

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES April 18, 2023

Chairperson 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
Joseph Roth, Vice Chairperson
Gerald Norton, Secretary
Angelo Accetturo, Treasurer
William Godfrey

Also, in attendance: Kim Francisco, Authority CFO; Brian Tipton, Esq., Authority Legal Counsel, Ronald B. Madison, P.E., Authority Engineer; 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. Roth moved, and Mr. Accetturo seconded to approve the minutes of the March 21, 2023 regular meeting, as presented. All in favor, motion carried.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Notice from Tim Matthews to the White Township Planning Board for properties identified as Block 16, Lot 44 and Block 16, Lot 12, located at 648 & 650 Brass Castle Road, Township of White, County of Warren for a minor subdivision to reduce Lot 44 from 70.76 acres to 6 acres and increase Lot 12 from 36.92 acres to 101.68 acres.
2. Town of Belvidere Resolution No. R2023x25, designating Block 38, Lots 2, 3, 4 & 5; Block 47, Lot 10; Block 48, Lot 7; and portions of Sixth Street, Seventh Street, Hardwick Street, Knowlton Street and Independence Street Right-of-Way as a non-condemnation redevelopment area.

3. March 2023 Memorandum from Jeff S. Ignatowitz, PERS Secretary to all Certifying Officers, Public Employees' Retirement System (PERS) regarding their Notice of Election.
4. Notice from Lavery, Selvaggi, Abromitis & Cohen, Attorneys for Applicant, Cheema Oil Corp. to the White Township Zoning Board of Adjustments for the properties known as Block, 39, Lots 6 & 6.01, located at 274 Route 46, Township of White, County of Warren seeking to extend and amend the previously approved preliminary and final site plan approval, use and bulk variance relief on March 15, 2018.

ENGINEER'S REPORT

Mr. Madison summarized his report which was included in the agenda packets, as well as his supplemental report in connection with capital improvements, which was provided to the Commissioners.

A walk-through of the Belvidere Plant was scheduled on Friday, April 14, 2023 with the Engineers, Operators, Mr. Inscho and Chairwoman Napolitani, wherein efficiency and improvement of the plant was discussed. Colliers will be preparing the first draft of a capital plan within the next couple of months.

There were discussions regarding the technological improvements necessary at the Belvidere plant and also, joining the North Jersey Wastewater Cooperative. Mr. Madison advised that his office will provide the Board with information regarding the same.

Mr. Roth inquired about cybersecurity and that Mr. Madison had previously advised about recommendations. Mr. Madison advised that a request can be made to the Department of Homeland Security and they will provide a field audit with recommendations.

There was a discussion regarding the pump station/pipeline in White Township and having the Engineer speak on behalf of the Authority at future meetings with the Township, if this issue is not resolved.

CFO'S REPORT

Auditors finished the field work and they are working on the final report.

Mr. Francisco summarized the monthly financial report.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

FINANCE

Mr. Accetturo moved that Resolution #23-13 (Certificate No. 440: \$117,736.58) 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 #23-14 (Certificate No. 446: \$13,196.19) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Norton seconded. All in favor, motion passed.

EXECUTIVE DIRECTOR

Mr. Inscho advised that American Water tied into the Oxford sewer without notifying the Authority. After looking into this issue documentation and plans were found dating back to 2017 and 2018, wherein the cost of the hook-up was \$6,642.00, which is the residential hook-up fee. According to the documentation, they were to pay not only the hook-up fee, but also an application fee of \$400.00, which he is unsure whether that fee was paid. In addition, the Authority was to be notified so that it could be inspected. According to the Engineer who provided the plan, David Clark of CP Engineers, it is one laboratory sink (1 EDU) that is connected. Not sure whether in the future there will be more connections. Mr. Norton will look into what information Oxford may have regarding this issue and Mr. Inscho will contact Mr. Clark to request further information/documentation.

Oxford Plant: All three pump stations were vacuumed and cleaned out by Spectraserv.

Belvidere: Mechanical Screen is not working properly. The manufacturer will be sending someone out to take a closer look at it.

Paul Stamm from OSHA came out once again to perform his repeat inspection. We are down to four (4) items that need to be completed. He was very impressed with the conditions of the buildings. Our two new Operators have done a great job of improving the buildings.

Stateline Tree did a great job removing several trees and grinding some of the stumps on the Belvidere property.

Mr. Inscho advised the Board that for the past several weeks, Ms. Wright has been cleaning out and organizing the administration building.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani brought up an issue that when our facilities are closed, for holidays or weekends, no employee should be allowed on the property to use the facility for their own personal use. This is more for insurance and liability purposes. She inquired how this should be addressed, whether it be in a memorandum or incorporated it into the personnel policy. The Board agreed to determine whether it will be necessary after the Executive Session.

Chairwoman Napolitani requested that for the Authority's May 16, 2023 regular meeting, a tour of the Belvidere Plant be scheduled at 6:00 p.m. and then the meeting be held immediately thereafter. The Board agreed to the same.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

At approximately 8:02 p.m., Mr. Roth moved, and Mr. Godfrey seconded to adopt Resolution #23-15, to enter into an executive session to discuss personnel matters. All in favor, motion passed. Mr. Francisco, Mr. Madison and Ms. Wright, were excused during said executive session.

At 8:35 p.m., Mr. Accetturo moved, and Mr. Norton seconded to return to open session. All in favor, motion passed.

Mr. Tipton advised that the Board has authorized him to write a letter to Operator Mike Codis advising him that he is being suspended with pay effective immediately. Mr. Inscho and Mr. Tipton will be contacting Mr. Codis after the meeting to advise him of the same.

Chairwoman Napolitani also wanted to discuss with the Board that the two new Operators have once again requested a discussion regarding their health insurance upon retirement. There was a brief discussion among the Board, no official decision was made.

As there was no more business to come before the Authority, Mr. Godfrey moved for the meeting to be adjourned. The meeting was adjourned at 8:50 p.m.

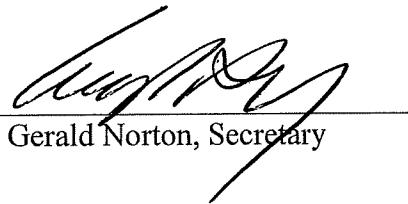
Susan Wright
Susan Wright
Administrative Assistant

RESOLUTION RE:

EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF MARCH, 2023 & APRIL, 2023

I HEREBY CERTIFY, that the bills listed on the attached Resolution of April 18, 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 440

Dated: April 18, 2023

Moved by: Mr. Accetturo

Seconded by: Mr. Roth

Yes 5

No 0

Abstain 0

Absent 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: April 18, 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 #21488-21496:	03/24/23	\$2,769.02
Check #21497-21535:	04/17/23	<u>\$114,967.56</u>
	<i>Total:</i>	<i>\$117,736.58</i>

PENTAMATION
 DATE: 03/24/2023
 TIME: 10:48:13

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 3/23

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21488	10101	03/24/23	BRIGHTSPEED	5076	309373198	36.48
21488	10101	03/24/23	BRIGHTSPEED	5076	309801924	9.95
21488	10101	03/24/23	BRIGHTSPEED	5076	310260175	19.90
		TOTAL CHECK				66.33
21489	10101	03/24/23	COMCAST	5076	8499052660035827	45.43
21489	10101	03/24/23	COMCAST	5076	8499052660035830	156.85
		TOTAL CHECK				202.28
21490	10101	03/24/23	COMCAST	5076	84990526500211506	355.72
21491	10101	03/24/23	ELIZABETHTOWN GAS	5070	S. WATER STREET PUMP	37.34
21492	10101	03/24/23	JCP&L	5071	FLOW METER	4.09
21493	10101	03/24/23	TREASURER - STATE OF NJ	5049	OXF ANNUAL LAB CERT	835.00
21494	10101	03/24/23	TREASURER - STATE OF NJ	5049	BELV ANNUAL LAB CERT	835.00
21495	10101	03/24/23	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	149.60
21496	10101	03/24/23	VOIP BILLING SERVICES	5076	BELV. PHONE SYSTEM	283.66
		TOTAL FUND				2,769.02
		TOTAL REPORT				2,769.02

PENTAMATION
 DATE: 04/12/2023
 TIME: 10:45:41

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHKLI
 ACCOUNTING PERIOD: 4/23

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21497	10101	04/17/23	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
21498	10101	04/17/23	28 ADT COMMERCIAL LLC	5026	FRONT DOOR SECURITY	20.00
21499	10101	04/17/23	40 AFA PROTECTIVE SYSTEMS, I	5517	FIRE ALARM OXFORD	345.21
21500	10101	04/17/23	56 AMERIGAS	5070	BELVIDERE PROPANE	821.78
21501	10101	04/17/23	120 BERGER, RUSSELL	5042	WEF RENEWAL	117.00
21502	10101	04/17/23	161 BILL HODGE ELECTRICAL CON	5024	230120	3,343.85
21502	10101	04/17/23	161 BILL HODGE ELECTRICAL CON	5024	230228	147.17
21502	10101	04/17/23	161 BILL HODGE ELECTRICAL CON	5024	230228	1,040.13
21502	10101	04/17/23	161 BILL HODGE ELECTRICAL CON	5024	230313	588.69
21502	10101	04/17/23	161 BILL HODGE ELECTRICAL CON	5024	230317	1,382.50
			TOTAL CHECK			6,502.34
21503	10101	04/17/23	239 BRIGHTSPEED	5076	309480336	38.62
21503	10101	04/17/23	239 BRIGHTSPEED	5076	309538602	60.32
21503	10101	04/17/23	239 BRIGHTSPEED	5076	310189069	43.53
			TOTAL CHECK			142.47
21504	10101	04/17/23	206 C M AUTO PARTS	5025	688236	128.99
21504	10101	04/17/23	206 C M AUTO PARTS	5025	688570	154.79
			TOTAL CHECK			283.78
21505	10101	04/17/23	271 COLLIERS ENGINEERING & DE	5545	GEN ENGINEERING MARCH	1,851.72
21506	10101	04/17/23	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
21507	10101	04/17/23	294 CRISTAL ASSOCIATES, LLC	5030	BELV PAPER PRODUCTS	270.95
21508	10101	04/17/23	470 ENVIRONMENTAL RESOURCE AS	5509	PT SAMPLES OXFORD	107.95
21509	10101	04/17/23	470 ENVIRONMENTAL RESOURCE AS	5509	PT SAMPLES BELVIDERE	106.88
21510	10101	04/17/23	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES MARCH	816.00
21511	10101	04/17/23	650 GODFREY, WILLIAM	5011	MONTHLY STIPEND	233.33
21512	10101	04/17/23	935 JCP&L	5071	100003352968	177.74
21512	10101	04/17/23	935 JCP&L	5071	100004188262	7,823.19
21512	10101	04/17/23	935 JCP&L	5071	100004582811	4.09
21512	10101	04/17/23	935 JCP&L	5071	100004911044	8,417.18
21512	10101	04/17/23	935 JCP&L	5071	100004952337	310.52
21512	10101	04/17/23	935 JCP&L	5071	100005061898	102.06
21512	10101	04/17/23	935 JCP&L	5071	100005205917	988.29
			TOTAL CHECK			17,823.07
21513	10101	04/17/23	1150 LIN SUPPLY INC.	5024	142621	10.79
21513	10101	04/17/23	1150 LIN SUPPLY INC.	5024	142631	51.89
21513	10101	04/17/23	1150 LIN SUPPLY INC.	5024	142756	92.65
			TOTAL CHECK			155.33
21514	10101	04/17/23	1215 MAIN POOL & CHEMICAL CO.,	5521	MARCH BILLING	4,387.20

PENTAMATION
 DATE: 04/12/2023
 TIME: 10:45:41

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 2
 VENCHKII
 ACCOUNTING PERIOD: 4/23

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21515	10101	04/17/23	MAYBERRY SALES & SERVICE	5024	HAND BLOWER	289.99
21515	10101	04/17/23	MAYBERRY SALES & SERVICE	5024	HONDA MOWER	599.00
	TOTAL CHECK					888.99
21516	10101	04/17/23	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21517	10101	04/17/23	NEW JERSEY AMERICAN WATER	5072	MARCH WATER	19.85
21518	10101	04/17/23	NJUA JOINT INSURANCE FUND	5091	NJUA JIF FY2023 INS.	9,311.00
21518	10101	04/17/23	NJUA JOINT INSURANCE FUND	5194	NJUA JIF FY2023 INS.	18,725.00
	TOTAL CHECK					28,036.00
21519	10101	04/17/23	NORTH EAST PARTS GROUP, L	5025	628233	318.99
21519	10101	04/17/23	NORTH EAST PARTS GROUP, L	5025	628753	87.96
21519	10101	04/17/23	NORTH EAST PARTS GROUP, L	5025	628913	9.19
21519	10101	04/17/23	NORTH EAST PARTS GROUP, L	5025	629210	29.99
	TOTAL CHECK					446.13
21520	10101	04/17/23	NORTON, GERALD	5011	MONTHLY STIPEND	391.67
21521	10101	04/17/23	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES BELV.	106.01
21522	10101	04/17/23	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE MARCH	12.87
21523	10101	04/17/23	PACE ANALYTICAL SERVICES,	5509	N111673-71	1,100.00
21523	10101	04/17/23	PACE ANALYTICAL SERVICES,	5509	N111674-71	1,100.00
21523	10101	04/17/23	PACE ANALYTICAL SERVICES,	5509	N111739-71	1,402.00
21523	10101	04/17/23	PACE ANALYTICAL SERVICES,	5509	N111740-71	1,541.00
21523	10101	04/17/23	PACE ANALYTICAL SERVICES,	5509	N112032-71	382.00
21523	10101	04/17/23	PACE ANALYTICAL SERVICES,	5509	N112034-71	363.50
21523	10101	04/17/23	PACE ANALYTICAL SERVICES,	5509	N112222-71	335.50
21523	10101	04/17/23	PACE ANALYTICAL SERVICES,	5509	N112223-71	382.00
21523	10101	04/17/23	PACE ANALYTICAL SERVICES,	5509	N112385-71	65.50
	TOTAL CHECK					6,671.50
21524	10101	04/17/23	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL MARCH	5,082.00
21525	10101	04/17/23	POSTMASTER BELVIDERE	5022	STAMPS	189.00
21526	10101	04/17/23	REINER PUMP SYSTEMS, INC.	5024	NEW SULZER XRW MIXER	7,649.00
21527	10101	04/17/23	RIGO GENERAL HARDWARE	5024	218291	100.46
21527	10101	04/17/23	RIGO GENERAL HARDWARE	5024	218791	65.17
21527	10101	04/17/23	RIGO GENERAL HARDWARE	5024	219167	14.87
21527	10101	04/17/23	RIGO GENERAL HARDWARE	5024	219185	37.56
	TOTAL CHECK					218.06
21528	10101	04/17/23	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
21529	10101	04/17/23	SANICO INC.	5024	DUMPSTER FEE MARCH	297.80
21530	10101	04/17/23	SPECTRASERV INC	5079	MARCH SLUDGE HAUL	7,044.80
21531	10101	04/17/23	STATELINE TREE SERVICE, I	5024	TREE REMOVAL BELV.	9,000.00
21532	10101	04/17/23	THE COUNTY OF WARREN	5070	MONTHLY FUEL	239.12

PENTAMATION
 DATE: 04/12/2023
 TIME: 10:45:41

PAGE NUMBER: 3
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 ACCOUNTING PERIOD: 4/23

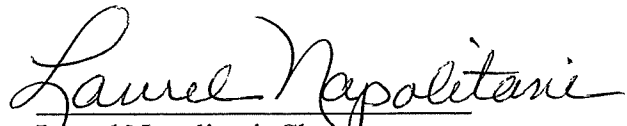
MUNICIPAL UTILITY AUTHORITY
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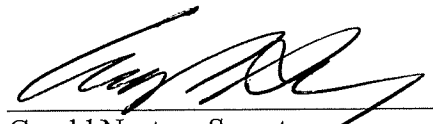
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21533	10101	04/17/23	TREASURER - STATE OF NJ	5049	NJPDES ANNUAL PERMIT FEES	4,610.91
21533	10101	04/17/23	TREASURER - STATE OF NJ	5049	NJPDES ANNUAL PERMIT FEES	4,616.67
			TOTAL CHECK			9,227.58
21534	10101	04/17/23	USA BLUEBOOK	5024	METER	3,204.83
21535	10101	04/17/23	WILSON PRODUCTS	5024	MARCH BILLING	24.00
			TOTAL FUND			114,967.56
			TOTAL REPORT			114,967.56

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF MARCH, 2023

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 446

Dated: April 18, 2023

Moved by: Mr. Acletturo

Seconded by: Mr. Norton

Yes 5

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: April 18, 2023

Alpine Painting – Oxford Storage Tank:	\$ 9,604.00
Colliers Engineering – Oxford Storage Tank:	\$ 2,232.19
Colliers Engineering – Belvidere Clarifier:	<u>\$ 1,360.00</u>
<i>Total</i>	<i>\$13,196.19</i>

PENTAMATION
 DATE: 04/12/2023
 TIME: 10:53:47

PAGE NUMBER: 1
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 ACCOUNTING PERIOD: 4/23

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21336	10101	04/18/23	1805 ALPINE PAINTING & SANDBLA	19001	OXFORD STORAGE TANK	9,604.00
21337	10101	04/18/23	271 COLLIERS ENGINEERING & DE	19001	OXFORD SLUDGE TANK	2,232.19
21337	10101	04/18/23	271 COLLIERS ENGINEERING & DE	19001	BELV. CLARIFIER PROJ	1,360.00
			TOTAL CHECK			3,592.19
			TOTAL FUND			13,196.19
			TOTAL REPORT			13,196.19

RESOLUTION

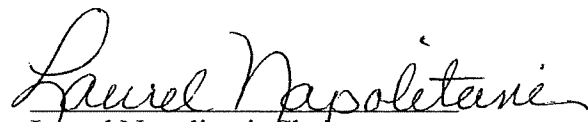
WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority of the Township of White, County of Warren and State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The General nature of the subject matter to be discussed is as follows:
3. It is anticipated at this time that the above subject matter will be made public when appropriate.
4. This Resolution shall take effect immediately.

WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY


Laurel Napolitani, Chairwoman

Dated: April 18, 2023