

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES

November 21, 2023

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:05 p.m. The meeting was held at the Authority's Administration Building located at 199 Foul Rift Road, Belvidere, New Jersey.

Anne Marie Skoog was appointed by the Warren County Commissioners. Mr. Tipton administered the oath of office and congratulated her.

Roll Call:

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

Also, in attendance: Kim Francisco, Authority CFO; Brian Tipton, Esq., Authority Legal Counsel; 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. Accetturo moved, and Mr. Norton seconded to approve the minutes of the October 17, 2023 regular meeting, as presented. All in favor, except one abstention by Ms. Skoog, motion carried.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Conditional Certification of Approved Budget dated October 23, 2023 from Paul Ewert, Supervising Municipal Finance Auditor, State of New Jersey, Division of Local Government Services.
2. Open Public Records Act Request Form from Gayle Howard dated November 1, 2023 requesting copies of the financial disclosure statements of former MUA Commissioner, Drew Kiszonak for the years of 2017-2023.
3. Email dated November 3, 2023 from Sue Wright to Gayle Howard responding to her OPRA request.

4. A revised memorandum of Current Members/Expiration Terms of the MUA Commissioners provided by the Warren County Board of Commissioners.
5. Letter dated November 9, 2023 to Anne Marie Skoog from Alex Lazorisak, County Administrator, together with the Resolution dated November 8, 2023, appointing her as a Commissioner to the Warren County Pequest River Municipal Utilities Authority.

ENGINEER'S REPORT

Mr. Bean 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.

There was a brief discussion regarding the engineering invoices. Mr. Accetturo moved, and Mr. Norton seconded, to post a Request for Proposal regarding engineering on our website. All in favor, motion carried.

Mr. Francisco discussed the Annual Metered Wastewater Flow chart which was distributed to the Board prior to the meeting. In addition, he provided and summarized the 2024 Billing Worksheet and 2024 White Billing Breakdown.

The residential user rate will increase in 2024 to \$12.25 per billing unit and the industrial rate will be \$24.50. At next month's Budget Hearing the Board will formally vote on the rates for 2024.

In addition, Mr. Francisco discussed the Calculation of Connection Fees for 2024 report, which was provided to the Board. He explained that we could charge \$12,276.00 per customer to hook up to our system. The Board agreed to keep the connection fee at \$6,642.00.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Brian Walters should be coming on board soon as our fifth operator.

S. Water Street Pump Station: Oil tank was removed.

LED Lights: Mr. Inscho advised that we do not need to apply for the rebate instead, the rebate is automatically deducted when the lights are purchased from Cooper Electric.

Both plant trucks received new tires.

Axford Avenue: Transfer switch needed to be replaced.

Clarifier: A motorized gear reduction valve is scheduled to be installed in Clarifier #1 on December 12, 2023.

Mr. Norton moved, and Ms. Skoog seconded to approve Resolution #23-35 authorizing to lease a new Ricoh copier. The lease is for 48 months at \$340.29 per quarter. The service agreement is included in the price and covers everything except paper. All in favor, the motion passed.

FINANCE

Mr. Accetturo moved that Resolution #23-36 be approved to pay all bills from the Operating Funds (Certificate No. OP 447: \$58,177.39). Mr. Norton seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

A meeting was held with the Warren County Administrator, Alex Lazorisak; Engineer Paul Sterbenz; Attorney Brian Tipton; Warren County Commissioner Kern; White Township Mayor Skoog; Executive Director John Inscho; and Chairwoman Napolitani, regarding the White Township Route 46 project. She requested that the Authority set communication standards and rules for the Towns/Townships within its defined jurisdictional area, comparable to other Authorities. Mr. Tipton will look into setting these standards and rules into writing to benefit the Authority. Mr. Tipton suggested that the Commissioners for each respective Town/Township provide information regarding any new/potential developments be discussed at our meetings.

Chairwoman Napolitani advised Ms. Skoog that she will be on the Capital Committee with Mr. Roth.

Chairwoman Napolitani also advised that the AllMax technical support, which is approximately \$3,800.00 per year, is not necessary as a couple of our Operators are able to navigate the software without AllMax's assistance.

UNFINISHED BUSINESS

There was further discussion regarding the Route 46 project. Mr. Accetturo posed some questions to Mr. Tipton regarding what rights and specific requirements the Authority does have with respect to sewer connections in future growth situations and alike. Again, Mr. Tipton advised that he will look into making sure the Authority has specific standards and rules in writing.

Mr. Inscho advised the Board that he had a lengthy discussion with a gentleman from the Highlands Council, Ben Spanelli, regarding the opportunities that White Township may have regarding funding the project. He intends on either attending the next White Township meeting or have Mr. Spanelli attend our future monthly meeting to advise them of what he has learned.

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. Norton moved for the meeting to be adjourned. The meeting was adjourned at 7:53 p.m.

Susan Wright

Susan Wright
Administrative Assistant

RESOLUTION 23- 35

AUTHORIZING AN AGREEMENT BETWEEN THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY AND RICOH USA, INC., FOR THE LEASE OF A BLACK/WHITE MULTIFUNCTIONAL DEVICE, MODEL IM 2500, UNDER STATE CONTRACT #140602

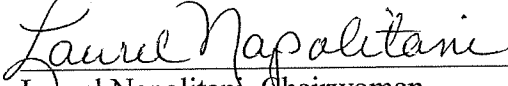
WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (the "Authority") has the need to replace its current copier; and

WHEREAS, the Authority determined that Ricoh USA, Inc., provides for the least expensive option under State Contract #140602,

NOW, THEREFORE, be it resolved, by the Warren County (Pequest River) Municipal Utilities Authority in the County of Warren, State of New Jersey, as follows:

1. The terms of the lease agreement are the following: \$340.29 per quarter for 48 months, 10,500 guaranteed minimum images per quarter, a cost of \$0.0087 for addition images and a maintenance agreement (includes parts, labor and toner).
2. A copy of the agreement and resolution shall be made available at the Authority offices for public inspection.
3. This resolution memorializes action taken by the Authority at its regular meeting held on November 21, 2023.

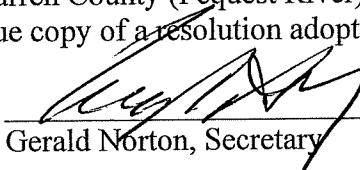
WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY



Laurel Napolitani, Chairwoman

CERTIFICATION

I, Gerald Norton, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do certify the foregoing to be a true copy of a resolution adopted by the Authority.



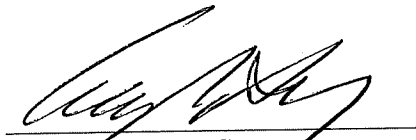
Gerald Norton, Secretary

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF OCTOBER & NOVEMBER, 2023

I HEREBY CERTIFY, that the bills listed on the attached Resolution of November 21, 2023, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2023 budget.


Laurel Napolitani, Chairwoman


Gerald Norton, Secretary

Certificate No. OP 447

Dated: November 21, 2023

Moved by: Mr. Accetturo

Seconded by: Mr. Norton

Yes 4

No 0

Abstain 0

Absent 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: November 21, 2023

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 #21796-21808:	10/25/23	\$2,953.55
Check #21809-21837:	11/20/23	<u>\$55,223.84</u>
	<i>Total:</i>	<i>\$58,177.39</i>

PENTAMATION
 DATE: 10/25/2023
 TIME: 11:01:03

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 10/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21796	10101	10/25/23	BRIGHTSPEED	5076	309373198	36.59
21796	10101	10/25/23	BRIGHTSPEED	5076	309801924	9.95
21796	10101	10/25/23	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.44
21797	10101	10/25/23	COMCAST	5076	8499052660035827	46.49
21797	10101	10/25/23	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					203.34
21798	10101	10/25/23	COMCAST	5076	8499052650021506	378.79
21799	10101	10/25/23	CRISTAL ASSOCIATES, LLC	5030	PAPER PRODUCTS	194.25
21800	10101	10/25/23	CRS, LLC	5029	4216	44.85
21800	10101	10/25/23	CRS, LLC	5029	4217	60.00
21800	10101	10/25/23	CRS, LLC	5029	4218	51.00
21800	10101	10/25/23	CRS, LLC	5029	4221	21.00
	TOTAL CHECK					176.85
21801	10101	10/25/23	CRS, LLC	5029	4277	637.50
21802	10101	10/25/23	ELIZABETHTOWN GAS	5070	68 S WATER ST PUMP	36.79
21803	10101	10/25/23	GOOD IMPRESSIONS INC	5030	WINDOW ENVELOPES	260.00
21804	10101	10/25/23	JCP&L	5071	FLOW METER	4.09
21805	10101	10/25/23	SMITH TRACTOR & EQUIPMENT	5025	FUEL FILTER	60.12
21806	10101	10/25/23	THE COUNTY OF WARREN	5070	MONTHLY FUEL	492.73
21807	10101	10/25/23	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	149.52
21808	10101	10/25/23	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	293.13
	TOTAL FUND					2,953.55
	TOTAL REPORT					2,953.55

PENTAMATION
 DATE: 11/14/2023
 TIME: 13:46:31

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 11/23

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21809	10101	11/20/23	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
21810	10101	11/20/23	28 ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
21811	10101	11/20/23	56 AMERIGAS	5070	BELVIDERE PROPANE	170.02
21812	10101	11/20/23	161 BILL HODGE ELECTRICAL CON	5024	WCMUA230808	1,459.36
21812	10101	11/20/23	161 BILL HODGE ELECTRICAL CON	5024	WCMUA230815	1,944.03
21812	10101	11/20/23	161 BILL HODGE ELECTRICAL CON	5024	WCMUA230929	1,735.85
21812	10101	11/20/23	161 BILL HODGE ELECTRICAL CON	5024	WCMUA231005	588.68
			TOTAL CHECK			4,727.92
21813	10101	11/20/23	239 BRIGHTSPEED	5076	309480336	37.16
21813	10101	11/20/23	239 BRIGHTSPEED	5076	309538602	61.18
21813	10101	11/20/23	239 BRIGHTSPEED	5076	310189069	45.97
			TOTAL CHECK			144.31
21814	10101	11/20/23	206 C M AUTO PARTS	5025	696557	29.48
21814	10101	11/20/23	206 C M AUTO PARTS	5025	696787	16.48
21814	10101	11/20/23	206 C M AUTO PARTS	5025	697320	350.60
21814	10101	11/20/23	206 C M AUTO PARTS	5025	697346	329.70
			TOTAL CHECK			726.26
21815	10101	11/20/23	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
21816	10101	11/20/23	505 F.W. WEBB COMPANY	5024	77644966 & 78384495	282.22
21816	10101	11/20/23	505 F.W. WEBB COMPANY	5024	83002131 (CREDIT)	-155.31
			TOTAL CHECK			126.91
21817	10101	11/20/23	520 FERGUSON ENTERPRISES, LLC	5024	PUMP STATION	455.30
21818	10101	11/20/23	539 FLORIO PERRUCCI STEINHARD	5027	OCT LEGAL SERVICES	255.00
21819	10101	11/20/23	638 GLASCO UV LLC	5024	ULTRAVIOLET LAMPS	4,172.84
21820	10101	11/20/23	750 HANNA INSTRUMENTS USA	5024	DIGITAL GLASS BODY	480.00
21820	10101	11/20/23	750 HANNA INSTRUMENTS USA	5024	ELECTROLYTE SOLUTION	55.88
			TOTAL CHECK			535.88
21821	10101	11/20/23	935 JCP&L	5071	100003352968	163.54
21821	10101	11/20/23	935 JCP&L	5071	100004188262	6,539.50
21821	10101	11/20/23	935 JCP&L	5071	100004582811	4.09
21821	10101	11/20/23	935 JCP&L	5071	100004911044	5,922.16
21821	10101	11/20/23	935 JCP&L	5071	100004952337	295.56
21821	10101	11/20/23	935 JCP&L	5071	100005061898	68.73
21821	10101	11/20/23	935 JCP&L	5071	100005205917	613.85
			TOTAL CHECK			13,607.23
21822	10101	11/20/23	1150 LIN SUPPLY INC.	5024	LED LIGHTING OXFORD	104.11
21823	10101	11/20/23	1215 MAIN POOL & CHEMICAL CO.,	5521	OCTOBER BILLING	4,970.20
21824	10101	11/20/23	1227 MAYBERRY SALES & SERVICE	5024	ALTERNATOR	13.43
21825	10101	11/20/23	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00

PENTAMATION
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FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21826	10101	11/20/23	NEW JERSEY AMERICAN WATER	5072	OCTOBER WATER	22.67
21827	10101	11/20/23	NORTH EAST PARTS GROUP, L	5025	643443	67.62
21827	10101	11/20/23	NORTH EAST PARTS GROUP, L	5025	643895	246.94
21827	10101	11/20/23	NORTH EAST PARTS GROUP, L	5025	643896	5.69
21827	10101	11/20/23	NORTH EAST PARTS GROUP, L	5025	644244	4.69
21827	10101	11/20/23	NORTH EAST PARTS GROUP, L	5025	644382	223.45
21827	10101	11/20/23	NORTH EAST PARTS GROUP, L	5025	644601	54.48
21827	10101	11/20/23	NORTH EAST PARTS GROUP, L	5025	644681	9.99
			TOTAL CHECK			612.86
21828	10101	11/20/23	NORTON, GERALD	5011	MONTHLY STIPEND	391.67
21829	10101	11/20/23	O&M SOLUTIONS, LLC	5024	REPAIR INFLUENT PUMP	8,884.75
21830	10101	11/20/23	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE OCT	5.72
21831	10101	11/20/23	PACE ANALYTICAL SERVICES,	5509	N116889-71	363.50
21831	10101	11/20/23	PACE ANALYTICAL SERVICES,	5509	N116890-71	100.00
21831	10101	11/20/23	PACE ANALYTICAL SERVICES,	5509	N116891-71	382.00
21831	10101	11/20/23	PACE ANALYTICAL SERVICES,	5509	N116892-71	225.00
21831	10101	11/20/23	PACE ANALYTICAL SERVICES,	5509	N117061-71	335.50
21831	10101	11/20/23	PACE ANALYTICAL SERVICES,	5509	N117062-71	382.00
21831	10101	11/20/23	PACE ANALYTICAL SERVICES,	5509	N117217-71	65.50
			TOTAL CHECK			1,853.50
21832	10101	11/20/23	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL OCT	4,515.00
21833	10101	11/20/23	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
21834	10101	11/20/23	SANICO INC.	5024	DUMPSTER FEE NOV	297.80
21835	10101	11/20/23	SPECTRASERV INC	5079	OCT SLUDGE HAUL	6,216.00
21836	10101	11/20/23	THE COUNTY OF WARREN	5070	MONTHLY FUEL	137.12
21837	10101	11/20/23	WILSON PRODUCTS	5024	OCTOBER BILLING	24.00
			TOTAL FUND			55,223.84
			TOTAL REPORT			55,223.84