

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES

**January 16, 2024**

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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  
Gerald Norton, Secretary

Anne Skoog - 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. Norton moved, and Mr. Roth seconded to approve the minutes of the December 19, 2023 Annual Public Rate Hearing, as presented. All in favor, except one abstention by Mr. Accetturo, motion passed.

Mr. Norton moved, and Mr. Roth seconded to approve the minutes of the December 19, 2023 regular meeting, as presented. All in favor, except one abstention by Mr. Accetturo, motion passed.

### CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Memo dated December 21, 2023, from NJUA JIF to all Member Authorities attaching the approved 2024 budget of the NJUA JIF.
2. Letter dated December 19, 2023 from EcolSciences, Inc., for an application for freshwater wetlands general permit 2 and permit 21 for property known as Block 31, Lot 14.01, in the Township of White, Warren County, N.J.
3. Notice of Public Hearing from William R. Edleston, Esquire on behalf of applicants Diane Hynson, Brian Hynson and Norman J. Pierce, Jr. for a proposed lot line adjustment

(minor subdivision) involving the common lot line between Lots 17 & 18 in Block 66, commonly known as 74 & 78 Rutherford Drive in the Township of White, Warren County, N.J.

4. Memorandum dated January 2, 2024, from Warren County Administrator, Alex Lazorisak, to various department heads, boards, commissioners and committees, enclosing reorganization meeting resolutions.
5. Letter dated January 2, 2024 from Karen Read, Senior Account Manager of the NJUA JIF advising of the annual reorganization meeting to be held on January 24, 2024.
6. Notice of Public Hearing from Niall J. O'Brien, Esquire on before of applicant New Jersey American Water Company, requesting a use and height variance approval, preliminary and final major site plan approval and bulk variance and design waiver approval, for the development of a proposed public utility regional operations center on property located within a B-1 highway business district, known as Block 72, Lot 24.04, commonly known as 290 East Washington Avenue, in the Borough of Washington, Warren County, N.J.
7. Letter dated January 6, 2024, from Michele Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, Laboratory Manager, regarding March 2024 Non-Portable Water PT Study for Belvidere WWTF.
8. Letter dated January 6, 2024, from Michele Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, Laboratory Manager, regarding March 2024 Non-Portable Water PT Study for Oxford WWTF.

#### ENGINEER'S REPORT

No report was provided by the Engineer.

#### CFO'S REPORT

Mr. Francisco summarized his monthly financial report.

#### GENERAL COUNSEL'S REPORT

Mr. Tipton was not in attendance.

#### EXECUTIVE DIRECTOR

Mr. Inscho presented the Risk Management Consultant's Agreement for 2024 to be executed by Chairwoman Napolitani and Secretary Norton.

Mr. Inscho thanked both Oxford Township and Belvidere Road Departments for their assistance with the snowstorms at both plants.

Mr. Inscho advised that the County has a Ford Focus that we will obtain for the Belvidere plant.

The new Operator Walters has primarily worked at the Belvidere plant since his employment; however, one day a week he will work over at the Oxford plant, as well as Operator Snyder.

Operator M. Berger is now the licensed operator at the Belvidere plant.

#### FINANCE

Mr. Accetturo moved that Resolution #24-01 be approved to pay all bills from the Operating Funds (Certificate No. OP 449: \$88,815.43). Mr. Roth seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #24-02 be approved to pay all bills from the Capital Improvement Funds (Certificate No. CI 454: \$3,783.75). Mr. Roth seconded. All in favor, motion passed.

#### AUTHORITY CHAIRWOMAN

Information regarding the 2023-2024 Elected Officials Risk Management Seminar was provided to the Board by Ms. Wright at the beginning of the meeting. Chairwoman Napolitani wanted to remind everyone that we receive a credit of \$250.00 for each member who completes the seminar. She also advised that once the seminar has been completed to please provide Ms. Wright with the Certificate of Completion.

Chairwoman Napolitani advised that the Capital Committee needs to schedule a date to meet. She indicated some issues that she would like discussed at the time of the meeting such as personnel, and the Scada system. She advised that she did not feel that the AllMax support and training, which is approximately \$3,800.00 per year, will be necessary, especially with the new operators having such good computer skills.

After discussing dates, Mr. Roth and Mr. Inscho agreed to schedule the Capital Committee meeting for Tuesday, February 6, 2024 at 9:00 A.M. at the Belvidere Administration Building. Ms. Wright will advise Ms. Skoog of the meeting date.

She also reminded the Board that next month is our reorganization meeting.

Mr. Accetturo inquired about the 3D nozzles that were purchased for the clarifiers. Mr. Inscho explained that plastic nozzles were created with a 3D printer and that they are working out great.

#### 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 7:16 p.m.

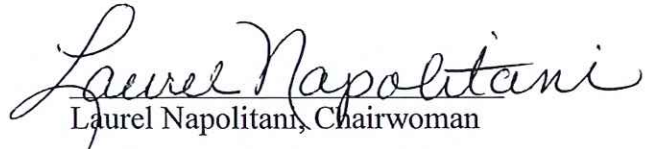
*Susan Wright*  
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Susan Wright  
Administrative Assistant

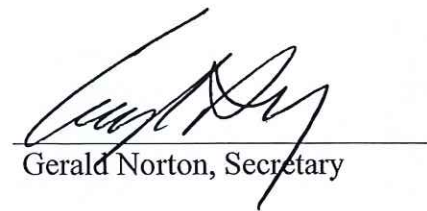
#24-01

**RESOLUTION RE:**

EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF DECEMBER, 2023 & JANUARY, 2024

I **HEREBY CERTIFY**, that the bills listed on the attached Resolution of January 16, 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 449

Dated: January 16, 2024

Moved by: Mr. Accettura

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 1

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

**Meeting: January 16, 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 #21878-21887:	12/21/23	\$1,951.35
Check #21888-21919:	01/15/24	<u>\$86,864.08</u>
	<i>Total:</i>	<i>\$88,815.43</i>

PENTAMATION  
 DATE: 12/21/2023  
 TIME: 12:14:30

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 12/23

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21878	10101	12/21/23	BRIGHTSPEED	5076	309373198	36.59
21878	10101	12/21/23	BRIGHTSPEED	5076	309801924	9.95
21878	10101	12/21/23	BRIGHTSPEED	5076	310260175	19.90
		TOTAL CHECK				66.44
21879	10101	12/21/23	COMCAST	5076	8499052660035827	46.39
21879	10101	12/21/23	COMCAST	5076	8499052660035830	156.85
		TOTAL CHECK				203.24
21880	10101	12/21/23	COMCAST	5076	8499052650021506	378.79
21881	10101	12/21/23	CRS, LLC	5029	4376	51.00
21881	10101	12/21/23	CRS, LLC	5029	4379	21.00
21881	10101	12/21/23	CRS, LLC	5029	4394	44.85
21881	10101	12/21/23	CRS, LLC	5029	4413	60.00
		TOTAL CHECK				176.85
21882	10101	12/21/23	ELIZABETHTOWN GAS	5070	S.WATER STREET PUMP	37.34
21883	10101	12/21/23	JCP&L	5071	FLOW METER	4.09
21884	10101	12/21/23	TOWNSHIP OF RANDOLPH	5029	MCCPC 2023 MEMBERSHIP	416.68
21885	10101	12/21/23	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	150.12
21886	10101	12/21/23	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	293.15
21887	10101	12/21/23	WRIGHT, SUSAN	5710	PETTY CASH MISC.	215.65
21887	10101	12/21/23	WRIGHT, SUSAN	5022	PETTY CASH POSTAGE	9.00
		TOTAL CHECK				224.65
		TOTAL FUND				1,951.35
		TOTAL REPORT				1,951.35

PENTAMATION  
 DATE: 01/10/2024  
 TIME: 11:42:43

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 1/24

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21888	10101	01/15/24	ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
21889	10101	01/15/24	ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
21890	10101	01/15/24	AMERIGAS	5070	BELVIDERE PROPANE	898.25
21891	10101	01/15/24	BRIGHTSPEED	5076	309480336	37.67
21891	10101	01/15/24	BRIGHTSPEED	5076	309538602	60.80
21891	10101	01/15/24	BRIGHTSPEED	5076	310189069	43.98
			TOTAL CHECK			142.45
21892	10101	01/15/24	C M AUTO PARTS	5025	699882	50.01
21892	10101	01/15/24	C M AUTO PARTS	5025	699968	44.94
			TOTAL CHECK			94.95
21893	10101	01/15/24	COOPER'S OIL COMPANY	5070	214771 OXFORD	391.64
21893	10101	01/15/24	COOPER'S OIL COMPANY	5070	214772 BELVIDERE	234.24
21893	10101	01/15/24	COOPER'S OIL COMPANY	5070	214773 BELVIDERE	530.77
21893	10101	01/15/24	COOPER'S OIL COMPANY	5070	214774 OXFORD	392.32
			TOTAL CHECK			1,548.97
21894	10101	01/15/24	COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
21895	10101	01/15/24	FERGUSON ENTERPRISES, LLC	5024	0036845	398.86
21896	10101	01/15/24	FISHER SCIENTIFIC CO, LLC	5024	BUFFERS	1,409.56
21897	10101	01/15/24	FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES DEC	737.39
21898	10101	01/15/24	IMPACT ENVIORNMENTAL GROU	5024	BELVIDERE TARPS	1,500.00
21899	10101	01/15/24	JCP&L	5071	100003352968	220.44
21899	10101	01/15/24	JCP&L	5071	100004188262	9,002.27
21899	10101	01/15/24	JCP&L	5071	100004582811	4.09
21899	10101	01/15/24	JCP&L	5071	100004911044	11,462.01
21899	10101	01/15/24	JCP&L	5071	100004952337	451.73
21899	10101	01/15/24	JCP&L	5071	100005061898	139.75
21899	10101	01/15/24	JCP&L	5071	100005205917	1,075.52
			TOTAL CHECK			22,355.81
21900	10101	01/15/24	KUSTOM CONTROL SOLUTIONS	5024	FILTER CONTROL SCREEN	5,087.38
21901	10101	01/15/24	MAIN POOL & CHEMICAL CO.,	5521	DECEMBER BILLING	5,800.20
21902	10101	01/15/24	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21903	10101	01/15/24	NEW JERSEY AMERICAN WATER	5072	DECEMBER WATER	22.67
21904	10101	01/15/24	NJUA JOINT INSURANCE FUND	5091	NJUA JIF FY2024 INS.	9,896.00
21904	10101	01/15/24	NJUA JOINT INSURANCE FUND	5194	NJUA JIF FY2024 INS.	22,204.00
			TOTAL CHECK			32,100.00
21905	10101	01/15/24	NJ ADVANCE MEDIA	5021	AD#0010807754	35.36
21905	10101	01/15/24	NJ ADVANCE MEDIA	5021	AD#0010807756	61.88
21905	10101	01/15/24	NJ ADVANCE MEDIA	5021	AD#0010807758	51.68
			TOTAL CHECK			148.92



PENTAMATION  
 DATE: 01/10/2024  
 TIME: 11:42:43

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 1/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21906	10101	01/15/24	NORTH EAST PARTS GROUP, L	5025	648805	77.94
21907	10101	01/15/24	NORTON, GERALD	5011	MONTHLY STIPEND	391.67
21908	10101	01/15/24	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	160.39
21909	10101	01/15/24	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE DEC	10.01
21910	10101	01/15/24	PACE ANALYTICAL SERVICES,	5509	N118184-71	363.50
21910	10101	01/15/24	PACE ANALYTICAL SERVICES,	5509	N118185-71	382.00
21910	10101	01/15/24	PACE ANALYTICAL SERVICES,	5509	N118351-71	335.50
21910	10101	01/15/24	PACE ANALYTICAL SERVICES,	5509	N118352-71	382.00
21910	10101	01/15/24	PACE ANALYTICAL SERVICES,	5509	N118696-71	65.50
			TOTAL CHECK			1,528.50
21911	10101	01/15/24	PASCUCCI 3D	5024	WATER SPRAYER NOZZELS	630.00
21912	10101	01/15/24	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL DEC	3,297.00
21913	10101	01/15/24	RIGO GENERAL HARDWARE	5024	A230703	48.31
21913	10101	01/15/24	RIGO GENERAL HARDWARE	5024	A231261	7.98
			TOTAL CHECK			56.29
21914	10101	01/15/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
21915	10101	01/15/24	SANICO INC.	5024	JAN DUMPSTER FEE	297.80
21916	10101	01/15/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
21917	10101	01/15/24	SPECTRASERV INC	5079	SLUDGE HAUL DEC	4,558.40
21918	10101	01/15/24	TOWNSHIP OF RANDOLPH	5029	2024 MCCPC MEMBERSHIP	1,100.00
21919	10101	01/15/24	WILSON PRODUCTS	5024	DEC BILLING	24.00
			TOTAL FUND			86,864.08
			TOTAL REPORT			86,864.08


#24-02

**RESOLUTION RE:**

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF DECEMBER, 2023

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 454

Dated: January 16, 2024

Moved by: Mr. Accettura

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: January, 16, 2024**

CP Engineers – Belvidere WWTF Scum Pipe Improvements: \$3,783.75

*Total* \$3,783.75

PENTAMATION  
DATE: 01/10/2024  
TIME: 11:46:17

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 1/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21920	10101	01/16/24	293 CP ENGINEERS NJ, LLC	19001	BELVIDERE SCUM PIPE	3,783.75
TOTAL FUND						3,783.75
TOTAL REPORT						3,783.75