

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES April 15, 2025

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Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:58 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 (via telephone conference)  
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.

### MINUTES

Ms. Skoog moved, and Mr. Roth seconded to approve the minutes of the March 18, 2025 regular meeting, as presented. All in favor, except one abstention by Mr. Accetturo, motion passed.

### CORRESPONDENCE

Chairwoman Napolitani recapped the correspondence listed below:

1. Memorandum dated April 4, 2025, to Susan Wright, WC(PR)MUA Administrative Assistance from Alex Lazorisak, Warren County Administrator, regarding the Financial Disclosure Statements for the members of PRMUA
2. Letter dated April 8, 2025, from Stephen Donati, P.E. to WC(PR)MUA Executive Director, John Inscho regarding CP Engineers' professional services proposal in connection with the Belvidere WWTF Improvement Projects.

### SERVICE AREA UPDATES

**Belvidere:** Mr. Roth had nothing new to report.

**Oxford:** Mr. Norton was not in attendance.

**White Twp.:** Ms. Skoog had nothing new to report.

## ENGINEER'S REPORT

Mr. Donati 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. He also went over the 2024-2025 flow review report he provided at the meeting.

## FINANCE

Mr. Accetturo moved that Resolution #25-17 be approved to pay all bills from the Operating Funds (Certificate No. OP 464: \$58,720.93). Ms. Skoog seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #25-18 be approved to pay all bills from the Capital Improvement Funds (Certificate No. CI 468: \$21,753.18). Ms. Skoog seconded. All in favor, motion passed.

## GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

## EXECUTIVE DIRECTOR

Mr. Inscho requested that the petty cash that is on hand for the Authority be increased from \$300.00 to \$600.00. Mr. Francisco confirmed that the amount is fine; however, a Resolution will need to be prepared for the increase at next month's meeting. Mr. Tipton advised that it be voted on at May's meeting.

Mr. Inscho advised that the I-Bank loan is moving forward. He requested a motion authorizing an additional \$23,000.00 to CP Engineer's budget for the loan/grant paperwork. Mr. Accetturo moved for the increase in the Engineer's budget for the I-Bank loan/grant. Ms. Skoog seconded. The motion passed unanimously on a roll call vote.

Mr. Inscho advised that we have reached out to our I.T. team to meet with Ed Deacon of Kustom Control Solutions Corp. regarding the Scada System. Looking to schedule that by the end of the month.

The Operators have been in touch with AllMax and working through the DMR paperwork. Mr. Inscho recommended that we purchase the one-year software package, which will include unlimited technical support, for approximately \$4,200.00. He will provide the Board with the exact amount for that software package at next month's meeting.

The conduit was installed for the storage shed on April 15, 2025. The floor and water should be completed within the next two weeks.

Mr. Inscho advised that there was an issue concerning the flow amounts coming from Brookfield; Brookfield Glen; and the assisted living facility, Mira Vie, which is a commercial unit. They need to figure out the correct flow amount that comes from Mira Vie.

Mr. Inscho also requested that moving forward, the Authority's monthly meetings start at 6:00 p.m. rather than 7:00 p.m. Ms. Wright will prepare and advertise the legal notice necessary regarding the meetings time change. The Board agreed and this change will start next month.

CP Engineer's have started the process of applying for a grant. This grant would cover the I-Bank loan. Mr. Inscho advised that our application has been assigned and is moving forward.

Finally, Mr. Inscho advised that Operator R. Berger went for a second opinion and hopefully, he will not require surgery.

#### AUTHORITY CHAIRWOMAN

Chairwoman Napolitani had nothing to report.

#### UNFINISHED BUSINESS

There was no unfinished business.

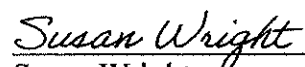
#### NEW BUSINESS

There was no new business.

#### PUBLIC COMMENT

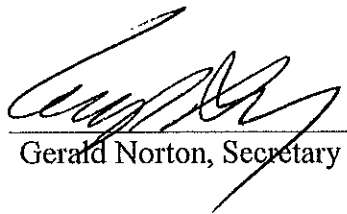
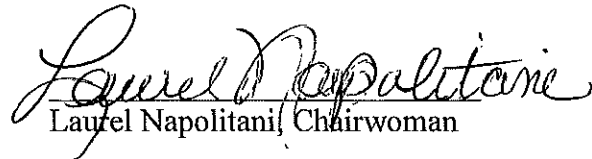
There was no public comment.

As there was no more business to come before the Authority, Ms. Skoog moved for the meeting to be adjourned. The meeting was adjourned at 7:15 p.m.

  
Susan Wright  
Administrative Assistant

**RESOLUTION:** EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF MARCH & APRIL 2025

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of April 15, 2025, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2025 budget.

  
Gerald Norton, Secretary  
Laurel Napolitani, Chairwoman

Certificate No. OP 464

Dated: April 15, 2025

Moved by: Mr. Arletturo

Seconded by: Ms. Skoog

Yes: 4

No: 0

Abstain: 0

Absent: 1

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

**Meeting: April 15, 2025**

**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 #22552-22561:	03/26/25	\$1,956.45
Check #22562-22599:	04/14/25	<u>\$56,764.48</u>
	<i>Total:</i>	<i>\$58,720.93</i>

PENTAMATION  
DATE: 03/26/2025  
TIME: 11:19:09

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 3/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22552	10101	03/26/25	78	ARAE NETWORK SOLUTIONS LL	365 APPS FOR BUSINESS	44.85
22552	10101	03/26/25	78	ARAE NETWORK SOLUTIONS LL	MANAGE SERV SUITES	80.00
22552	10101	03/26/25	78	ARAE NETWORK SOLUTIONS LL	SECURE CLOUD BACKUP	51.00
22552	10101	03/26/25	78	ARAE NETWORK SOLUTIONS LL	WI-FI SUBSCRIPTION	21.00
	TOTAL CHECK					196.85
22553	10101	03/26/25	239	BRIGHTSPEED	309480336	36.97
22553	10101	03/26/25	239	BRIGHTSPEED	309538602	62.41
22553	10101	03/26/25	239	BRIGHTSPEED	310189069	41.62
	TOTAL CHECK					141.00
22554	10101	03/26/25	239	BRIGHTSPEED	309373198	36.97
22554	10101	03/26/25	239	BRIGHTSPEED	309801924	9.95
22554	10101	03/26/25	239	BRIGHTSPEED	310260175	19.90
	TOTAL CHECK					66.82
22555	10101	03/26/25	273	COMCAST	8499052650021506	304.03
22556	10101	03/26/25	273	COMCAST	8499052660035827	55.13
22556	10101	03/26/25	273	COMCAST	8499052660035830	156.85
	TOTAL CHECK					211.98
22557	10101	03/26/25	460	ELIZABETHTOWN GAS	WATER ST PUMP STATION	41.05
22558	10101	03/26/25	935	JCP&L	FLOW METER	4.65
22559	10101	03/26/25	1370	NJ ADVANCE MEDIA	EX TIMES RES 25-04	32.64
22559	10101	03/26/25	1370	NJ ADVANCE MEDIA	EX TIMES RES 25-05	59.16
22559	10101	03/26/25	1370	NJ ADVANCE MEDIA	EX TIMES RES 25-07	46.24
22559	10101	03/26/25	1370	NJ ADVANCE MEDIA	STAR LEDG RES 25-04	95.46
22559	10101	03/26/25	1370	NJ ADVANCE MEDIA	STAR LEDG RES 25-05	106.64
22559	10101	03/26/25	1370	NJ ADVANCE MEDIA	STAR LEDG RES 25-07	154.86
	TOTAL CHECK					495.00
22560	10101	03/26/25	2140	VERIZON WIRELESS	MOBILE PHONES & OCC	193.32
22561	10101	03/26/25	2145	VOIP BILLING SERVICES	BELV PHONE SYSTEM	301.75
	TOTAL FUND					1,956.45
	TOTAL REPORT					1,956.45

PENTAMATION  
DATE: 04/10/2025  
TIME: 10:49:12

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
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ACCOUNTING PERIOD: 4/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
22562	10101	04/14/25	17 ACCELTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
22563	10101	04/14/25	29 ADVANCE AUTO PARTS PROFES	5025	7425506259143	57.00
22563	10101	04/14/25	29 ADVANCE AUTO PARTS PROFES	5025	7425507833120	168.42
		TOTAL CHECK				225.42
22564	10101	04/14/25	76 AQUALITEC CORP.	5024	PULLEY & BEARINGS	579.52
22565	10101	04/14/25	78 ARAE NETWORK SOLUTIONS LL	5029	NEW COMPUTER	2,418.00
22566	10101	04/14/25	120 BERGER, RUSSELL	5042	R.BERGER WEF REIMBURS	119.00
22567	10101	04/14/25	206 C M AUTO PARTS	5025	717402	27.85
22568	10101	04/14/25	287 COUNTY OF WARREN	5092	MEDICAL INSURANCE	3,752.28
22568	10101	04/14/25	287 COUNTY OF WARREN	5092	MEDICAL INSURANCE	8,254.63
		TOTAL CHECK				12,006.91
22569	10101	04/14/25	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22570	10101	04/14/25	293 CP ENGINEERS NJ, LLC	5545	OPERATIONS CONSULTING	795.00
22571	10101	04/14/25	294 CRISTAL ASSOCIATES, LLC	5030	OXFORD PAPER PRODUCTS	131.80
22572	10101	04/14/25	470 ENVIRONMENTAL RESOURCE AS	5509	PT SAMPLES OXFORD	123.31
22573	10101	04/14/25	470 ENVIRONMENTAL RESOURCE AS	5509	PT SAMPLES BELVIDERE	117.49
22574	10101	04/14/25	482 EVERON, LLC	5026	FRNT DOOR SECURITY	20.00
22575	10101	04/14/25	537 FLEMINGTON DEPARTMENT STO	5043	UNIFORMS	879.84
22576	10101	04/14/25	539 FLORIO PERRUCCI STEINHARD	5027	LEGAL SERVICES MARCH	273.00
22577	10101	04/14/25	579 FRANK RYMON & SONS INC.	5025	44880	93.19
22578	10101	04/14/25	605 G. SMITH SERVICES, LLC	5024	TOPSOIL OXFORD	1,068.00
22579	10101	04/14/25	935 JCP&L	5071	100003352968	227.88
22579	10101	04/14/25	935 JCP&L	5071	100004188262	7,120.18
22579	10101	04/14/25	935 JCP&L	5071	100004582811	4.65
22579	10101	04/14/25	935 JCP&L	5071	100004911044	10,013.15
22579	10101	04/14/25	935 JCP&L	5071	100004952337	468.68
22579	10101	04/14/25	935 JCP&L	5071	100005061898	119.73
22579	10101	04/14/25	935 JCP&L	5071	100005205917	1,108.96
		TOTAL CHECK				19,063.23
22580	10101	04/14/25	1150 LIN SUPPLY INC.	5024	156489	37.90
22580	10101	04/14/25	1150 LIN SUPPLY INC.	5024	156490	25.87
22580	10101	04/14/25	1150 LIN SUPPLY INC.	5024	156556	105.85
		TOTAL CHECK				169.62
22581	10101	04/14/25	1215 MAIN POOL & CHEMICAL CO.,	5521	MARCH BILLING	2,823.50
22582	10101	04/14/25	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00

PENTAMATION  
DATE: 04/10/2025  
TIME: 10:49:12

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
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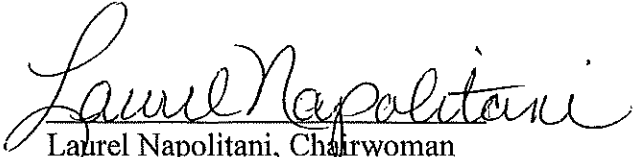
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ACCOUNTING PERIOD: 4/25

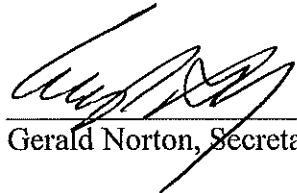
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22583	10101	04/14/25	1340 NEW JERSEY AMERICAN WATER	5072	MARCH WATER	18.62
22584	10101	04/14/25	1387 NORTH EAST PARTS GROUP, L	5025	680715	60.00
22585	10101	04/14/25	1388 NORTON, GERALD	5011	MONTHLY STIPEND	391.67
22586	10101	04/14/25	1420 OFFICE CONCEPTS GROUP, IN	5030	SIGNATURE STAMP	52.79
22587	10101	04/14/25	1420 OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	138.34
22588	10101	04/14/25	1440 ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE MARCH	5.72
22589	10101	04/14/25	1343 PACE ANALYTICAL SERVICES,	5509	257106543	108.00
22589	10101	04/14/25	1343 PACE ANALYTICAL SERVICES,	5509	257106544	91.00
22589	10101	04/14/25	1343 PACE ANALYTICAL SERVICES,	5509	257108202	341.50
22589	10101	04/14/25	1343 PACE ANALYTICAL SERVICES,	5509	257108203	360.00
TOTAL CHECK						900.50
22590	10101	04/14/25	1520 PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL MARCH	3,906.00
22591	10101	04/14/25	1741 RIGO GENERAL HARDWARE	5024	A248304	60.99
22592	10101	04/14/25	1767 ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
22593	10101	04/14/25	1825 SANICO INC.	5024	APRIL DUMPSTER FEES	301.80
22594	10101	04/14/25	1864 SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
22595	10101	04/14/25	1880 SPECTRASERV INC	5079	SLUDGE HAUL MARCH	5,387.20
22596	10101	04/14/25	1899 SUMMIT DOOR LLC	5024	OXFORD DOOR REPAIR	1,220.00
22597	10101	04/14/25	1938 THE COUNTY OF WARREN	5070	MONTHLY FUEL	95.00
22598	10101	04/14/25	1956 TOM BARTHA & SON EXCAVATI	5024	CRUSHED STONE BELV.	800.00
22599	10101	04/14/25	2280 WILSON PRODUCTS	5024	MARCH BILLING	24.50
TOTAL FUND						56,764.48
TOTAL REPORT						56,764.48



**RESOLUTION:** EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND  
FOR THE MONTH OF MARCH 2025

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 468

Dated: April 15, 2025

Moved by: Mr. Allettauro

Seconded by: Ms. Skoog

Yes 4

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT  
BILLS LIST**

**Dated: April 15, 2025**

Barrett Construction – Scum Pipe:	\$ 2,964.43
CP Engineers – Sludge Thickener & I-Bank:	<u>\$ 18,788.75</u>
<i>Total</i>	<i>\$ 21,753.18</i>

PENTAWATION  
DATE: 04/10/2025  
TIME: 11:09:02

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

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ACCOUNTING PERIOD: 4/25

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22600	10101	04/15/25	105	19001	BELV SCUM PIPE	2,964.43
22601	10101	04/15/25	293	19002	BELV SLUDGE THICKENER	18,788.75
TOTAL FUND						21,753.18
TOTAL REPORT						21,753.18