

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES

**October 17, 2023**

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Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:01 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  
Gerald Norton, Secretary  
Angelo Accetturo, Treasurer

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.

Mr. Roth requested that a discussion regarding the Authority's capital plan be added to this Agenda. Chairwoman Napolitani agreed and advised that it will be discussed after her report.

### MINUTES

Mr. Norton moved, and Mr. Accetturo seconded to approve the minutes of the September 19, 2023 regular meeting, as presented. All in favor, motion carried.

Mr. Norton moved, and Mr. Accetturo seconded to approve the minutes of the September 19, 2023 executive session, as presented. All in favor, motion carried.

### CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Letter dated September 14, 2023 from Margaret Cole Bray to Chairwoman Napolitani requesting information/documentation regarding Oxford Township sewer charges.
2. Letter dated September 29, 2023 from Chairwoman Napolitani to Margaret Cole Bray responding to her September 14, 2023 letter.

3. Foreclosure Notification dated October 2, 2023 from Eric P. Kelner, Esquire, Attorney for property owners, James H. Smythe, IV and Laurie A. Smythe, in connection with property known as Block 16, Lot 19 in the town of Belvidere, also known as 122 Mansfield Street, Belvidere, County of Warren, State of NJ.
4. Letter dated October 4, 2023 from Patrick Brown, Supervisor, Residuals Unit, State of New Jersey, Bureau of Ground Water, Residuals and Permit Administration to WC(PR)MUA regarding Residual General Permit Authorization Renewal for the Oxford Plant.
5. Letter dated October 4, 2023 from Patrick Brown, Supervisor, Residuals Unit, State of New Jersey, Bureau of Ground Water, Residuals and Permit Administration to WC(PR)MUA regarding Residual General Permit Authorization Renewal for the Belvidere Plant.
6. Notice to the White Township Zoning Board of Adjustment from Lavery, Selvaggi, Abromitis & Cohen, Attorneys for Skoog Holdings, LLC, for an application to amend previous approvals to remove the condition requiring it to erect a security gate and install certain landscaping modifications for property known as Block 54.01, Lot 2, situate on Upper Sarepta Road, Township of White, County of Warren, State of NJ.

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 the monthly financial report.

Mr. Francisco summarized the FY2024 Authority Budget Resolution with the Board.

Mr. Roth moved to adopt Resolution #23-32, for approval of the introduced FY2024 Annual Operating and Capital Budgets, and to certify the FY2024 Annual Budget, including all related schedules, and the FY2024 Capital Budget/Program as presented. Mr. Accetturo seconded. The motion passed, roll call was as follows:

Mr. Accetturo	Yes
Mr. Norton	Abstain
Mr. Roth	Yes
Chairwoman Napolitani	Yes

GENERAL COUNSEL

Mr. Tipton had nothing to report.

## EXECUTIVE DIRECTOR

Mr. Inscho advised that he and the operators have begun changing out the lights to LED lights at the Administration Building, pump stations and plants, and JCP&L will reimburse the Authority 40% of the costs. To repair the old lights, it would have been \$83.00 per light, to purchase new LED lights it is costing \$69.00 per light.

Residual Permits have been renewed and are good until 2028.

Water Street pump station generator project will be completed by October 18, 2023.

Sludge thickener at the Belvidere plant, Operator Wasser provided the numbers for the Oxford plant and Mr. Inscho will provide a comparison to the Board at the November meeting.

Mr. Inscho requested the Board authorize the hiring of Brian Walters, as a laborer at \$25.00 per hour, \$52,000.00 per year, with no health care insurance provided. He does not hold any licenses; however, he has right-to-know training and confined space training.

In addition, Mr. Inscho requested that the Board authorize that Operators, R. Berger and M. Berger be promoted to senior operators, with a \$2.00 an hour increase, which will start in January of 2024.

Mr. Norton moved to hire Mr. Walters as a laborer, as well as promote the aforementioned operators to senior operators with the said increase effective January 1, 2024. Mr. Roth seconded. All in favor, motion passed.

## FINANCE

Mr. Accetturo moved that Resolution #23-33 (Certificate No. 446: \$46,183.07) 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 #23-34 (Certificate No. 452: \$469.50) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Norton seconded. All in favor, motion passed.

## AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised the Board that our post office box has been closed and a locked mailbox has been installed by the main door of the Administration Building, which will save the Authority approximately \$300.00 per year.

She also advised the Board that we received the \$1,900.00 check from the County in connection with the auction.

UNFINISHED BUSINESS

Mr. Roth requested that the 5-Year Capital Committee meet to update and review all the capital projects for both plants. The Operators will be part of that meeting.

There was a brief discussion regarding White Township and the Route 46/Becrett project. Mr. Tipton did advise the Board that an agreement with the developers for the Becrett project was approved at the Township's October meeting.

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 7:37 p.m.

*Susan Wright*  
Susan Wright  
Administrative Assistant

# 2024 AUTHORITY BUDGET RESOLUTION

Warren County - Pequest River Utilities Authority

**FISCAL YEAR: January 01, 2024 to December 31, 2024**

WHEREAS, the Annual Budget for Warren County - Pequest River Utilities Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented before the governing body of the Warren County - Pequest River Utilities Authority at its open public meeting of October 17, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,587,450.00, Total Appropriations including any Accumulated Deficit, if any, of \$2,587,450.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$145,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$145,000.00; and

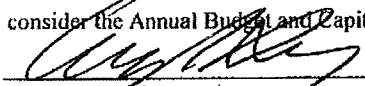
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Warren County - Pequest River Utilities Authority, at an open public meeting held on October 17, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the) Warren County - Pequest River Utilities Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Warren County - Pequest River Utilities Authority will consider the Annual Budget and Capital Budget/Program for Adoption on December 19, 2023.

  
\_\_\_\_\_  
(Secretary's Signature)

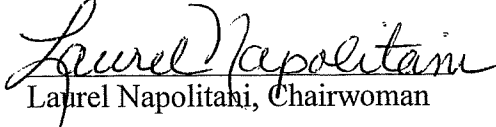
October 17, 2023  
(Date)

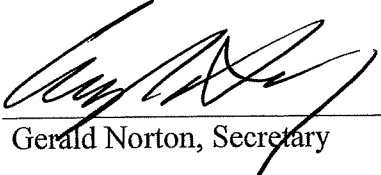
**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Angelo Accetturo	X			
Laurel Napolitani	X			
Gerald Norton			X	
Joseph Roth	X			
Vacant				

**RESOLUTION RE:** EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF SEPTEMBER & OCTOBER, 2023

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of October 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.

  
Laurel Napolitani, Chairwoman

  
Gerald Norton, Secretary

Certificate No. OP 446

Dated: October 17, 2023

Moved by: Mr. Accettura

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 0

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

**Meeting: October 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 #21758-21768:	09/26/23	\$2,267.31
Check #21769-21794:	10/16/23	<u>\$43,915.76</u>
	<i>Total:</i>	<i>\$46,183.07</i>

PENTAMATION  
 DATE: 09/26/2023  
 TIME: 10:29:35

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHK11  
 ACCOUNTING PERIOD: 9/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21758	10101	09/26/23	BRIGHTSPEED	5076	309373198	36.39
21758	10101	09/26/23	BRIGHTSPEED	5076	309801924	9.95
21758	10101	09/26/23	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.24
21759	10101	09/26/23	COMCAST	5076	8499052650021506	376.79
21760	10101	09/26/23	COMCAST	5076	8499052660035827	46.28
21760	10101	09/26/23	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					203.13
21761	10101	09/26/23	CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER PRODUCTS	428.15
21762	10101	09/26/23	CRS, LLC	5029	4136	44.85
21762	10101	09/26/23	CRS, LLC	5029	4137	60.00
21762	10101	09/26/23	CRS, LLC	5029	4138	51.00
21762	10101	09/26/23	CRS, LLC	5029	4141	21.00
	TOTAL CHECK					176.85
21763	10101	09/26/23	ELIZABETHTOWN GAS	5070	68 S WATER ST PUMP	36.79
21764	10101	09/26/23	JCP&L	5071	FLOW METER	4.09
21765	10101	09/26/23	POSTMASTER BELVIDERE	5022	STAMPS	189.00
21766	10101	09/26/23	THE COUNTY OF WARREN	5070	AUGUST FUEL	346.18
21767	10101	09/26/23	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	149.37
21768	10101	09/26/23	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	290.72
	TOTAL FUND					2,267.31
	TOTAL REPORT					2,267.31



PENTAMATION  
 DATE: 10/11/2023  
 TIME: 11:04:13

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
21769	10101	10/16/23	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
21770	10101	10/16/23	28 ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
21771	10101	10/16/23	239 BRIGHTSPEED	5076	309480336	36.99
21771	10101	10/16/23	239 BRIGHTSPEED	5076	309538602	60.11
21771	10101	10/16/23	239 BRIGHTSPEED	5076	310189069	43.62
			TOTAL CHECK			140.72
21772	10101	10/16/23	206 C M AUTO PARTS	5025	695479	103.89
21772	10101	10/16/23	206 C M AUTO PARTS	5025	695577	166.99
21772	10101	10/16/23	206 C M AUTO PARTS	5025	696093	153.84
			TOTAL CHECK			424.72
21773	10101	10/16/23	271 COLLIERS ENGINEERING & DE	5545	AUG GEN ENGINEERING	866.89
21774	10101	10/16/23	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
21775	10101	10/16/23	520 FERGUSON ENTERPRISES, LLC	5024		41.07
21776	10101	10/16/23	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES SEPT	255.00
21777	10101	10/16/23	750 HANNA INSTRUMENTS USA	5024	EDGE DIEDICATED PH	933.92
21778	10101	10/16/23	935 JCP&L	5071	100003352968	186.97
21778	10101	10/16/23	935 JCP&L	5071	100004188262	5,833.32
21778	10101	10/16/23	935 JCP&L	5071	100004582811	4.09
21778	10101	10/16/23	935 JCP&L	5071	100004911044	6,034.10
21778	10101	10/16/23	935 JCP&L	5071	100004952337	375.02
21778	10101	10/16/23	935 JCP&L	5071	100005061898	79.19
21778	10101	10/16/23	935 JCP&L	5071	100005205917	641.17
			TOTAL CHECK			13,153.86
21779	10101	10/16/23	1150 LIN SUPPLY INC.	5024	145882	298.88
21779	10101	10/16/23	1150 LIN SUPPLY INC.	5024	145885	16.58
21779	10101	10/16/23	1150 LIN SUPPLY INC.	5024	145968	22.19
21779	10101	10/16/23	1150 LIN SUPPLY INC.	5024	146023	129.75
			TOTAL CHECK			467.40
21780	10101	10/16/23	1215 MAIN POOL & CHEMICAL CO.,	5521	SEPT BILLING	5,800.20
21781	10101	10/16/23	1227 MAYBERRY SALES & SERVICE	5024	INV. NO. 393613	732.83
21782	10101	10/16/23	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21783	10101	10/16/23	1340 NEW JERSEY AMERICAN WATER	5072	SEPTEMBER WATER	21.27
21784	10101	10/16/23	1388 NORTON, GERALD	5011	MONTHLY STIPEND	391.67
21785	10101	10/16/23	1420 OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	94.19
21786	10101	10/16/23	1440 ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE SEPT	7.15
21787	10101	10/16/23	1343 PACE ANALYTICAL SERVICES,	5509	N115999-71	1,100.00
21787	10101	10/16/23	1343 PACE ANALYTICAL SERVICES,	5509	N116000-71	1,100.00
21787	10101	10/16/23	1343 PACE ANALYTICAL SERVICES,	5509	N116061-71	81.00

PENTAMATION  
 DATE: 10/11/2023  
 TIME: 11:04:13

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 2  
 VENCHK11  
 ACCOUNTING PERIOD: 10/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND


CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21787	10101	10/16/23	PACE ANALYTICAL SERVICES,	5509	N116062-71	1,541.00
21787	10101	10/16/23	PACE ANALYTICAL SERVICES,	5509	N116063-71	1,402.00
21787	10101	10/16/23	PACE ANALYTICAL SERVICES,	5509	N116194-71	363.50
21787	10101	10/16/23	PACE ANALYTICAL SERVICES,	5509	N116199-71	382.00
21787	10101	10/16/23	PACE ANALYTICAL SERVICES,	5509	N116380-71	382.00
21787	10101	10/16/23	PACE ANALYTICAL SERVICES,	5509	N116399-71	335.50
21787	10101	10/16/23	PACE ANALYTICAL SERVICES,	5509	N116575-71	65.50
	TOTAL CHECK					6,752.50
21788	10101	10/16/23	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL SEPT	4,515.00
21789	10101	10/16/23	RIGO GENERAL HARDWARE	5024	A227028	52.03
21789	10101	10/16/23	RIGO GENERAL HARDWARE	5024	A227083	93.95
21789	10101	10/16/23	RIGO GENERAL HARDWARE	5024	A227432	1.32
21789	10101	10/16/23	RIGO GENERAL HARDWARE	5024	A227464	14.38
21789	10101	10/16/23	RIGO GENERAL HARDWARE	5024	A227465	4.48
21789	10101	10/16/23	RIGO GENERAL HARDWARE	5024	A227634	80.16
21789	10101	10/16/23	RIGO GENERAL HARDWARE	5024	A227676	19.58
21789	10101	10/16/23	RIGO GENERAL HARDWARE	5024	A227755	92.75
21789	10101	10/16/23	RIGO GENERAL HARDWARE	5024	A227760	35.91
21789	10101	10/16/23	RIGO GENERAL HARDWARE	5024	A227762	11.04
	TOTAL CHECK					405.60
21790	10101	10/16/23	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
21791	10101	10/16/23	SANICO INC.	5024	DUMPSTER FEE OCT	297.80
21792	10101	10/16/23	SHERWIN-WILLIAMS CO.	5024	OXFORD - PAINT, ETC.	120.63
21793	10101	10/16/23	SPECTRASERV INC	5079	SLUDGE HAUL SEPT	6,216.00
21794	10101	10/16/23	WILSON PRODUCTS	5024	SEPT BILLING	24.00
	TOTAL FUND					43,915.76
	TOTAL REPORT					43,915.76

**RESOLUTION RE:**

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

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

  
Laurel Napolitano, Chairwoman

  
Gerald Norton, Secretary

Certificate No. CI 452

Dated: October 17, 2023

Moved by: Mr. Accetta

Seconded by: Mr. Norton

Yes 4

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: October 17, 2023**

Colliers Engineering – Clarifier Rehab: \$ 469.50

*Total* \$ 469.50

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ACCOUNTING PERIOD: 10/23

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21795	10101	10/17/23	271	COLLIERS ENGINEERING & DE	19001	AUG CLARIFIER REHAB
TOTAL FUND						469.50
TOTAL REPORT						469.50