

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES September 20, 2022

Chairperson Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:59 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
Everdina O'Connor, Vice Chairperson
Chad Chamberlain, Secretary
Angelo Accetturo, Treasurer
William Godfrey
Donald Niece
Joseph Roth

Joseph Kennedy - Absent
Gerald Norton - Absent

Also, in attendance: Kim Francisco, Authority CFO; Brian Tipton, Esq., Authority Legal Counsel; 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 Mr. Niece seconded to approve the minutes of the August 16, 2022 regular meeting, as presented. All in favor, except one abstention by Ms. O'Connor. The motion passed.

CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Lost Control Report from Michael Thomson, Risk Control Consultant of J.A. Montgomery Consulting.
2. On-site Audit Report dated August 25, 2022 from Paula Blaze, Research Scientist, State of New Jersey, Department of Environmental Protection, together with John Wasser's SOP submittals to the DEP.

3. Notice from Tim Matthews to the Township of White Planning Board for an application to be heard on October 6, 2022, to remove deed restriction limiting the occupancy of the dwelling to full time employees or principals of Apple Mountain Inc, situate on property known as Block 16, Lot 44 in the Township of White, County of Warren, NJ.
4. Notice of Public Hearing from Teresa A. Yeisley, Planning Board Secretary for the Town of Belvidere, to be held on October 4, 2022 at 7:00 p.m. at the Belvidere Town Hall, to consider recommending to the Belvidere Town Council whether the area consisting of Block 38, Lots 17 & 18; Block 42, Lots 2 & 3; Block 45, Lots 5, 7 & 8; Block 46, Lots 2, 3, 4 & 5; Block 47, Lot 10; Block 48, Lots 7 & 8; portions of 6th Street, 7th Street, Hardwick Street, Knowlton Street; and Independence Street Rights-of-Way, meets the criteria for a non-condemnation redevelopment area in accordance with the N.J. Local Redevelopment and Housing Law.

ENGINEER'S REPORT

Mr. Madison 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 the monthly financial report.

Mr. Francisco provided the Commissioners with the FY2023 Budget Highlights report, which was discussed at the Finance Committee Meeting, along with Chairwoman Napolitani and Mr. Inscho, the week prior.

Mr. Francisco advised that the service fees will be increased by 5%.

The Board had a lengthy discussion regarding the budget report, salaries, pensions, health insurance, maintenance and the capital improvements.

Mr. Accetturo and Mr. Niece expressed their concerns regarding the increase as it pertains to Oxford Township.

The Board agreed to move forward with the FY2023 Budget as presented by Mr. Francisco.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

Mr. Accetturo inquired about the Beckett project, regarding changes to the line. Mr. Tipton advised that he will look into it and let him know.

EXECUTIVE DIRECTOR

Belvidere Clarifier Project: Clarifiers 1 and 2 are showing great improvements for the sludge hauling. Down to one load a week. Clarifier 3 is emptied and ready for the repairs to begin.

Oxford Sludge Tank: Tank is coated. Engineers will inspect it this week.

Oxford Force Main: Pipe will be coming this week. Will schedule Tom Bartha to install it before the cold weather.

Operator Price started taking a class to become licensed.

FINANCE

Mr. Accetturo moved that Resolution #22-32 (Certificate No. 433: \$58,268.41) be approved to pay all bills from the Operating Fund, as presented. Mr. Niece seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #22-33 (Certificate No. 439: \$371,237.21) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. O'Connor seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani initiated a discussion concerning reimbursement to the Authority for schooling, as there is nothing in our Personnel Policy regarding the same. Therefore, Chairwoman Napolitani presented the Board with an amendment. Mr. Chamberlain moved to incorporate the amendment into the Personnel Policy. Mr. Roth seconded. The motion passed with six (6) in favor and one (1) opposed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Mr. Accetturo inquired about one of the Oxford Township lines reverting back to the Authority. Mr. Inscho advised that he and Mr. Tipton reviewed paperwork that was provided to them by the Warren County Administrator and neither of them could find anything that corroborated that information. Mr. Tipton will look further into the matter.

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 8:06 p.m.

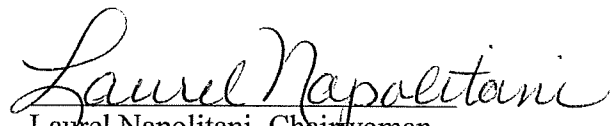
Susan Wright
Susan Wright
Administrative Assistant

RESOLUTION RE: EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF AUGUST & SEPTEMBER, 2022

I **HEREBY CERTIFY**, that the bills listed on the attached Resolution of September 20, 2022, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2022 budget.



Chad Chamberlain, Secretary


Laurel Napolitani, Chairwoman

Certificate No. OP 433

Dated: September 20, 2022

Moved by: Mr. Accettura

Seconded by: Mr. Niece

Yes 7

No 0

Abstain 0

Absent 2

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: September 20, 2022

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 #21108-21124:	08/26/22	\$8,479.98
Check #21127-21168:	09/19/22	<u>\$49,788.43</u>
	<i>Total:</i>	\$58,268.41

PENTAMATION
 DATE: 08/26/2022
 TIME: 11:19:35

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 8/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21108	10101	08/26/22	BERGER, RUSSELL	5710	REIMB LICENSE RENEWAL	50.00
21109	10101	08/26/22	CENTURYLINK	5076	0309373198	36.52
21109	10101	08/26/22	CENTURYLINK	5076	0309801924	9.95
21109	10101	08/26/22	CENTURYLINK	5076	0310260175	19.90
		TOTAL CHECK				66.37
21110	10101	08/26/22	CODIS, MICHAEL	5710	REIMB C-2 LICENSE	50.00
21110	10101	08/26/22	CODIS, MICHAEL	5710	REIMB S-2 LICENSE	50.00
21110	10101	08/26/22	CODIS, MICHAEL	5710	REIMB N.CODIS C-1	50.00
21110	10101	08/26/22	CODIS, MICHAEL	5710	REIMB N.CODIS S-1	50.00
		TOTAL CHECK				200.00
21111	10101	08/26/22	COMCAST	5076	8499052660035827	40.38
21111	10101	08/26/22	COMCAST	5076	8499052660035835	403.31
		TOTAL CHECK				443.69
21112	10101	08/26/22	COMCAST	5076	8499052650021506	358.59
21113	10101	08/26/22	CRISTAL ASSOCIATES, LLC	5024	OXFORD PAPER PRODUCTS	110.85
21113	10101	08/26/22	CRISTAL ASSOCIATES, LLC	5024	BELV. PAPER PRODUCTS	236.25
		TOTAL CHECK				347.10
21114	10101	08/26/22	CRS, LLC	5029	3068	51.00
21114	10101	08/26/22	CRS, LLC	5029	3095	60.00
21114	10101	08/26/22	CRS, LLC	5029	3105	44.85
21114	10101	08/26/22	CRS, LLC	5029	SUPPORT SERVICES	150.00
		TOTAL CHECK				305.85
21115	10101	08/26/22	ELIZABETHTOWN GAS	5070	S. WATER STREET PUMP	268.99
21116	10101	08/26/22	GERO, WAYNE	5092	REIM HEALTH	366.34
21117	10101	08/26/22	HUNTERDON COUNTY VOCATION	5042	TUITION COST	1,200.00
21118	10101	08/26/22	JCP&L	5071	FLOW METER	4.09
21119	10101	08/26/22	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	69.66
21120	10101	08/26/22	POSTMASTER BELVIDERE	5022	STAMPS	224.00
21121	10101	08/26/22	STAPLES CREDIT PLAN	5030	OFFICE EQUIPMENT	182.73
21122	10101	08/26/22	SUMMIT DOOR LLC	5024	OXF HYPOCHLORITE BLDG	4,118.00
21123	10101	08/26/22	VERIZON WIRELESS	5076	MOBILE PHONES & OCCS	174.57
21124	10101	08/26/22	WASSER, JOHN E.	5710	REIMB C-2 LICENSE	50.00
21124	10101	08/26/22	WASSER, JOHN E.	5710	REIMB S-2 LICENSE	50.00
		TOTAL CHECK				100.00
		TOTAL FUND				8,479.98
		TOTAL REPORT				8,479.98

PENTAMATION
 DATE: 09/14/2022
 TIME: 08:52:43

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

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FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21127	10101	09/19/22	ABB INC.	5024	SERVICE CONTRACT	1,675.00
21128	10101	09/19/22	ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.66
21129	10101	09/19/22	ADT COMMERCIAL LLC	5026	FRONT DOOR SECURITY	20.00
21130	10101	09/19/22	BILL HODGE ELECTRICAL CON	5024	220705	956.61
21130	10101	09/19/22	BILL HODGE ELECTRICAL CON	5024	220712	905.86
21130	10101	09/19/22	BILL HODGE ELECTRICAL CON	5024	220801	588.68
21130	10101	09/19/22	BILL HODGE ELECTRICAL CON	5024	220802	3,366.00
21130	10101	09/19/22	BILL HODGE ELECTRICAL CON	5024	220803	367.66
			TOTAL CHECK			6,184.81
21131	10101	09/19/22	CENTURYLINK	5076	0309480336	38.98
21131	10101	09/19/22	CENTURYLINK	5076	0309538602	63.10
21131	10101	09/19/22	CENTURYLINK	5076	0310189069	45.03
			TOTAL CHECK			147.11
21132	10101	09/19/22	CINTAS CORPORATION	5043	4127287321	46.36
21132	10101	09/19/22	CINTAS CORPORATION	5043	4127288452	57.01
21132	10101	09/19/22	CINTAS CORPORATION	5043	4127979347	46.36
21132	10101	09/19/22	CINTAS CORPORATION	5043	4127979699	57.01
21132	10101	09/19/22	CINTAS CORPORATION	5043	4128554265	46.36
21132	10101	09/19/22	CINTAS CORPORATION	5043	4128654550	78.89
21132	10101	09/19/22	CINTAS CORPORATION	5043	4129342337	46.36
21132	10101	09/19/22	CINTAS CORPORATION	5043	4129342697	57.01
21132	10101	09/19/22	CINTAS CORPORATION	5043	4130032738	46.36
21132	10101	09/19/22	CINTAS CORPORATION	5043	4130032989	57.01
			TOTAL CHECK			538.73
21133	10101	09/19/22	COLLIERS ENGINEERING & DE	5545	GENERAL ENG SERVICE	2,587.73
21134	10101	09/19/22	COUNTY OF WARREN	5028	FINANCE SUPPORT	1,000.00
21135	10101	09/19/22	CRISTAL ASSOCIATES, LLC	5024	PAPER PRODUCTS BELV	126.05
21136	10101	09/19/22	CRS, LLC	5029	3160	51.00
21136	10101	09/19/22	CRS, LLC	5029	3163	44.85
21136	10101	09/19/22	CRS, LLC	5029	3179	60.00
21136	10101	09/19/22	CRS, LLC	5029	3056	75.00
			TOTAL CHECK			230.85
21137	10101	09/19/22	FLORIO PERRUCCI STEINHARD	5027	GEN ADMIN LEGAL SERV	1,785.00
21138	10101	09/19/22	GERO, WAYNE	5092	REIM HEALTH	366.34
21139	10101	09/19/22	GODFREY, WILLIAM	5011	MONTHLY STIPEND	233.34
21140	10101	09/19/22	JCP&L	5071	100003352968	136.98
21140	10101	09/19/22	JCP&L	5071	100004188262	5,139.35
21140	10101	09/19/22	JCP&L	5071	100004582811	4.09
21140	10101	09/19/22	JCP&L	5071	100004911044	4,453.50
21140	10101	09/19/22	JCP&L	5071	100004952337	213.92
21140	10101	09/19/22	JCP&L	5071	100005061898	86.47
21140	10101	09/19/22	JCP&L	5071	100005205917	534.65
			TOTAL CHECK			10,568.96

PENTAMATION
 DATE: 09/14/2022
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FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
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CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21141	10101	09/19/22	KENNEDY, JOSEPH, SR.	5011	MONTHLY STIPEND	233.34
21142	10101	09/19/22	KUSTOM CONTROL SOLUTIONS	5024	MAIN SUMP LEVEL SERV	1,040.28
21143	10101	09/19/22	LASERMAN FABRICATION	5024	OXFORD FRAME	135.00
21144	10101	09/19/22	LIN SUPPLY INC.	5024	138323	10.99
21145	10101	09/19/22	MAIN POOL & CHEMICAL CO.,	5521	AUGUST BILLING	1,841.40
21146	10101	09/19/22	MAYBERRY SALES & SERVICE	5024	MOWER, LABOR & PARTS	1,272.00
21147	10101	09/19/22	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21148	10101	09/19/22	NEW JERSEY AMERICAN WATER	5072	AUGUST WATER	21.82
21149	10101	09/19/22	NIECE, DONALD L.	5011	MONTHLY STIPEND	233.34
21150	10101	09/19/22	NJ ADVANCE MEDIA	5021	EXPRESS TIMES	71.70
21151	10101	09/19/22	NORTH EAST PARTS GROUP, L	5025	613705	12.78
21152	10101	09/19/22	NORTON, GERALD	5011	MONTHLY STIPEND	233.34
21153	10101	09/19/22	O&M SOLUTIONS, LLC	5024	INFLUENT PUMP	390.00
21154	10101	09/19/22	O'CONNOR, EVERDINA A.	5011	MONTHLY STIPEND	391.66
21155	10101	09/19/22	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	55.48
21156	10101	09/19/22	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE AUGUST	10.01
21157	10101	09/19/22	PACE ANALYTICAL SERVICES,	5509	N106803	543.00
21157	10101	09/19/22	PACE ANALYTICAL SERVICES,	5509	N106805	387.70
21157	10101	09/19/22	PACE ANALYTICAL SERVICES,	5509	N106981	60.82
21157	10101	09/19/22	PACE ANALYTICAL SERVICES,	5509	N107318	293.22
21157	10101	09/19/22	PACE ANALYTICAL SERVICES,	5509	N107319	43.98
21157	10101	09/19/22	PACE ANALYTICAL SERVICES,	5509	N107354	414.85
21157	10101	09/19/22	PACE ANALYTICAL SERVICES,	5509	N107573	397.48
21157	10101	09/19/22	PACE ANALYTICAL SERVICES,	5509	N107574	346.98
21157	10101	09/19/22	PACE ANALYTICAL SERVICES,	5509	N107716	43.98
			TOTAL CHECK			2,532.01
21158	10101	09/19/22	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL AUG	5,754.00
21159	10101	09/19/22	PUBLIC EMPLOYEES RETIREME	29841	BACK PENSION 1ST QTR	22.50
21160	10101	09/19/22	RICOH USA, INC.	5026	QTRLY COPY LEASE	197.46
21161	10101	09/19/22	RIGO GENERAL HARDWARE	5024	209263	22.06
21161	10101	09/19/22	RIGO GENERAL HARDWARE	5024	209327	13.78
21161	10101	09/19/22	RIGO GENERAL HARDWARE	5024	209541	52.96
21161	10101	09/19/22	RIGO GENERAL HARDWARE	5024	209707	4.38
21161	10101	09/19/22	RIGO GENERAL HARDWARE	5024	209889	12.38
21161	10101	09/19/22	RIGO GENERAL HARDWARE	5024	209904	11.17

PENTAMATION
 DATE: 09/14/2022
 TIME: 08:52:43

FUND - MUA01 - MUN UTILITY AUTH GEN FUND


MUNICIPAL UTILITY AUTHORITY
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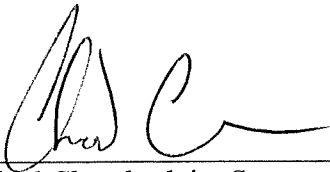
PAGE NUMBER: 3
 VENCHKLI
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CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21161	10101	09/19/22	1741	5024	210582	49.96
21161	10101	09/19/22	1741	5024	210583	45.79
		TOTAL CHECK				212.48
21162	10101	09/19/22	1761	5024	PAINT/WASHER HOSE	19.74
21163	10101	09/19/22	1767	5011	MONTHLY STIPEND	233.34
21164	10101	09/19/22	1825	5024	MONTHLY DUMPSTER FEE	287.80
21165	10101	09/19/22	1850	5024	STUCCO WHITE PAINT	140.37
21166	10101	09/19/22	1880	5079	SLUDGE HAUL AUG	7,873.60
21167	10101	09/19/22	1938	5070	MONTHLY GASOLINE	232.41
21168	10101	09/19/22	2280	5024	AUGUST BILLING	24.00
		TOTAL FUND				49,788.43
		TOTAL REPORT				49,788.43

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF AUGUST, 2022

I HEREBY CERTIFY that the bills listed for CAPITAL IMPROVEMENTS are in
accordance with the Authority's budget.


Laurel Napolitani, Chairwoman


Chad Chamberlain, Secretary

Certificate No. CI 439

Dated: September 20, 2022

Moved by: Mr. Acetturo

Seconded by: Ms. O'Connor

Yes 7

No 0

Abstain 0

Absent 2

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: September 20, 2022

Colliers Engineering – Clarifier Rehab:	\$ 4,336.88
Colliers Engineering – Oxford Sludge Tank:	\$ 7,827.59
American Industrial Supply – Clarifier Rehab:	\$ 471.24
American Industrial Supply – Clarifier Rehab:	\$ 68.81
Raw Power Generator Services:	\$ 17,706.33
Alpine Painting & Sandblasting – Clarifier Rehab:	\$200,523.68
Alpine Painting & Sandblasting – Oxford Sludge Tank:	<u>\$140,302.68</u>

Total *\$371,237.21*

PENTAWATTION
DATE: 08/26/2022
TIME: 11:34:50

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 8/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21125	10101	08/29/22	55	AMERICAN INDUSTRIAL SUPPL	19001	471.24
21126	10101	08/29/22	1727	RAW POWER GENERATOR SERVI	19001	17,706.33
TOTAL FUND						18,177.57
TOTAL REPORT						18,177.57

PENTAMATION
 DATE: 09/14/2022
 TIME: 09:00:44

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHKLL
 ACCOUNTING PERIOD: 9/22

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21169	10101	09/20/22	1805 ALPINE PAINTING & SANDBLA	19001	BELVIDERE CLARIFIER REHAB	66,841.23
21170	10101	09/20/22	1805 ALPINE PAINTING & SANDBLA	19001	BELVIDERE CLARIFIER REHAB	66,841.23
21171	10101	09/20/22	1805 ALPINE PAINTING & SANDBLA	19001	BELVIDERE CLARIFIER REHAB	66,841.22
21172	10101	09/20/22	1805 ALPINE PAINTING & SANDBLA	19001	OXFORD STORAGE TANK	70,151.34
21173	10101	09/20/22	1805 ALPINE PAINTING & SANDBLA	19001	OXFORD STORAGE TANK	70,151.34
21174	10101	09/20/22	55 AMERICAN INDUSTRIAL SUPPL	19001	BELVIDERE CLARIFIER REHAB	68.81
21175	10101	09/20/22	271 COLLIER ENGINEERING & DE	19001	OXFORD SLUDE TANK	7,827.59
21175	10101	09/20/22	271 COLLIER ENGINEERING & DE	19001	BELV. CLARIFIER REHAB	4,336.88
TOTAL CHECK						12,164.47
TOTAL FUND						353,059.64
TOTAL REPORT						353,059.64