewer rates, a note will be included to Belvidere residents with their sewer bill, explaining that the increase is mostly due to the heightened flow during the rainy season and also, advising that pumping their flood waters into the sewer system needs to stop.

**Oxford:** Mr. Norton was not in attendance.

**White Twp.:** Ms. Skoog advised the closing on the golf course did go through.

Ms. Skoog was asked to find out about the Resolution that was provided to White Township regarding the Authority's capital improvements, as they have never been presented with this type of resolution in the past. Mr. Inscho explained that the resolution is necessary due to the Authority going through the I-Bank process to fund our capital improvements.

#### 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 advised that our 2025 Budget has been approved.

Mr. Francisco requested a motion to approve Resolution #25-01, terminating our participation in the State's Employee Health Benefit Plan and to enroll us into the County's self insurance plan, which was included in the agenda packet. Ms. Skoog moved to approve said motion. Mr. Roth seconded. All in favor, motion passed.

#### FINANCE

Mr. Roth moved that Resolution #25-02 be approved to pay all bills from the Operating Funds (Certificate No. OP 461: \$86,966.50). Ms. Skoog seconded. All in favor, motion passed.

Ms. Skoog moved that Resolution #25-03 be approved to pay all bills from the Capital Improvement Funds (Certificate No. CI 465: \$61,627.13). Mr. Roth seconded. All in favor, motion passed.

## GENERAL COUNSEL'S REPORT

Mr. Tipton was not in attendance.

## EXECUTIVE DIRECTOR

Mr. Inscho advised that the actuators were installed and are working great. He explained that the electrician wired all the way to the top so that if and when we decide to install more actuators, everything is ready.

Mr. Inscho advised that there was an issue with the mechanical screen in Belvidere, which was caused by blankets, towels, etc. coming from the jail. He spoke with the new warden, who advised that he will be taking care of the issue.

There was a blockage in the pipe at Warren Haven #1, so the operators went out there with our new Jetter and advised that it worked very well.

The garage at the Belvidere plant is done. Mr. Inscho will be obtaining quotes to pour the concrete come spring.

Mr. Inscho advised that the four-wheel drive in the front-end bucket tractor in Oxford broke. Then operators tried to fix it and then the one cylinder went down. He received three quotes for a new tractor. Smith Tractor & Equipment provided a quote for \$26,511.00 minus a trade in amount for the old tractor in the amount of \$7,311.00, for a total sales price of \$19,200.00. He requested a motion to authorize the purchase of the new Mahindra diesel tractor for \$19,200.00. Mr. Roth moved to authorize the tractor purchase. Ms. Skoog seconded. All in favor, motion passed.

Mr. Inscho advised that Cliff Wilkinson will be retiring from CP Engineers on January 30<sup>th</sup>.

## AUTHORITY CHAIRWOMAN

Chairwoman Napolitani summarized her year in review memorandum that was included in the agenda packets.

In addition, she discussed the job description for Operator D. Berger that was also included in the agenda packets. Since this is a new position, it is necessary to include this language in our personnel policy. She requested a motion to incorporate the description in our personnel policy. Ms. Skoog moved to approve said job description. Mr. Accetturo seconded. All in favor, motion passed.

Chairwoman Napolitani advised Ms. Wright to reach out to Attorney Marcon to finalize our personnel policy, even though we do not have specific language regarding the motor vehicle insurance, wherein if one of the Operators, who are covered under our policy while operating our vehicles, receives a traffic summons, either on the job or personally, they are to report said violation to Ms. Wright within 48 hours of receiving the same.

Chairwoman Napolitani and Mr. Inscho discussed the outstanding invoice from our special conflict counsel, Brad Carney. They would like to pay his invoice from our legal expenses rather than the Becrett escrow fund. Mr. Inscho advised that Mr. Carney will review and revise his current bill and provide us with an updated one shortly. Mr. Inscho also recommended to the Board that if Becrett should dig the hole, the Authority should install the 4" pipe up the road and pay for it and then get reimbursed.

Chairwoman Napolitani requested that Ms. Skoog speak with White Township (clerk), to look into providing the exhibits that should have been attached to the Maintenance Agreement, which was requested by Mr. Carney.

#### 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. Accetturo moved for the meeting to be adjourned. The meeting was adjourned at 7:33 p.m.

Susan Wright  
Susan Wright  
Administrative Assistant



State Health Benefits Program (SHBP)  
School Employees' Health Benefits Program (SEHBP)  
**RESOLUTION**

#25-01

**A Resolution to Terminate All Participation Under the SHBP and SEHBP (Including Prescription Drug Plan and/or Dental Plan Coverage).**

**BE IT RESOLVED:**

1. The Warren County Municipal Utilities Authority 023301000  
*Corporate Name of Employer* *SHBP/SEHBP Employer Location Number*  
hereby resolves to terminate its participation in the Program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the SHBP and/or SEHBP (N.J.S.A. 52:14-17.25 et seq.) for all its active and retired employees.
2. We shall notify all active employees of the date of their termination of coverage under the Program.
3. We understand that the New Jersey Division of Pensions & Benefits (NJDPB) will notify retired employees of the cancellation of their coverage.
4. We understand that all COBRA participants will be notified by the NJDPB and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.
5. We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees' Health Benefits Commission.

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

<u>Warren County Municipal Utilities Authority</u>		<u>01 / 21 / 2025</u>	
<i>Corporate Name of Employer</i>		<i>mm dd yyyy</i>	
<u>199 Foul Rift Road</u>	<u>Belvidere</u>	<u>NJ</u>	<u>07823</u>
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<u>(908)</u>	<u>475-5412</u>		
<i>Area Code</i>	<i>Telephone Number</i>		
<u>Gerald Norton, Signature</u>		<u>Secretary</u>	
<i>Signature</i>		<i>Official Title</i>	
<u>6</u>	<u>22-2235427</u>		
<i>Number of Employees</i>	<i>Employer's State Employer Identification Number (EIN)</i>		

Please complete page 2 of this form.



State Health Benefits Program (SHBP)  
School Employees' Health Benefits Program (SEHBP)  
**RESOLUTION**

Please complete and comply with the following:

Type of funding method with the new contract:

- ☐ Conventionally insured \_\_\_\_\_
- ☐ Minimum premium \_\_\_\_\_
- ☒ Administrative Services Only (ASO) \_\_\_\_\_
- ☐ Other (please list) \_\_\_\_\_  
\_\_\_\_\_
- ☒ New Health Carrier Horizon Blue Cross Blue Shield
- ☒ New Prescription Drug Carrier CVS Caremark
- ☒ New Dental Plan Carrier Delta Dental
- ☒ Reason for termination from the SHBP/SEHBP Significant cost savings. We are moving to  
the Warren County Self Insurance Plan.  
\_\_\_\_\_  
\_\_\_\_\_

In accordance with N.J.S.A. 18A:16-21 and 40A:10-25, you must file a copy of your new contract with the State Health Benefits Commission or School Employees' Health Benefits Commission. Please submit a copy of the new contract with this completed resolution.

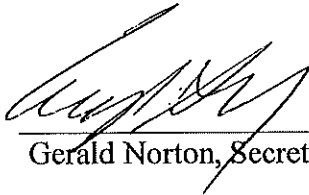
Mail Completed Resolution to: New Jersey Division of Pensions & Benefits  
Health Benefits Bureau  
P.O. Box 299  
Trenton, NJ 08625-0299

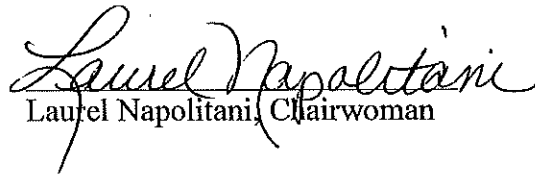
#25-02

**RESOLUTION:**

EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF DECEMBER, 2024 & JANUARY, 2025

I HEREBY CERTIFY, that the bills listed on the attached Resolution of January 21, 2025, 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 461

Dated: January 21, 2025

Moved by: Mr. Roth

Seconded by: Ms. Skoog

Yes: 4

No: 0

Abstain: 0

Absent: 1

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

Meeting: January 21, 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 #22415-22421:	12/26/24	\$1,252.47
Check #22423-22457:	01/15/25	<u>\$85,714.03</u>
	<i>Total:</i>	<i>\$86,966.50</i>



PENTAMATION  
DATE: 12/26/2024  
TIME: 11:18:27

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 12/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22415	10101	12/26/24	BRIGHTSPEED	5076	309373198	36.93
22415	10101	12/26/24	BRIGHTSPEED	5076	309801924	9.95
22415	10101	12/26/24	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.78
22416	10101	12/26/24	COMCAST	5076	8499052650021506	303.83
22417	10101	12/26/24	COMCAST	5076	8499052660035827	49.36
22417	10101	12/26/24	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					206.21
22418	10101	12/26/24	JCP&L	5071	FLOW METER	4.65
22419	10101	12/26/24	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	212.93
22420	10101	12/26/24	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	156.55
22421	10101	12/26/24	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	301.52
	TOTAL FUND					1,252.47
	TOTAL REPORT					1,252.47

PENTAMATION  
DATE: 01/15/2025  
TIME: 09:54:00

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 1/25

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22423	10101	01/15/25	17 ACCELTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
22424	10101	01/15/25	29 ADVANCE AUTO PARTS PROFES	5025	7425435556981	162.72
22424	10101	01/15/25	29 ADVANCE AUTO PARTS PROFES	5025	7425435556982	6.70
	TOTAL CHECK					169.42
22425	10101	01/15/25	56 AMERIGAS	5070	DEC BELVIDERE PROPANE	1,249.77
22426	10101	01/15/25	78 ARAE NETWORK SOLUTIONS LL	5029	6483	51.00
22426	10101	01/15/25	78 ARAE NETWORK SOLUTIONS LL	5029	6484	21.00
22426	10101	01/15/25	78 ARAE NETWORK SOLUTIONS LL	5029	6485	60.00
22426	10101	01/15/25	78 ARAE NETWORK SOLUTIONS LL	5029	6486	44.85
	TOTAL CHECK					176.85
22427	10101	01/15/25	161 BILL HODGE ELECTRICAL CON	5024	OXFORD WIRING	349.04
22428	10101	01/15/25	239 BRIGHTSPEED	5076	309480336	37.70
22428	10101	01/15/25	239 BRIGHTSPEED	5076	309538602	61.51
22428	10101	01/15/25	239 BRIGHTSPEED	5076	310189069	41.82
	TOTAL CHECK					141.03
22429	10101	01/15/25	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22430	10101	01/15/25	293 CP ENGINEERS NJ, LLC	5545	GENERAL ENGINEERING	309.00
22431	10101	01/15/25	482 EVERON, LLC	5026	FRNT DOOR SECURITY	20.00
22432	10101	01/15/25	542 FISHER SCIENTIFIC CO, LLC	5024	BUFFERS	1,555.36
22433	10101	01/15/25	539 FLORIO PERRUCCI STEINHARD	5027	DEC LEGAL SERVICES	285.00
22434	10101	01/15/25	579 FRANK RYMON & SONS INC.	5025	CHAIN LOOPS	134.83
22435	10101	01/15/25	715 HACH COMPANY	5509	LAB SUPPLIES	152.07
22436	10101	01/15/25	935 JCP&L	5071	100003352968	253.77
22436	10101	01/15/25	935 JCP&L	5071	100004188262	9,931.82
22436	10101	01/15/25	935 JCP&L	5071	100004582811	4.65
22436	10101	01/15/25	935 JCP&L	5071	100004911044	11,393.14
22436	10101	01/15/25	935 JCP&L	5071	100004952337	465.25
22436	10101	01/15/25	935 JCP&L	5071	100005061898	142.32
22436	10101	01/15/25	935 JCP&L	5071	100005205917	1,250.39
	TOTAL CHECK					23,441.34
22437	10101	01/15/25	1215 MAIN POOL & CHEMICAL CO.,	5521	DECEMBER BILLING	4,270.40
22438	10101	01/15/25	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22439	10101	01/15/25	1340 NEW JERSEY AMERICAN WATER	5072	DECEMBER WATER	22.65
22440	10101	01/15/25	1350 NJUA JOINT INSURANCE FUND	5091	NJUA JIF FY2025 INS.	8,542.00
22440	10101	01/15/25	1350 NJUA JOINT INSURANCE FUND	5194	NJUA JIF FY2025 INS.	26,071.00
	TOTAL CHECK					34,613.00
22441	10101	01/15/25	1370 NJ ADVANCE MEDIA	5021	LEGAL NOTICE	37.40

PENTAMATION  
DATE: 01/15/2025  
TIME: 09:54:00

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 2  
VENCHK11  
ACCOUNTING PERIOD: 1/25

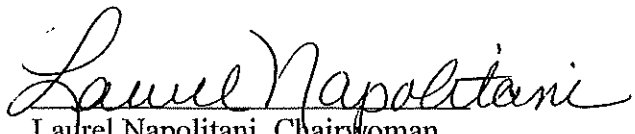
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

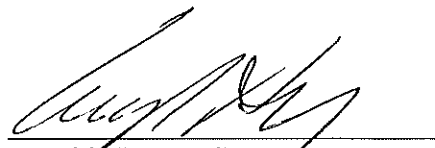
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22442	10101	01/15/25	NORTON, GERALD	5011	MONTHLY STIPEND	391.67
22443	10101	01/15/25	OFFICE CONCEPTS GROUP, IN	5030	1203157-0 & 1203206-0	117.90
22443	10101	01/15/25	OFFICE CONCEPTS GROUP, IN	5030	1203418-0	25.70
22443	10101	01/15/25	OFFICE CONCEPTS GROUP, IN	5030	1203881-0	77.10
	TOTAL	CHECK				220.70
22444	10101	01/15/25	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE DEC 24	2.86
22445	10101	01/15/25	PACE ANALYTICAL SERVICES,	5509	247127767	387.00
22445	10101	01/15/25	PACE ANALYTICAL SERVICES,	5509	247128171	340.50
22445	10101	01/15/25	PACE ANALYTICAL SERVICES,	5509	247128173	103.00
	TOTAL	CHECK				830.50
22446	10101	01/15/25	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL DEC	4,809.00
22447	10101	01/15/25	PYRZ WATER SUPPLY CO., IN	5024	VERSILON TUBES	252.00
22448	10101	01/15/25	RIGO GENERAL HARDWARE	5024	A245527	23.86
22448	10101	01/15/25	RIGO GENERAL HARDWARE	5024	A245659	119.92
22448	10101	01/15/25	RIGO GENERAL HARDWARE	5024	A245837	17.78
	TOTAL	CHECK				161.56
22449	10101	01/15/25	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
22450	10101	01/15/25	SANICO INC.	5024	JAN DUMPSTER FEE	301.80
22451	10101	01/15/25	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
22452	10101	01/15/25	SPECTRASERV INC	5079	DEC SLUDGE HAUL	6,630.40
22453	10101	01/15/25	THE COUNTY OF WARREN	5070	MONTHLY FUEL	66.01
22454	10101	01/15/25	TOWNSHIP OF RANDOLPH	5029	2025 MCCPC MEMBERSHIP	1,100.00
22455	10101	01/15/25	TREASURER - STATE OF NJ	5049	5 YR RENEWAL AIR QUAL	885.00
22456	10101	01/15/25	VERITEXT, LLC	5029	TRANSCRIPT RATE HRNG	644.20
22457	10101	01/15/25	WILSON PRODUCTS	5024	DEC BILLING	24.50
	TOTAL FUND					85,714.03
	TOTAL REPORT					85,714.03

**RESOLUTION:**

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF DECEMBER, 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 465

Dated: January 21, 2025

Moved by: Ms. Skoog

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: January 21, 2025**

B&K Builders, LLC – Belvidere Garage:	\$ 12,500.00
B&K Builders, LLC – Belvidere Garage:	\$ 20,185.00
B&K Builders, LLC – Belvidere Garage (Extras):	\$ 1,779.00
CP Engineers – Sludge Thickener:	\$ 7,019.50
CP Engineers – Scum Pipe Improvements:	\$ 1,915.00
CP Engineers – I-Bank Application:	\$ 1,720.50
Raritan Group, Inc. – Actuators:	<u>\$ 16,508.13</u>
<i>Total</i>	<i>\$ 61,627.13</i>

PENTAMATION  
DATE: 12/19/2024  
TIME: 11:52:00

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 12/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22414	10101	12/19/24	98 B&K BUILDERS, LLC	19001	BELV GARAGE CONSTRUCTION	12,500.00
TOTAL FUND						12,500.00
TOTAL REPORT						12,500.00

PENTAMATION  
DATE: 01/09/2025  
TIME: 10:56:22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 1/25

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22422	10101	01/09/25	98	B&K BUILDERS, LLC	19001 BELV GARAGE CONSTRUCTION	20,185.00
TOTAL FUND						20,185.00
TOTAL REPORT						20,185.00

PENTAMATION  
DATE: 01/15/2025  
TIME: 10:18:09

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 1/25

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22458	10101	01/21/25	B&K BUILDERS, LLC	19001	BELV GARAGE CONSTRUCTION	1,779.00
22459	10101	01/21/25	CP ENGINEERS NJ, LLC	19002	BELV SCUM PIPE IMPROVE	1,915.00
22459	10101	01/21/25	CP ENGINEERS NJ, LLC	19002	BELV SLUDGE THICKENER	7,019.50
22459	10101	01/21/25	CP ENGINEERS NJ, LLC	19002	I-BANK APPLICATION	1,720.50
	TOTAL CHECK					10,655.00
22460	10101	01/21/25	RARITAN GROUP, INC.	19002	ACTUATORS BELV	16,508.13
	TOTAL FUND					28,942.13
	TOTAL REPORT					28,942.13