

**WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY
REORGANIZATION MEETING
MINUTES
FEBRUARY 20, 2024**

Chairwoman Napolitani called the reorganization 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.

Chairwoman Napolitani turned the meeting over to Mr. Tipton who led everyone in the Pledge of Allegiance; read the Introductory Statement and conduct the Election of Officers.

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 and Susan Wright, Administrative Assistant.

ELECTION OF OFFICERS

Mr. Tipton opened the nominations for Chairperson.

Mr. Accetturo made a motion to nominate the current slate with Laurel Napolitani for the Chairperson; Mr. Roth for Vice Chairperson, Mr. Norton as Secretary and Mr. Accetturo to remain as Treasurer. Mr. Roth seconded. The motion passed unanimously on a roll call vote.

The meeting was then turned over to Chairwoman Napolitani.

REPORTS OF COMMITTEES

Finance Committee: Mr. Accetturo did not have any information to report.

Personnel Committee: Chairwoman Napolitani who chairs the committee, gave a brief synopsis of the Personnel Committee's activity during the past year, such as, Operators M. Berger and B. Snyder who completed their first year very successfully; there was a retirement; and the hiring of Operator B. Walters, so we are now fully staffed.

5-Year Capital Improvement Committee: Mr. Roth advised that the Capital Improvement Committee recently met with the Operators. They updated the original capital plan that was put together a few years ago. The Belvidere plant will have significant expenditures in the next 24 months. The Oxford plant will not be as significant as Belvidere. Mr. Roth then turned it over to Mr. Inscho to explain some of the more pressing improvements that need attention.

Mr. Inscho advised that they would like to start the sludge thickener project and the lightning protection at the Belvidere plant this year. Chairwoman Napolitani inquired whether there is a grant available for the lightning protection. Mr. Inscho will look into a possible grant.

Mr. Inscho advised that another project he would like to get started at the Belvidere plant is the installation of a 30x40 pole barn. He has received an estimate from a local contractor for approximately \$35,000.00. This will be necessary as we are receiving a Ford Focus from the County that will need to be housed, as well as other equipment.

As for the Oxford plant, Mr. Inscho advised that the grit unit, as well as the generators need to be taken care of this year.

APPOINTMENT OF OFFICERS

General Counsel: Chairwoman Napolitani presented a resolution to award a non-fair and open contract for professional services to Florio Perrucci Steinhardt Cappelli & Tipton, LLC, for legal services for the upcoming year. The rates are \$190.00 per hour, blended rate, for any attorney in the firm, and \$75.00 per hour for paralegals.

Mr. Accetturo moved to adopt Resolution #24-03, awarding a non-fair and open contract for professional services to Florio Perrucci Steinhardt Cappelli & Tipton, LLC, for legal services from February 20, 2024 to February 18, 2025. Ms. Skoog seconded. All in favor, motion passed.

Consulting Engineer: Chairwoman Napolitani presented a resolution authorizing the award of a non-fair and open contract for professional engineering consulting services to CP Engineers, LLC for the upcoming year. Various rates are in the agreement.

Mr. Norton moved to adopt Resolution #24-04, awarding a non-fair and open contract for professional engineering consulting services to CP Engineers, from February 20, 2024 to February 18, 2025. Ms. Skoog seconded. All in favor, motion passed.

APPOINTMENT OF COMMITTEES:

Finance Committee: Mr. Accetturo will remain as Chair and Mr. Norton will serve on the Finance Committee.

Personnel Committee: Chairwoman Napolitani will Chair and Mr. Inscho will serve on the Personnel Committee.

Capital Improvements Committee: Mr. Roth will remain as Chair and Ms. Skoog will serve on the Capital Improvement Committee.

Chairwoman Napolitani introduced a resolution for the appointment of the Authority's Public Agency Compliance Officer for 2024.

Mr. Accetturo moved to adopt Resolution #24-05, authorizing the appointment of John Inscho as the Authority's Public Agency Compliance Officer (PACO) for 2024. Mr. Roth seconded. All in favor, motion passed.

Chairwoman Napolitani introduced resolutions to establish a schedule of meeting dates and designation of the official newspapers.

Ms. Skoog moved, and Mr. Roth seconded to adopt Resolutions #24-06 and #24-07, establishing the schedule of meeting dates for 2024, and for designation of the Authority's official newspapers. All in favor, motion passed.

All regular meetings will be held on the third Tuesday of the month, and will start at 7:00 p.m., with the exception of the November 2024 meeting, which will be held on the second Tuesday of that month rather than the third Tuesday, and the December 2024 and February 2025 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting that will start at 7:00 p.m.

The Board designated *The Express Times* as the Authority's official newspaper, and with *The Star Ledger*, as the two newspapers to receive notices of meetings.

Mr. Accetturo moved that the Reorganization Meeting be adjourned. All in favor, motion carried. The meeting was adjourned at 7:14 p.m.



Susan Wright
Administrative Assistant

RESOLUTION: 24-03

**AUTHORIZING THE ADOPTION OF A
NON-FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES WITH
FLORIO PERRUCCI STEINHARDT,
CAPPELLI & TIPTON, LLC FOR LEGAL
SERVICES FOR THE WARREN COUNTY
(PEQUEST RIVER) MUNICIPAL UTILITIES
AUTHORITY**

WHEREAS, there exists a need for legal advice and professional legal services to the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the “Authority”), and

WHEREAS, the Authority desires to contract for services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the terms of this Agreement reflect an approved hourly billing rate of \$190.00 for all attorneys and \$75.00 for all paralegal services to be provided by Florio Perrucci Steinhardt, Cappelli & Tipton LLC, and based thereon the Authority has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 20, 2024 to February 18, 2025; and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any unauthorized reportable contributions to an unauthorized recipient in the previous one year, and the Contractor will be prohibited from making any contribution in contravention of N.J.S.A. 19:44A-20.4 through the term of the Contract; and

WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into a contract with Florio Perrucci Steinhardt Cappelli & Tipton as described herein.

2. The contract is awarded without competitive bidding as a "Professional Service" because professional legal services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).

3. A Notice of this resolution shall be published in the official newspaper as required by law within ten days of its passage.

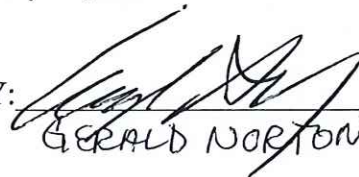
4. One copy of this Resolution, and the contract itself, shall be made available at the Authority offices for public inspection.

5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.

CERTIFICATION

I, *Gerald Norton*, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on February 20, 2024.

BY:


GERALD NORTON

_____, Secretary

DATE: February 20, 2024

RESOLUTION #24-04

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES, FOR 2024

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (AUTHORITY), has the need for Professional Engineering Consulting Services, on an as needed basis for various tasks, as set forth in detail in the attached Agreement between this Authority and CP Engineers, LLC. (CP); and

WHEREAS, the Authority desires to contract for services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the terms of this Agreement reflect approved hourly billing rates for a defined scope of services to be provided by the Engineer, and based thereon the Authority's Chairman has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 20, 2024 to February 18, 2025; and

WHEREAS, CP has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the County of Warren, New Jersey, in the previous one year, and that the contract will prohibit the Contractor from making any reportable contributions through the term of the contract; and

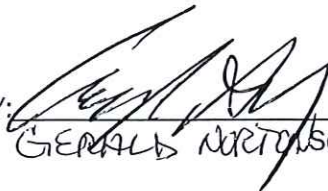
WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into a contract with CP Engineers, LLC. as described herein.
2. The contract is awarded without competitive bidding as a "Professional Service" because professional engineering services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).
3. A Notice of this resolution shall be published in the official newspapers as required by law within ten days of its passage.
4. One copy of this Resolution, and the contract itself, shall be made available at the Authority offices for public inspection.
5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.

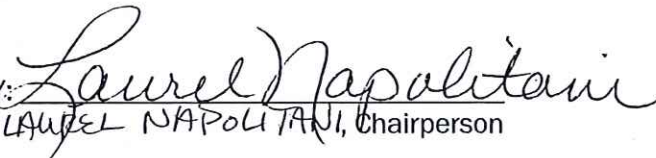
CERTIFICATION

I, *Gerald Norton*, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on February 20, 2024.

BY: 
GERALD NORTON, Secretary

CERTIFICATION

I, *Laurel Napolitani*, Chairperson of the Authority, do this date certify that the contract mentioned herein exceeds, or is reasonably likely to exceed the sum of \$17,500.00 during its term.

BY: 
LAUREL NAPOLITANI, Chairperson

Dated: February 20, 2024

RESOLUTION 24-05

RESOLUTION AUTHORIZING THE APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER TO THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY.

WHEREAS, the Affirmative Action Office of the New Jersey Department of the Treasury has revised the obligations of the public contracting process set forth in N.J.A.C. 17:27 et seq., pursuant to P.L. 1975, C. 127; and

WHEREAS, the requirements require the designation of a “Public Agency Compliance Officer” (PACO) to represent the Warren County (Pequest River) Municipal Utilities Authority (WC(PR)MUA).

WHEREAS, the PACO is to be appointed annually; and

WHEREAS, the WC(PR)MUA desires to appoint John Inscho as the PACO for the WC(PR)MUA.

NOW, THEREFORE, BE IT RESOLVED by the WC(PR)MUA in the County of Warren, State of New Jersey, that:

1. John Inscho will represent the WC(PR)MUA as the PACO through the year 2024.
2. One copy of this Resolution shall be made available at the Authority’s offices for public inspection.

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 A MAJORITY OF ALL MEMBERS OF THE AUTHORITY AT A MEETING OF THE AUTHORITY HELD ON FEBRUARY 20, 2024.

Dated: February 20, 2024


GERALD NORTON, Secretary

Moved by: Mr. Accettura
Seconded by: Mr. Roth
Yes 5
No 0
Abstain 0
Absent 0

RESOLUTION #24-06

RESOLUTION OF MEMBERS OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 20, 2024, ESTABLISHING THE SCHEDULE OF REGULAR MEETINGS OF THE AUTHORITY PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-18.

WHEREAS, pursuant to N.J.S.A. 10:4-18, the Authority is required to establish a schedule of its regular meetings to be conducted during the year succeeding its annual reorganizational meeting, together with the location of such meetings, and to the extent known, the time and date thereof, and,

WHEREAS, the reorganizational meeting of the Authority is being conducted on February 20, 2024 and it has been determined that all subsequent meetings to be conducted by it during the remainder of the current year, and prior to the next reorganizational meeting of the Authority on February 18, 2025, be conducted on the third Tuesday of each and every month hereafter, which will take place at the Authority's Administration Building located at 199 Foul Rift Road, Belvidere, New Jersey.

NOW, THEREFORE, IT IS RESOLVED by the WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, pursuant to the revisions embodied under N.J.S.A. 10.4-18, that the regular meetings of the Authority hereinafter conducted by it subsequent to its reorganizational meeting of February 20, 2024, be conducted at 7:00 P.M, with the exception of the December 2024 and February 2025 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting to be held at 7:00 p.m. (as noted below). All meetings will be held at the Authority's Administration Building at 199 Foul Rift Road, Belvidere, New Jersey on the dates hereinafter mentioned:

Tuesday, March 19, 2024	7:00 p.m.	
Tuesday, April 16, 2024	7:00 p.m.	
Tuesday, May 21, 2024	7:00 p.m.	
Tuesday, June 18, 2024	7:00 p.m.	
Tuesday, July 16, 2024	7:00 p.m.	
Tuesday, August 20, 2024	7:00 p.m.	
Tuesday, September 17, 2024	7:00 p.m.	
Tuesday, October 22, 2024	7:00 p.m.	
Tuesday, November 12, 2024	7:00 p.m.	
Tuesday, December 17, 2024	7:00 p.m.	Annual Rate Hearing/Regular Meeting
Tuesday, January 21, 2025	7:00 p.m.	
Tuesday, February 18, 2025	7:00 p.m.	Reorganization Meeting/Regular Meeting

FURTHER RESOLVED, that no later than March 1, 2024, the Secretary of the Authority mail:

(1) Copies of this resolution, certified by the Secretary under seal of the Authority, to the Express-Times, designated as the official newspaper of the Authority, and the Star Ledger and to such other media as the Secretary might deem appropriate.

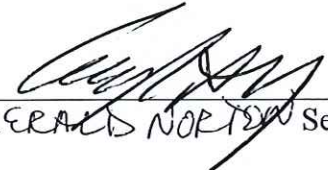
(2) To any persons who request copies of any regular meeting scheduled, or revision referred to in N.J.S.A. 10:4-18 and who, except for the news media, have paid the fee established by the Authority therefore, pursuant to N.J.S.A. 10:4-19.

(3) Prominently post in at least one public place reserved for such or similar announcements, a copy of the notice embodying the regular monthly meeting dates, together with the location and time thereof; and

(4) File copies of the aforesaid notice of the regular meetings, embodying the location and time thereof, with the Clerk of each of the municipalities encompassed within the jurisdiction of the Authority and with the Clerk of the Board of Commissioners of the County of Warren, together with the Clerk of the County of Warren.

I, Gerald Norton, Secretary of the Warren County (Pequest River) Municipalities Utilities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 20th day of February 2024.



GERALD NORTON Secretary

Moved by: Ms. Skoog

Seconded by: Mr. Roth

Yes: 5

No: 0

Abstain: 0

Absent: 0

RESOLUTION 24-07

RESOLUTION OF THE MEMBERS OF WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 20, 2024, DESIGNATING, PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-8.d, TWO NEWSPAPERS TO RECEIVE NOTICES OF THE REGULAR, SPECIAL, OR RESCHEDULED MEETINGS OF THE AUTHORITY, AND OF AN OFFICIAL NEWSPAPER.

WHEREAS, the Authority is, pursuant to N.J.S.A. 10:4-8.d of the "Open Public Meetings Act," required, among other things, to deliver to at least two newspapers within the area of jurisdiction of the Authority, one of which shall be its official newspaper upon designation by it, notices embodying the time, date, location, and to the extent known, the agenda of any regular, special or rescheduled meetings, which notices shall accurately state whether formal action may or may not be taken; and

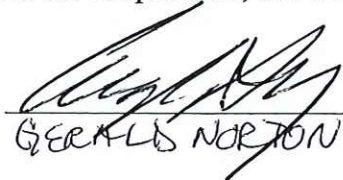
WHEREAS, the Authority is desirous of designating *The Express-Times (Warren County NJ Zone if time allows)* as its official newspaper, pursuant to N.J.S.A. 10:4-8.d, and *The Star-Ledger*, as the two newspapers to receive notices of its meetings herein before mentioned, because of the Authority's feeling that they have the greatest likelihood of informing the public within the area of the Authority's jurisdiction of such meetings.

NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority, pursuant to the provisions of N.J.S.A. 10:4-8.d, that *The Express-Times* be designated as the official newspaper of the Authority and that all notices giving the time, date, location, and, to the extent known, the agenda of any regular, special or rescheduled meetings, embodying whether formal action may or may not be taken, shall be given and/or delivered in the manner set forth in the aforesaid statute to *The Express Times* and *The Star-Ledger* to the end that the public shall be afforded every opportunity of being informed relative to such prospective meetings.

FURTHER RESOLVED, that the Secretary be and is hereby authorized to disseminate additional notice, of the aforementioned meetings to such other newspapers published in the State of New Jersey, but circulated, among other places, throughout the County of Warren, and to such other news media as the Secretary might deem appropriate.

I, *Gerald Norton*, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original Resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 20th day of February, 2024.


GERALD NORTON, Secretary