

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES

September 17, 2024

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:57 p.m. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

Executive Director Inscho led a tour of the Belvidere plant showing the improvements the Operators have made to the plant, the location of the new garage to be erected before the end of this year, and the need for the thickener and upgrade of the non-potable water system. The Operators were also in attendance.

Roll Call:

Laurel Napolitani, Chairwoman
Joseph Roth, Vice Chairperson
Angelo Accetturo, Treasurer
Gerald Norton, Secretary
Anne Marie Skoog

Also, in attendance: Kim Francisco, Authority CFO; Brian Tipton, Esq., Authority Legal Counsel; John Inscho, Executive Director; Clifford Wilkinson, P.E., Authority Engineer; Stephen Donati, P.E., Authority Engineer; and Susan Wright, Administrative Assistant.

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

MINUTES

Ms. Skoog moved, and Mr. Norton seconded to approve the minutes of the August 20, 2024 regular meeting. All in favor, except one abstention by Mr. Accetturo, motion carried.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. ASI Environmental Freshwater Wetlands Application Checklist for property located at 501-503 Brass Castle Road, Block 14, Lot 35, in the Township White, County of Warren for a general permit authorization to repair the malfunctioning septic system.
2. Legal Notice by Erica Edwards, Esquire on behalf of Michael Baskinger and Candice Green, requesting a variance relief from the requirements of the Township of White Code Section 160-92D(1) to permit the three accessory structures to remain on the property known as 11

Ernellá Drive, in the Township of White, County of Warren and designated as Block 16, Lot 24.09 on the Township of White Tax Map.

3. Notice of a hearing before the Belvidere Planning Board in the Town of Belvidere, County of Warren, for a minor site plan to permit the renovation of the second-floor unit from a single-family unit to two, one-bedroom apartments on the premises located at 304 Front Street, and designated as Block 16, Lot 2 on the Town of Belvidere Tax Map.

ENGINEER'S REPORT

Mr. Wilkinson and Mr. Donati touched on the Engineer report that was submitted to the Board in their agenda packets.

Mr. Donati discussed combining the two capital projects together (Sludge Thickener and Non-Potable Water System Upgrades at the Belvidere plant) and the benefits thereof and asked if there were any questions or concerns in connection with the projects. There was a brief discussion among the Commissioners and Engineers. It was advised by Mr. Wilkinson that they should go out to bid in October, 2024.

CFO'S REPORT

Mr. Francisco summarized the monthly financial report.

Mr. Francisco provided the Commissioners with the FY2025 Budget Highlights report, which was discussed with the Finance Committee, along with Chairwoman Napolitani, Ms. Skoog and Mr. Inscho, prior to this meeting.

Mr. Francisco proposed a 5% service fee increase. The increase would allow the Authority not to draw from reserves to satisfy operating expenses.

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

Mr. Francisco and the Engineers discussed costs for the capital projects proposed for 2025. It is questionable whether the Authority can comfortably cover funds to satisfy the projects or must they be financed. Mr. Donati will provide the Authority with costs as closely as he can compute so a decision on the financing can be made.

The Board agreed to move forward with the FY2025 Budget as presented by Mr. Francisco.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

Chairwoman Napolitani inquired about his findings regarding the possibility of a document outlining the working relationship between the Authority and its service areas. Mr. Tipton advised that he believes that such a document would not benefit our Authority. He suggested continuing the path we are going on, such as scheduling Special Meetings in the future and having the Authority Commissioners report at each meeting any new developments that would impact our Authority.

FINANCE

Mr. Roth moved that Resolution #24-25 (Certificate No. 457: \$51,788.45) be approved to pay all bills from the Operating Fund, as presented. Mr. Accetturo seconded. All in favor, motion passed.

Mr. Roth moved that Resolution #24-26 (Certificate No. 461: \$34,236.63) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. Skoog seconded. All in favor, motion passed.

EXECUTIVE DIRECTOR

Mr. Inscho advised that the personnel policy should be finalized by the end of the year.

SERVICE AREA UPDATES

Belvidere: Chairwoman Napolitani advised that there was a Planning Board meeting and there was nothing right now that will affect this Authority.

Oxford: Mr. Norton advised that the application for the townhouse development will most likely be presented at their October meeting, which would be 122 townhouses and two apartment buildings.

White Twp.: Ms. Skoog advised that the Township deemed the A&P Plaza as an area in need of redevelopment. But it is in the early stages of concept plans.

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.

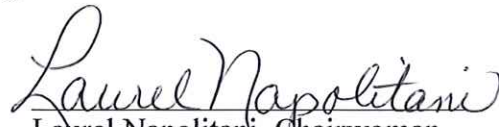
As there was no more business to come before the Authority, Ms. Skoog moved for the meeting to be adjourned. The meeting was adjourned at 7:34 p.m.

Susan Wright
Susan Wright
Administrative Assistant

RESOLUTION:

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

I HEREBY CERTIFY, that the bills listed on the attached Resolution of September 17 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 457

Dated: September 17, 2024

Moved by: Mr. Roth

Seconded by: Mr. Accetturo

Yes: 5

No: 0

Abstain: 0

Absent: 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: September 17, 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 #22239-22247:	08/27/24	\$1,598.73
Check #22250-22283:	09/16/24	<u>\$50,189.72</u>
	<i>Total:</i>	\$51,788.45

PENTAMATION
 DATE: 08/27/2024
 TIME: 11:11:33

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 8/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22239	10101	08/27/24	ARAE NETWORK SOLUTIONS LL	5029	5841	21.00
22239	10101	08/27/24	ARAE NETWORK SOLUTIONS LL	5029	5842	44.85
22239	10101	08/27/24	ARAE NETWORK SOLUTIONS LL	5029	5843	51.00
22239	10101	08/27/24	ARAE NETWORK SOLUTIONS LL	5029	5844	60.00
	TOTAL CHECK					176.85
22240	10101	08/27/24	BERGER, RUSSELL	5042	R. BERGER C-1 LICENSE	50.00
22241	10101	08/27/24	BRIGHTSPEED	5076	309373198	36.86
22241	10101	08/27/24	BRIGHTSPEED	5076	309801924	9.95
22241	10101	08/27/24	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.71
22242	10101	08/27/24	COMCAST	5076	8499052660035827	49.30
22242	10101	08/27/24	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					206.15
22243	10101	08/27/24	COMCAST	5076	8499052650021506	303.49
22244	10101	08/27/24	JCP&L	5071	FLOW METER	4.69
22245	10101	08/27/24	RICOH USA, INC.	5026	COPIER LEASE	340.29
22246	10101	08/27/24	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	156.13
22247	10101	08/27/24	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	294.42
	TOTAL FUND					1,598.73
	TOTAL REPORT					1,598.73

PENTAMATION
 DATE: 09/11/2024
 TIME: 10:59:38

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 9/24

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22250	10101	09/16/24	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.66
22251	10101	09/16/24	29 ADVANCE AUTO PARTS PROFES	5025	7425421933361	40.00
22251	10101	09/16/24	29 ADVANCE AUTO PARTS PROFES	5025	7425423553432	36.00
22251	10101	09/16/24	29 ADVANCE AUTO PARTS PROFES	5025	7425424234391	255.00
			TOTAL CHECK			331.00
22252	10101	09/16/24	78 ARAE NETWORK SOLUTIONS LL	5029	REMOTE SUPPORT	75.00
22253	10101	09/16/24	119 BERGER, MATTHEW	5042	LICENSE RENEWAL	51.65
22254	10101	09/16/24	239 BRIGHTSPEED	5076	309480336	37.40
22254	10101	09/16/24	239 BRIGHTSPEED	5076	309538602	61.21
22254	10101	09/16/24	239 BRIGHTSPEED	5076	310189069	42.18
			TOTAL CHECK			140.79
22255	10101	09/16/24	206 C M AUTO PARTS	5025	708124	99.69
22255	10101	09/16/24	206 C M AUTO PARTS	5025	709090	339.93
			TOTAL CHECK			439.62
22256	10101	09/16/24	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22257	10101	09/16/24	293 CP ENGINEERS NJ, LLC	5545	GENERAL ENGINEERING	515.00
22257	10101	09/16/24	293 CP ENGINEERS NJ, LLC	5545	NJDOT RTE 31 BRIDGE	309.00
22257	10101	09/16/24	293 CP ENGINEERS NJ, LLC	5545	OPERATIONS CONSULTING	309.00
			TOTAL CHECK			1,133.00
22258	10101	09/16/24	294 CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER SUPPLIES	271.55
22259	10101	09/16/24	482 EVERON, LLC	5026	FRNT DOOR SECURITY	20.00
22260	10101	09/16/24	515 FASTENAL COMPANY	5024	16" BAR	32.85
22261	10101	09/16/24	539 FLORIO PERRUCCI STEINHARD	5027	AUGUST LEGAL SERVICES	228.00
22262	10101	09/16/24	935 JCP&L	5071	100003352968	187.87
22262	10101	09/16/24	935 JCP&L	5071	100004188262	6,255.98
22262	10101	09/16/24	935 JCP&L	5071	100004582811	4.65
22262	10101	09/16/24	935 JCP&L	5071	100004911044	6,048.71
22262	10101	09/16/24	935 JCP&L	5071	100004952337	329.36
22262	10101	09/16/24	935 JCP&L	5071	100005061898	81.75
22262	10101	09/16/24	935 JCP&L	5071	100005205917	710.40
			TOTAL CHECK			13,618.72
22263	10101	09/16/24	1075 KUSTOM CONTROL SOLUTIONS	5024	TOUCHSCREEN/ADAPTER	6,167.00
22264	10101	09/16/24	1215 MAIN POOL & CHEMICAL CO.,	5521	AUGUST BILLING	5,402.60
22265	10101	09/16/24	1265 MILLER ENERGY, INC.	5024	SERVICE CONTRACT	2,000.00
22266	10101	09/16/24	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22267	10101	09/16/24	1340 NEW JERSEY AMERICAN WATER	5072	AUGUST WATER	23.52
22268	10101	09/16/24	1370 NJ ADVANCE MEDIA	5021	AD#0010907703	7.48

PENTAMATION
 DATE: 09/11/2024
 TIME: 10:59:38

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 2
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 ACCOUNTING PERIOD: 9/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

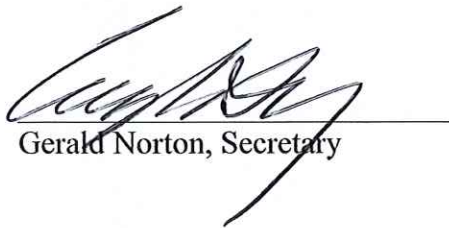
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22269	10101	09/16/24	NORTH EAST PARTS GROUP, L	5025	665345	44.64
22270	10101	09/16/24	NORTON, GERALD	5011	MONTHLY STIPEND	391.66
22271	10101	09/16/24	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	164.48
22272	10101	09/16/24	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE AUGUST	8.58
22273	10101	09/16/24	OXFORD A-1 TIRE	5025	TIRES & BALANCE	336.00
22274	10101	09/16/24	PACE ANALYTICAL SERVICES,	5509	247115210	145.50
22274	10101	09/16/24	PACE ANALYTICAL SERVICES,	5509	247115566	605.50
22274	10101	09/16/24	PACE ANALYTICAL SERVICES,	5509	247115568	652.00
22274	10101	09/16/24	PACE ANALYTICAL SERVICES,	5509	247115573	1,532.00
22274	10101	09/16/24	PACE ANALYTICAL SERVICES,	5509	247115576	1,407.00
22274	10101	09/16/24	PACE ANALYTICAL SERVICES,	5509	247115587	1,105.00
22274	10101	09/16/24	PACE ANALYTICAL SERVICES,	5509	247115611	1,105.00
22274	10101	09/16/24	PACE ANALYTICAL SERVICES,	5509	247115644	111.00
22274	10101	09/16/24	PACE ANALYTICAL SERVICES,	5509	247116531	368.50
22274	10101	09/16/24	PACE ANALYTICAL SERVICES,	5509	247116829	387.00
			TOTAL CHECK			7,418.50
22275	10101	09/16/24	PASSAIC VALLEY SEWERAGE C	5079	AUG SLUDGE DISPOSAL	3,612.00
22276	10101	09/16/24	RIGO GENERAL HARDWARE	5024	A240171	48.44
22276	10101	09/16/24	RIGO GENERAL HARDWARE	5024	A240356	7.14
22276	10101	09/16/24	RIGO GENERAL HARDWARE	5024	A240683	17.48
22276	10101	09/16/24	RIGO GENERAL HARDWARE	5024	A240687	13.48
22276	10101	09/16/24	RIGO GENERAL HARDWARE	5024	A240994	8.08
22276	10101	09/16/24	RIGO GENERAL HARDWARE	5024	A241040	5.78
22276	10101	09/16/24	RIGO GENERAL HARDWARE	5024	A241104	11.49
			TOTAL CHECK			111.89
22277	10101	09/16/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.66
22278	10101	09/16/24	SANICO INC.	5024	SEPT DUMPSTER FEE	301.80
22279	10101	09/16/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.34
22280	10101	09/16/24	SNYDER, BRIAN	5042	LICENSE RENEWAL	51.65
22281	10101	09/16/24	SPECTRASERV INC	5079	AUG SLUDGE HAUL	4,972.80
22282	10101	09/16/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	341.78
22283	10101	09/16/24	WILSON PRODUCTS	5024	AUGUST BILLING	24.50
			TOTAL FUND			50,189.72
			TOTAL REPORT			50,189.72

RESOLUTION:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF AUGUST, 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 461

Dated: September 17, 2024

Moved by: Mr. Roth

Seconded by: Ms. Skoog

Yes 5

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: September 17, 2024

B&K Builders, LLC – Belvidere Garage:	\$ 5,000.00
CP Engineers – Sludge Thickener:	\$ 17,038.85
CP Engineers – Scum Pipe Improvements:	\$ 3,087.00
Frank Rymon & Sons, Inc. – New Kawasaki Mower:	\$ <u>9,110.78</u>
<i>Total</i>	\$ 34,236.63

PENTAMATION
DATE: 08/27/2024
TIME: 11:17:46

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHKILL
ACCOUNTING PERIOD: 8/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22248	10101	08/28/24	98 B&K BUILDERS, LLC	19001	BELV GARAGE CONSTRUCTION	5,000.00
TOTAL FUND						5,000.00
TOTAL REPORT						5,000.00

PENTAMATION
 DATE: 09/11/2024
 TIME: 11:03:43

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 9/24

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22284	10101	09/17/24	293 CP ENGINEERS NJ, LLC	19002	206.021 SCUM PIPE IMPROV	3,087.00
22284	10101	09/17/24	293 CP ENGINEERS NJ, LLC	19002	206.022 SLUDGE THICKENER	17,038.85
			TOTAL CHECK			20,125.85
22285	10101	09/17/24	579 FRANK RYMON & SONS INC.	19002	GASKET	10.78
22285	10101	09/17/24	579 FRANK RYMON & SONS INC.	19002	KAWASAKI MOWER	9,100.00
			TOTAL CHECK			9,110.78
			TOTAL FUND			29,236.63
			TOTAL REPORT			29,236.63