

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES June 18, 2024

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Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:02 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  
Anne Marie Skoog

Gerald Norton, Secretary - Absent

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 then read the Introductory Statement.

### MINUTES

Mr. Accetturo moved, and Ms. Skoog seconded to approve the minutes of the May 21, 2024, 2024 regular meeting, as presented. All in favor, motion carried.

Mr. Roth moved, and Ms. Skoog seconded to approve the minutes of the May 30, 2024 special meeting, as presented. All in favor, motion carried.

### CORRESPONDENCE

Chairwoman Napolitani recapped the correspondence listed below:

1. Notice from Lavery, Selvaggi & Cohen on behalf of Whitetown Realty, LLC for an application to amend preliminary and final site plan approvals and use variance relief from Ordinance Section 160-160 for property known as Block 18, Lot 5.01 (156 County Route 519, Township of White, County of Warren), to allow applicant to utilize the property for parking of trucks and trailers.
2. Notice from Aran Matthews to the White Township Board of Adjustment regarding property known as Block 18, Lot 68.04 (18 Lommason Glen Road) for a bulk variance to renovate an existing bard to a residence with a rear yard setback.

3. Notice from Mark S. Bellin, Esquire on behalf of applicant, Chamberlin West Solar Farm, LLC to the White Township Planning Board for preliminary and final major site plan and subdivision approval to construct a photovoltaic grid supply solar farm on Block 47, Lot 10, Township of White, County of Warren.
4. Freshwater Wetlands Application Checklist from Tyrone and Carol Schulze regarding property known as Block 71, Lot 14 (107 Free Union Road, Township of White, County of Warren) to construct sewage disposal system within wetlands buffer.
5. Letter dated June 5, 2024 from Kim Francisco, Chief Financial Officer for WC(PR)MUA to Jaindl Land Company enclosing the balance of their escrow account.

#### ENGINEER'S REPORT

Mr. Donati and Mr. Wilkinson were not in attendance; however, their report was included in the agenda packets and reviewed. There were no questions or comments.

#### CFO'S REPORT

Mr. Francisco summarized the monthly financial report. He also advised that the balance of the Jaindl escrow account was returned to Jaindl Land Company.

#### GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

#### EXECUTIVE DIRECTOR

Mr. Inscho advised that both plants are running well.

Skimmers: Cliff Wilkinson was at the Belvidere plant on Tuesday. He and our Operators were instructed on how to use the actuators. They need to be tied into the skata system.

Sludge Thickener: Engineers provided him with a rough copy of the plans. Mr. Inscho explained that the old FST #2 tank was tested and certified, which will save the Authority roughly \$100,000.00.

Mr. Inscho advised that he would like Cliff Wilkinson to attend our August meeting so that he can provide the Board with all the information regarding the bids for the sludge thickener as well as the non-potable and answer any questions the Board may have.

Mr. Inscho has a meeting scheduled with Paul Sterbenz of Colliers Engineering on June 25, 2024 regarding the past invoice that was provided to us. There was a brief discussion and he agreed that the Authority will not be paying or negotiating that invoice as we were never provided with any work Mark Bean alleges to in that invoice.

As discussed and motioned at our May regular meeting, Mr. Inscho accepted the lowest bid for the emergency repair of the Belvidere plant roof, which is leaking into the laboratory. A contract was entered into with Deegan Bros. for \$64,900.00. Mr. Inscho advised that they will begin the emergency work next week. The contractors have requested payment upon the completion of the work. He requested a motion for payment to be released to Deegan Bros. once the roof has been completed. Mr. Accetturo moved to provide payment to Deegan Bros., as an emergency repair of the roof, as soon as the work has been satisfactorily completed. Ms. Skoog seconded. All in favor, motion carried. Mr. Tipton advised that he will prepare a retroactive resolution which will include the appropriate emergency repair language.

Mr. Inscho and CP Engineering have been communicating with Covanta regarding the demolition site in Oxford and our acceptance of the discharge water and flow from that site. He has a meeting regarding the same on Wednesday, June 19, 2024. It has been agreed that any CP Engineering bills regarding this project will be paid for by Covanta.

Mr. Inscho advised that he spoke with Ben Spinelli at the White Township meeting last Wednesday. White Township has not complied with the Highlands preservation act and therefore, the money is not available as this time to White Township. He did suggest that the committee that was formed at the May 30, 2024 special meeting, still meet with him to discuss possible grants. Mr. Inscho will advise the committee once Mr. Spinelli gets back to him with a date.

#### AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that she and Mr. Inscho were invited to the Belvidere Town Council meeting next Monday regarding the potential furthering of the two small areas that currently do have sewer service.

There was a brief discussion with Mr. Tipton regarding a possible communication/coordination document (best practices) with the municipalities. He suggested that he and Mr. Inscho meet to discuss the matter further.

#### FINANCE

Mr. Accetturo moved that Resolution #24-17 (Certificate No. 454: \$60,944.40) be approved to pay all bills from the Operating Fund, as presented. Mr. Roth seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #24-18 (Certificate No. 458: \$37,632.53) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Roth seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #24-19 (Certificate No. ESC 016: \$2,174.45) be approved to pay all bills from the Jaindl Escrow Fund as presented. Ms. Skoog seconded. All in favor, motion carried.

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, Mr. Accetturo moved for the meeting to be adjourned. The meeting was adjourned at 7:22 p.m.

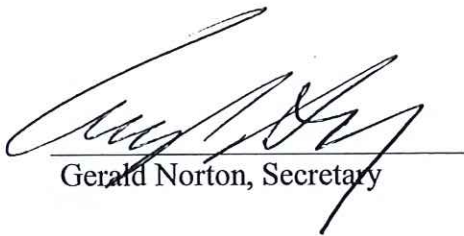
*Susan Wright*  
Susan Wright  
Administrative Assistant

**RESOLUTION:**

EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF MAY & JUNE 2024

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of June 18, 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 454

Dated: June 18, 2024

Moved by: Mr. Accettura

Seconded by: Mr. Both

Yes: 4

No: 0

Abstain: 0

Absent: 1

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

**Meeting: June 18, 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 #22103-22111:	05/24/24	\$1,576.65
Check #22113-22148:	06/17/24	<u>\$59,367.75</u>
	<i>Total:</i>	\$60,944.40

PENTAMATION  
 DATE: 05/24/2024  
 TIME: 10:43:30

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 5/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22103	10101	05/24/24	BRIGHTSPEED	5076	309373198	36.46
22103	10101	05/24/24	BRIGHTSPEED	5076	309801924	9.95
22103	10101	05/24/24	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.31
22104	10101	05/24/24	COMCAST	5076	8499052660035827	50.24
22104	10101	05/24/24	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					207.09
22105	10101	05/24/24	COMCAST	5076	8499052650021506	302.67
22106	10101	05/24/24	CRS, LLC	5029	365 APPS FOR BUSINESS	44.85
22106	10101	05/24/24	CRS, LLC	5029	CLOUD BACKUPS	51.00
22106	10101	05/24/24	CRS, LLC	5029	SERVICES SUITES	60.00
22106	10101	05/24/24	CRS, LLC	5029	WI-FI SUBSCRIPTIONS	21.00
	TOTAL CHECK					176.85
22107	10101	05/24/24	ELIZABETHTOWN GAS	5070	S. WATER ST PUMP STA	36.79
22108	10101	05/24/24	JCP&L	5071	FLOW METER	4.09
22109	10101	05/24/24	RICOH USA, INC.	5026	COPIER LEASE	340.29
22110	10101	05/24/24	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	150.14
22111	10101	05/24/24	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	292.42
	TOTAL FUND					1,576.65
	TOTAL REPORT					1,576.65

PENTAMATION  
 DATE: 06/12/2024  
 TIME: 10:48:51

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 6/24

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22113	10101	06/17/24	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.66
22114	10101	06/17/24	28 ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
22115	10101	06/17/24	29 ADVANCE AUTO PARTS PROFES	5025	MATS	25.00
22116	10101	06/17/24	161 BILL HODGE ELECTRICAL CON	5024	BELV CONNECTION PIT	2,766.92
22117	10101	06/17/24	239 BRIGHTSPEED	5076	309480336	37.76
22117	10101	06/17/24	239 BRIGHTSPEED	5076	309538602	61.03
22117	10101	06/17/24	239 BRIGHTSPEED	5076	310189069	43.54
			TOTAL CHECK			142.33
22118	10101	06/17/24	206 C M AUTO PARTS	5025	704684	51.98
22118	10101	06/17/24	206 C M AUTO PARTS	5025	705163	433.97
22118	10101	06/17/24	206 C M AUTO PARTS	5025	705409	33.99
			TOTAL CHECK			519.94
22119	10101	06/17/24	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22120	10101	06/17/24	293 CP ENGINEERS NJ, LLC	5545	GENERAL ENGINEERING	360.50
22120	10101	06/17/24	293 CP ENGINEERS NJ, LLC	5545	OPERATIONS CONSULTING	669.50
			TOTAL CHECK			1,030.00
22121	10101	06/17/24	295 CRS, LLC	5029	JI & SW COMPUTERS	1,612.50
22122	10101	06/17/24	520 FERGUSON ENTERPRISES, LLC	5024	0878070	408.15
22123	10101	06/17/24	530 FIRE FIGHTERS EQUIPMENT C	5024	20241224-BELVIDERE	521.00
22123	10101	06/17/24	530 FIRE FIGHTERS EQUIPMENT C	5024	20241225-OXFORD	403.00
			TOTAL CHECK			924.00
22124	10101	06/17/24	537 FLEMINGTON DEPARTMENT STO	5043	UNIFORM	974.74
22125	10101	06/17/24	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES MAY	608.00
22126	10101	06/17/24	935 JCP&L	5071	100003352968	199.63
22126	10101	06/17/24	935 JCP&L	5071	100004188262	6,246.17
22126	10101	06/17/24	935 JCP&L	5071	100004582811	4.14
22126	10101	06/17/24	935 JCP&L	5071	100004911044	7,116.58
22126	10101	06/17/24	935 JCP&L	5071	100004952337	384.65
22126	10101	06/17/24	935 JCP&L	5071	100005061898	73.56
22126	10101	06/17/24	935 JCP&L	5071	100005205917	674.68
			TOTAL CHECK			14,699.41
22127	10101	06/17/24	1150 LIN SUPPLY INC.	5024	150687	258.19
22127	10101	06/17/24	1150 LIN SUPPLY INC.	5024	150779	64.96
22127	10101	06/17/24	1150 LIN SUPPLY INC.	5024	151004	8.99
			TOTAL CHECK			332.14
22128	10101	06/17/24	1215 MAIN POOL & CHEMICAL CO.,	5521	MAY BILLING	7,441.20
22129	10101	06/17/24	1227 MAYBERRY SALES & SERVICE	5024	GUAGE, FUEL	46.00
22130	10101	06/17/24	1265 MILLER ENERGY, INC.	5024	SERVICE CONTRACT	2,000.00



PENTAMATION  
 DATE: 06/12/2024  
 TIME: 10:48:51

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 6/24

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

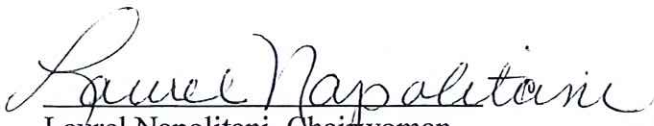
FUND - MUA01 - MUN UTILITY AUTH GEN FUND


CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22131	10101	06/17/24	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22132	10101	06/17/24	NEW JERSEY AMERICAN WATER	5072	MAY BILLING	23.52
22133	10101	06/17/24	NJ ADVANCE MEDIA	5021	SPECIAL MEETING NOTICE	6.80
22133	10101	06/17/24	NJ ADVANCE MEDIA	5021	2023 AUDIT REPORT	84.88
			TOTAL CHECK			91.68
22134	10101	06/17/24	NORTH EAST PARTS GROUP, L	5025	657904	11.99
22134	10101	06/17/24	NORTH EAST PARTS GROUP, L	5025	658680	50.94
			TOTAL CHECK			62.93
22135	10101	06/17/24	NORTON, GERALD	5011	MONTHLY STIPEND	391.66
22136	10101	06/17/24	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	19.70
22136	10101	06/17/24	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	114.52
			TOTAL CHECK			134.22
22137	10101	06/17/24	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE MAY	30.03
22138	10101	06/17/24	PACE ANALYTICAL SERVICES,	5509	240639471	368.50
22138	10101	06/17/24	PACE ANALYTICAL SERVICES,	5509	247109647	344.50
22138	10101	06/17/24	PACE ANALYTICAL SERVICES,	5509	247110381	387.00
22138	10101	06/17/24	PACE ANALYTICAL SERVICES,	5509	347110387	340.50
22138	10101	06/17/24	PACE ANALYTICAL SERVICES,	5509	347110395	145.50
22138	10101	06/17/24	PACE ANALYTICAL SERVICES,	5509		1,586.00
			TOTAL CHECK			4,515.00
22139	10101	06/17/24	PASSAIC VALLEY SEWERAGE C	5079	MAY SLUDGE DISPOSAL	
22140	10101	06/17/24	RIGO GENERAL HARDWARE	5024	A235971	23.36
22140	10101	06/17/24	RIGO GENERAL HARDWARE	5024	A236172	57.22
22140	10101	06/17/24	RIGO GENERAL HARDWARE	5024	A236211	51.54
22140	10101	06/17/24	RIGO GENERAL HARDWARE	5024	A236393	15.98
22140	10101	06/17/24	RIGO GENERAL HARDWARE	5024	A236560	14.45
22140	10101	06/17/24	RIGO GENERAL HARDWARE	5024	A237273	16.48
			TOTAL CHECK			179.03
22141	10101	06/17/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.66
22142	10101	06/17/24	SANICO INC.	5024	JUNE DUMPSTER FEE	301.80
22143	10101	06/17/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.34
22144	10101	06/17/24	SPECTRASERV INC	5079	SLUDGE HAUL MAY	6,216.00
22145	10101	06/17/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	355.97
22146	10101	06/17/24	TREASURER - STATE OF NJ	5049	BELV NJPDES PERMIT FEE	4,791.87
22147	10101	06/17/24	TREASURER - STATE OF NJ	5049	OXF NJPDES PERMIT FEE	4,646.55
22148	10101	06/17/24	WILSON PRODUCTS	5024	MAY BILLING	24.50
			TOTAL FUND			59,367.75
			TOTAL REPORT			59,367.75

**RESOLUTION:**

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF MAY, 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 458

Dated: June 18, 2024

Moved by: Mr. Accettura

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: June 18, 2024**

CP Engineers – Sludge Thickener:	\$ 18,325.25
CP Engineers – NPW Pumping System:	\$ 18,603.25
CP Engineers – Scum Pipe Improvements:	\$ <u>704.03</u>
<i>Total</i>	\$ 37,632.53

PENTAMATION  
 DATE: 06/12/2024  
 TIME: 10:53:58

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 6/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22149	10101	06/18/24	CP ENGINEERS NJ, LLC	19002	206.021 SCUM PIPE IMPROV	704.03
22149	10101	06/18/24	CP ENGINEERS NJ, LLC	19002	206.022 SLUDGE THICKENER	18,325.25
22149	10101	06/18/24	CP ENGINEERS NJ, LLC	19002	206.023 NPW PUMPING SYS	18,603.25
TOTAL CHECK						37,632.53

TOTAL FUND

TOTAL REPORT

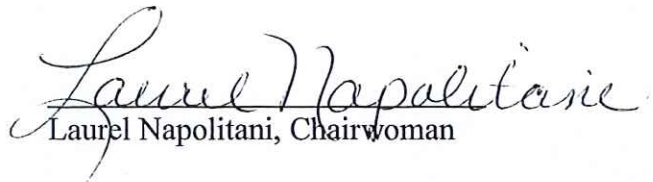
37,632.53  
 37,632.53

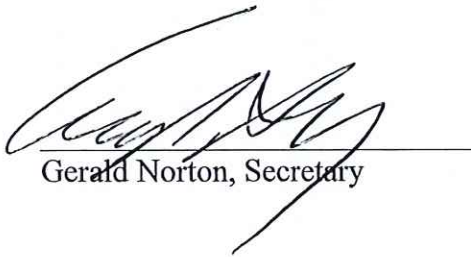
#24-19

**RESOLUTION RE:**

EXPENDITURES FROM THE ESCROW FUND FOR THE MONTH OF JUNE, 2024.

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

  
Laurel Napolitani, Chairwoman

  
Gerald Norton, Secretary

Certificate No. ESC 016

Dated: June 18, 2024

Moved by: Mr. Accettura

Seconded by: Ms. Skoog

Yes 4

No 0

Abstain 0

Absent 1

**ESCROW FUND  
BILLS LIST  
Dated: June 18, 2024**

Jaindl Land Company  
Return Balance of Escrow Account  
Jaindl Escrow Account: ..... \$2,174.45

Total ..... \$2,174.45

PENTAWATION  
DATE: 06/05/2024  
TIME: 15:24:02

PAGE NUMBER: 1  
VENCHKLL  
ACCOUNTING PERIOD: 6/24

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22112	10101	06/05/24	928 JAINDL LAND COMPANY	20500	RTRN ESCROW BAL 5/31/24	2,174.45
TOTAL FUND						2,174.45
TOTAL REPORT						2,174.45