

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES January 17, 2023

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
Chad Chamberlain, Secretary
Angelo Accetturo, Treasurer
Donald Niece
Gerald Norton
Joseph Roth

Everdina O'Connor, Vice Chairperson - Absent
William Godfrey - 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 read the Introductory Statement.

MINUTES

Mr. Roth moved, and Mr. Niece seconded to approve the minutes of the December 20, 2022 Annual Public Rate Hearing, as presented. All in favor, motion passed.

Mr. Norton moved, and Mr. Niece seconded to approve the minutes of the December 20, 2022 regular meeting, as presented. All in favor, motion passed.

CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Memo dated December 6, 2022, from NJUA JIF to all Member Authorities attaching the approved 2023 budget of the NJUA JIF.
2. Memo dated December 19, 2022, from Alex Lazorisak, Warren County Administrator, to various department heads, boards, commissions and committees, advising of the County Commissioners Meeting Agenda Cut-Off Dates for 2023.
3. Notice of Public Hearing to be conducted January 3, 2023, from the Town of Belvidere Planning Board Secretary to determine whether the area consisting of Block 38, Lots 17

and 18; Block 42, Lots 2 and 3; Block 45, Lots 5,7 and 8; Block 46, Lots 2, 3, 4 and 5; Block 47, Lot 10; Block 47, Lots 7 and 8; portions of the Sixth Street, Seventh Street, Hardwick Street, Knowlton Street, and Independence Street rights-of-way, meets the criteria for a non-condemnation area in need of redevelopment area in accordance with NJ local redevelopment and housing law.

4. Letter dated January 3, 2023, from Karen A. Read, Senior Account Manager, NJUA JIF advising of the Reorganization meeting to be held on January 25, 2023.
5. Memorandum dated January 3, 2023, from Alex Lazorisak, Warren County Administrator, to various department heads, boards, commissions and committees, enclosing reorganization meeting resolutions.

ENGINEER'S REPORT

Mr. Madison was not in attendance; however, his report was included in the agenda packets and reviewed. Chairwoman Napolitani asked Mr. Inscho whether the Engineer's have our capital improvement plan, to which he advised that they do. She also inquired about the thickener project, are the Engineer's listing that as a priority. Mr. Inscho advised that the Engineer's are working on that first.

There was also a brief discussion regarding grants.

CFO'S REPORT

Mr. Francisco advised the Board that the County's VPN financial program is still down, which means that Ms. Wright is still having to go to the County Administration Office to enter all of her vouchers. They have no word as to when this issue will be rectified.

Mr. Francisco summarized his monthly financial report.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Axford Avenue force main line has been installed and completed.

Belvidere Mechanical Screen: There was an issue with the screen for a couple of days last week. BR Welding came out and with the assistance of our operators, they were able to fix the problem and it is working fine now.

Mr. Inscho advised that there is once again, an issue with the jail flushing sheets, t-shirts and other clothing items, which is causing problems. He spoke with the County Administrator, who has reached out to the warden to discuss the issue.

Mr. Inscho and the Engineers are working on getting final numbers for the interceptor line in Oxford, as well as getting prices for meters.

Mr. Inscho has been working with JCP&L representatives to obtain the grant for the led lights at both plants.

Mr. Inscho advised the Board that we are having an issue with Cintas, the vendor who provides the operators with their work clothing, as well as cleaning services for the clothes. He informed them that the operators would like to receive a clothing allowance to purchase their work uniform and clean them themselves. Chairwoman Napolitani asked Ms. Wright to cancel Cintas services and to provide a number for the clothing that all of the operators will need.

The operators inquired whether the Board is willing to change the holiday schedule to be the same as the County employees and eliminate the two floating holidays that they get every year.

Mr. Accetturo moved to approve the change in the holiday schedule. Mr. Roth seconded. All in favor, motion passed.

Mr. Inscho advised that during the interview/meeting with the two new operators, M. Berger and B. Snyder, it was agreed that after 20 years of employment, they will receive their medical benefits upon retirement.

Mr. Inscho requested a motion to approve the Risk Management Agreement for 2023, which was included in the agenda packets. Mr. Roth so moved to approve said Agreement, Mr. Accetturo seconded. All in favor, motion passed.

FINANCE

Mr. Accetturo moved that Resolution #23-01 be approved to pay all bills from the Operating Funds (Certificate No. OP 437: \$93,980.38). Mr. Norton seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #23-02 (Certificate No. CI 443: \$183,129.99) be approved to pay all bills from the Capital Improvement Funds, as presented. Mr. Roth seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that she spoke with Mr. Inscho to look into the lightning protection at the Belvidere plant.

Chairwoman Napolitani asked Mr. Inscho to reach out to White Township regarding rescheduling the Authority's attendance at their monthly meeting to discuss the Becrett Development project. She reminded him that Mr. Godfrey will be away through February; however, she, Mr. Accetturo and Mr. Inscho will still attend in February.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

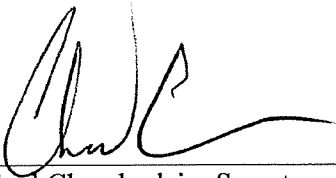
There was no public present.

As there was no more business to come before the Authority, Mr. Niece moved for the meeting to be adjourned. The meeting was adjourned at 7:21 p.m.

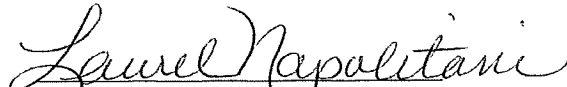
Susan Wright
Susan Wright
Administrative Assistant

RESOLUTION RE: EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF DECEMBER, 2022 & JANUARY, 2023

I HEREBY CERTIFY, that the bills listed on the attached Resolution of January 17, 2023, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2023 budget.



Chad Chamberlain, Secretary


Laurel Napolitani, Chairwoman

Certificate No. OP 437

Dated: January 17, 2023

Moved by: Mr. Accetturo

Seconded by: Mr. Norton

Yes 6

No 0

Abstain 0

Absent 2

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: January 17, 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 #21334-21341:	12/22/22	\$1,105.84
Check #21342-21380:	01/16/23	<u>\$92,874.54</u>
	<i>Total:</i>	\$93,980.38

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PENTAMATION
 DATE: 12/22/2022
 TIME: 09:57:45

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21334	10101	12/22/22	BRIGHTSPEED	5076	309373198	36.17
21334	10101	12/22/22	BRIGHTSPEED	5076	309801924	9.95
21334	10101	12/22/22	BRIGHTSPEED	5076	310260175	19.90
			TOTAL CHECK			66.02
21335	10101	12/22/22	COMCAST	5076		356.87
21336	10101	12/22/22	COMCAST	5076	8499052660035827	46.17
21337	10101	12/22/22	CRS, LLC	5029	3398	44.85
21337	10101	12/22/22	CRS, LLC	5029	3399	51.00
21337	10101	12/22/22	CRS, LLC	5029	3408	60.00
21337	10101	12/22/22	CRS, LLC	5029	3410	21.00
			TOTAL CHECK			176.85
21338	10101	12/22/22	ELIZABETHTOWN GAS	5070	S. WATER STREET	36.79
21339	10101	12/22/22	JCP&L	5071	FLOW METER	4.09
21340	10101	12/22/22	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	136.86
21341	10101	12/22/22	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	282.19
			TOTAL FUND			1,105.84
			TOTAL REPORT			1,105.84

PENTAMATION
 DATE: 01/12/2023
 TIME: 11:17:57

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 1/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21342	10101	01/16/23	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
21343	10101	01/16/23	40 AFA PROTECTIVE SYSTEMS, I	5517	FIRE ALARM OXFORD	339.00
21344	10101	01/16/23	49 ALL SEASONS AUTOMOTIVE	5025	FOCUS TIRE ALLIGNMENT	129.00
21345	10101	01/16/23	56 AMERIGAS	5070	BELV PROPANE	1,196.67
21346	10101	01/16/23	161 BILL HODGE ELECTRICAL CON	5024	221220	1,307.05
21346	10101	01/16/23	161 BILL HODGE ELECTRICAL CON	5024	221227	3,085.94
			TOTAL CHECK			4,392.99
21347	10101	01/16/23	239 BRIGHTSPEED	5076	309480336	37.31
21347	10101	01/16/23	239 BRIGHTSPEED	5076	309538602	59.56
21347	10101	01/16/23	239 BRIGHTSPEED	5076	310189069	42.27
			TOTAL CHECK			139.14
21348	10101	01/16/23	206 C M AUTO PARTS	5025	685139	9.98
21348	10101	01/16/23	206 C M AUTO PARTS	5025	685140	170.50
21348	10101	01/16/23	206 C M AUTO PARTS	5025	685196	472.49
21348	10101	01/16/23	206 C M AUTO PARTS	5025	685251	169.99
21348	10101	01/16/23	206 C M AUTO PARTS	5025	685450	51.98
21348	10101	01/16/23	206 C M AUTO PARTS	5025	685667	239.98
			TOTAL CHECK			1,114.92
21349	10101	01/16/23	265 CINTAS CORPORATION	5043	4139724231	51.02
21349	10101	01/16/23	265 CINTAS CORPORATION	5043	4139724260	64.45
21349	10101	01/16/23	265 CINTAS CORPORATION	5043	4140407677	51.02
21349	10101	01/16/23	265 CINTAS CORPORATION	5043	4140408125	64.45
21349	10101	01/16/23	265 CINTAS CORPORATION	5043	4141103363	51.02
21349	10101	01/16/23	265 CINTAS CORPORATION	5043	4141103782	64.45
21349	10101	01/16/23	265 CINTAS CORPORATION	5043	4141828461	131.34
21349	10101	01/16/23	265 CINTAS CORPORATION	5043	4141828839	64.45
			TOTAL CHECK			542.20
21350	10101	01/16/23	271 COLLIERS ENGINEERING & DE	5545	GENERAL ENGINEERING	1,177.70
21351	10101	01/16/23	273 COMCAST	5076	8499052660035830	156.85
21352	10101	01/16/23	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
21353	10101	01/16/23	295 CRS, LLC	5029	3509	21.00
21353	10101	01/16/23	295 CRS, LLC	5029	3510	44.85
21353	10101	01/16/23	295 CRS, LLC	5029	3511	51.00
21353	10101	01/16/23	295 CRS, LLC	5029	3519	60.00
			TOTAL CHECK			176.85
21354	10101	01/16/23	537 FLEMINGTON DEPARTMENT STO	5043	UNIFORMS	449.89
21354	10101	01/16/23	537 FLEMINGTON DEPARTMENT STO	5043	UNIFORMS	624.88
			TOTAL CHECK			1,074.77
21355	10101	01/16/23	539 FLORIO PERRUCCI STEINHARD	5027	DEC LEGAL SERVICES	646.00
21356	10101	01/16/23	569 FRANC ENVIRONMENTAL, INC.	5078	CLEAN OUT S.WATER ST.	4,575.00
21357	10101	01/16/23	650 GODFREY, WILLIAM	5011	MONTHLY STIPEND	233.33

PENTAMATION
 DATE: 01/12/2023
 TIME: 11:17:57

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 2
 VENCHK11
 ACCOUNTING PERIOD: 1/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21358	10101	01/16/23	JCP&L	5071	100003352968	216.89
21358	10101	01/16/23	JCP&L	5071	100004188262	8,330.98
21358	10101	01/16/23	JCP&L	5071	100004582811	4.09
21358	10101	01/16/23	JCP&L	5071	100004911044	10,729.06
21358	10101	01/16/23	JCP&L	5071	100004952337	271.99
21358	10101	01/16/23	JCP&L	5071	100005061898	131.21
21358	10101	01/16/23	JCP&L	5071	100005205917	979.93
			TOTAL CHECK			20,664.15
21359	10101	01/16/23	JEM INDUSTRIAL SERVICES I	5024	1639	323.71
21360	10101	01/16/23	MAIN POOL & CHEMICAL CO.,	5521	22100097	1,167.00
21360	10101	01/16/23	MAIN POOL & CHEMICAL CO.,	5521	2298395	1,945.00
			TOTAL CHECK			3,112.00
21361	10101	01/16/23	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21362	10101	01/16/23	NEW JERSEY AMERICAN WATER	5072	DEC WATER SERVICE	19.85
21363	10101	01/16/23	NJUA JOINT INSURANCE FUND	5091	NJUA JIF FY2023 INS.	9,311.00
21363	10101	01/16/23	NJUA JOINT INSURANCE FUND	5194	NJUA JIF FY2023 INS.	18,476.00
			TOTAL CHECK			27,787.00
21364	10101	01/16/23	NIECE, DONALD L.	5011	MONTHLY STIPEND	233.33
21365	10101	01/16/23	NORTH EAST PARTS GROUP, L	5025	6222721	46.05
21366	10101	01/16/23	NORTON, GERALD	5011	MONTHLY STIPEND	233.33
21367	10101	01/16/23	O&M SOLUTIONS, LLC	5024	4127	1,634.84
21367	10101	01/16/23	O&M SOLUTIONS, LLC	5024	4221	7,279.17
			TOTAL CHECK			8,914.01
21368	10101	01/16/23	O'CONNOR, EVERDINA A.	5011	MONTHLY STIPEND	391.67
21369	10101	01/16/23	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	134.16
21370	10101	01/16/23	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	176.51
21371	10101	01/16/23	ONE CALL CONCEPTS, INC.	5024	DEC UTILITY LOCATE	4.29
21372	10101	01/16/23	PACE ANALYTICAL SERVICES,	5509	N110143-43	393.68
21372	10101	01/16/23	PACE ANALYTICAL SERVICES,	5509	N110144-43	387.70
21372	10101	01/16/23	PACE ANALYTICAL SERVICES,	5509	N110342-43	337.20
21372	10101	01/16/23	PACE ANALYTICAL SERVICES,	5509	N110343-43	387.70
21372	10101	01/16/23	PACE ANALYTICAL SERVICES,	5509	N110566-43	43.98
			TOTAL CHECK			1,550.26
21373	10101	01/16/23	PASSAIC VALLEY SEWERAGE C	5079	DEC SLUDGE DISPOSAL	4,200.00
21374	10101	01/16/23	RIGO GENERAL HARDWARE	5024	214776	6.79
21374	10101	01/16/23	RIGO GENERAL HARDWARE	5024	215093	11.98
21374	10101	01/16/23	RIGO GENERAL HARDWARE	5024	215110	135.98
21374	10101	01/16/23	RIGO GENERAL HARDWARE	5024	215133	2.79
21374	10101	01/16/23	RIGO GENERAL HARDWARE	5024	215189	15.48

PENTAMATION
 DATE: 01/12/2023
 TIME: 11:17:57

PAGE NUMBER: 3
 VENCHKLI
 ACCOUNTING PERIOD: 1/23

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

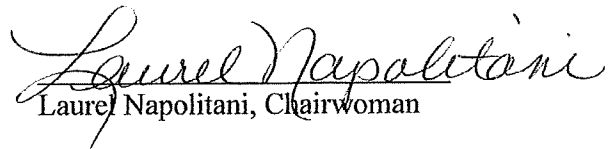
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21374	10101	01/16/23	RIGO GENERAL HARDWARE	5024	215479	24.57
21374	10101	01/16/23	RIGO GENERAL HARDWARE	5024	215503	21.99
21374	10101	01/16/23	RIGO GENERAL HARDWARE	5024	215599	26.98
21374	10101	01/16/23	RIGO GENERAL HARDWARE	5024	215686	52.28
21374	10101	01/16/23	RIGO GENERAL HARDWARE	5024	215778	56.90
			TOTAL CHECK			355.74
21375	10101	01/16/23	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	233.33
21376	10101	01/16/23	SANICO INC.	5024	DEC DUMPSTER FEE	287.80
21377	10101	01/16/23	SPECTRASERV INC	5076	DEC SLUDGE HAUL	5,801.60
21378	10101	01/16/23	THE COUNTY OF WARREN	5070	MONTHLY FUEL	217.36
21379	10101	01/16/23	VERITEXT, LLC	5710	TRANSCRIBE RATE HRNG	428.30
21380	10101	01/16/23	WILSON PRODUCTS	5024	DEC BILLING	24.00
			TOTAL FUND			92,874.54
			TOTAL REPORT			92,874.54

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

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



Chad Chamberlain, Secretary



Laurel Napolitani, Chairwoman

Certificate No. CI 443

Dated: January 17, 2023

Moved by: Mr. Accettura

Seconded by: Mr. Roth

Yes 6

No 0

Abstain 0

Absent 2

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: January 17, 2023

Colliers Engineering – Clarifier Rehab:	\$ 5,734.74
Colliers Engineering – Oxford Sludge Tank:	\$ 1,982.50
Alpine Painting & Sandblasting – Clarifier Rehab:	<u>\$ 175,412.75</u>

<i>Total</i>	<i>\$ 183,129.99</i>
--------------	----------------------

PENTAMATION
 DATE: 01/12/2023
 TIME: 11:22:39

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 1/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21381	10101	01/17/23	ALPINE PAINTING & SANDBLA	19001	BELVIDERE CLARIFIER REHAB	87,706.38
21382	10101	01/17/23	ALPINE PAINTING & SANDBLA	19001	BELVIDERE CLARIFIER REHAB	87,706.37
21383	10101	01/17/23	COLLIERS ENGINEERING & DE	19001	OXFORD STORAGE TANK	1,982.50
21383	10101	01/17/23	COLLIERS ENGINEERING & DE	19001	BELV CLARIFIER REHAB	5,734.74
			TOTAL CHECK			7,717.24
			TOTAL FUND			183,129.99
			TOTAL REPORT			183,129.99