

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES

November 18, 2024

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
Joseph Roth, Vice Chairperson
Anne Skoog

Gerald Norton, Secretary - Absent
Angelo Accetturo, Treasurer - Absent

Also, in attendance: Kim Francisco, Authority CFO; John Inscho, Executive Director; and Susan Wright, Administrative Assistant.

Chairwoman Napolitani led everyone in the Pledge of Allegiance and read the Introductory Statement.

MINUTES

Ms. Skoog moved, and Mr. Roth seconded to approve the minutes of the October 15, 2024 regular meeting, as presented. All in favor, motion carried.

CORRESPONDENCE

Chairwoman Napolitani recapped the correspondence listed below:

1. Notice by Ronald S. Heymann, Attorney for Applicant, Trinity Point Properties, LLC, for a hearing before the Belvidere Planning Board in the Town of Belvidere, County of Warren, for a minor site plan approval on the premises located at 304 Front Street and designated as Block 16, Lot 2 on the Town of Belvidere Tax Map.
2. Letter dated October 23, 2024 to WC(PR)MUA requesting utility service from French & Parrello Associates, for the Oxford Townhomes project, together with a copy of the utility plans and a flow summary report.
3. Letter dated October 28, 2024 to French & Parrello Associates from John Inscho, Executive Director of WC(PR)MUA advising that the Oxford plant has sufficient capacity and flow to accommodate the Oxford Townhomes project.

SERVICE AREA UPDATES

Belvidere: Mr. Roth had no updates to report.

Oxford: Mr. Norton was not in attendance.

White Twp.: Ms. Skoog had no updates to report.

ENGINEER'S REPORT

Mr. Donati and/or 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 his monthly financial report.

Mr. Francisco discussed the Annual Metered Wastewater Flow chart which was distributed to the Board prior to the meeting. In addition, he provided and summarized the 2024 Billing Worksheet and 2024 White Billing Breakdown.

The residential user rate will increase in 2025 to \$12.50 per billing unit and the industrial rate will be \$25.00. At next month's Budget Hearing the Board will formally vote on the rates for 2025.

In addition, Mr. Francisco discussed the Calculation of Connection Fees for 2025 report, which was provided to the Board. He explained that we could charge \$12,264.00 per customer to hook up to our system. The Board agreed to increase the connection fee to \$7,000.00.

Mr. Francisco explained that for the I-Bank Funding Plan for the Belvidere improvements, a Bond Counsel is necessary. Therefore, he presented the Board with a Resolution authorizing the professional services contract with McManimon, Scotland & Baumann, LLC for Bond Counsel Services. Mr. Roth moved to authorize said professional services. Ms. Skoog seconded. All in favor, motion carried.

GENERAL COUNSEL'S REPORT

Mr. Tipton was not in attendance.

EXECUTIVE DIRECTOR

Mr. Inscho advised that Operator Walters left to take another job elsewhere. Therefore, the position of the fifth operator needs to be filled. Mr. Inscho further advised that Dave Berger, who currently works for the Town of Belvidere, is interested in the position. He also has experience in mechanical work, i.e. changing the oil and maintaining the vehicles, mowers and equipment, so we would not have to send our vehicles out for service.

Mr. Inscho requested a motion to hire Dave Berger at \$30.00 per hour. Ms. Skoog moved, and Mr. Roth seconded to approve the hiring of Dave Berger as the fifth operator/mechanic. All in favor, the motion passed.

Chairwoman Napolitani inquired as to the progress with the garage (Belvidere plant). Mr. Inscho advised that it should be delivered on December 17, 2024 and he was told it would take three days to put it up.

FINANCE

Ms. Skoog moved that Resolution #24-32 (Certificate No. 459: \$71,184.95) be approved to pay all bills from the Operating Fund, as presented. Mr. Roth seconded. All in favor, motion passed.

Ms. Skoog moved that Resolution #24-33 (Certificate No. 463: \$7,102.25) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Roth seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani had nothing to report this month.

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, Ms. Skoog moved for the meeting to be adjourned. The meeting was adjourned at 7:25 p.m.

Susan Wright
Susan Wright
Administrative Assistant

**RESOLUTION OF THE WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY AUTHORIZING A
PROFESSIONAL SERVICES CONTRACT WITH MCMANIMON,
SCOTLAND & BAUMANN, LLC FOR BOND COUNSEL SERVICES**

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (the "Authority") was duly created by ordinance of the County of Warren, New Jersey, as a public body corporate and politic of the State of New Jersey and has been organized and is existing under the Municipal and County Utilities Authorities Law, constituting Chapter 183 of the Pamphlet Laws of 1957 of the State of New Jersey and the acts amendatory thereof and supplemental thereto (the "Act"); and

WHEREAS, the Act provides that the Authority shall have the power to borrow money and issue its bonds and other obligations and to provide for the rights of the holders of its bonds and other obligations, as provided in the Act, for the purpose of financing the cost of various projects; and

WHEREAS, the Authority wishes to undertake certain infrastructure improvements and to finance same through the environmental infrastructure financing program (the "New Jersey Water Bank") of the New Jersey Infrastructure Bank (the "I-Bank"); and

WHEREAS, in order to finance the cost of such infrastructure improvements through the I-Bank, the Authority has a need for bond counsel legal services (the "Bond Counsel Services"); and

WHEREAS, pursuant to the Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.* (the "LPCL"), the Authority has the power to award contracts necessary for the efficient operation of the Authority; and

WHEREAS, McManimon, Scotland & Baumann, LLC ("MS&B") is one of the leading firms in the nation in the area of public finance, consistently ranking first in the State of New Jersey in volume of bond issues, par amount of bond issues, or both, by Thompson Reuters, with a deep history of representing municipalities, counties and municipal utility and sewerage authorities issuing bonds and notes through the I-Bank; and

WHEREAS, MS&B has provided the Authority with a proposed fee agreement setting forth the manner and costs of performing the Bond Counsel Services, a copy of which is on file with the Authority; and

WHEREAS, the Authority wishes to enter into such fee agreement (the "Contract") with MS&B for a term to expire either within one (1) year after the effective date of such Contract or upon the completion of the Bond Counsel Services and all related tasks, whichever is earlier, for an amount not to exceed fifty thousand dollars (\$50,000.00) to be paid in accordance with the rates set forth in the Contract; and

WHEREAS, the Authority hereby certifies that it has funds available to compensate MS&B for the Bond Counsel Services, including by financing the cost of such services as part of any I-Bank financing; and

WHEREAS, in accordance with the LPCL, *N.J.S.A.* 40A:11-5(1)(a)(i), the Bond Counsel Services are professional services exempt from public bidding; and

WHEREAS, notice of the award of the Contract shall be published in a newspaper of general circulation in accordance with *N.J.S.A.* 40A:11-5(1)(a)(i).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Warren County (Pequest River) Municipal Utilities Authority as follows:

Section 1. The recitals hereto are hereby incorporated herein as if set forth at length.

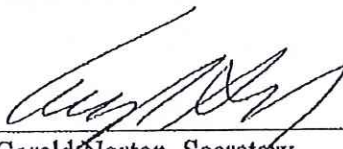
Section 2. The Board of Commissioners hereby authorizes a professional services contract with MS&B for a term to expire either within one (1) year after the effective date of such agreement, or upon the completion of the Bond Counsel Services and all related tasks, whichever is earlier, for a contract amount not to exceed fifty thousand dollars (\$50,000.00) to be paid in accordance with the rates and terms and conditions set forth in the Contract.

Section 3. The Chairperson, Vice-Chairperson, Executive Director and/or the Secretary of the Authority are hereby authorized to execute the Contract awarded herein and any and all other documents necessary to effectuate this Resolution, together with such additions, deletions and modifications as deemed necessary and/or desirable in consultation with counsel to the Authority.

Section 4. The Chairperson, Vice-Chairperson, Executive Director and/or the Secretary of the Authority are hereby authorized to take all actions necessary to effectuate this Resolution in consultation with counsel to the Authority.

Section 5. This Resolution shall take effect immediately.

Certified to be a true and correct copy of a Resolution of the Board of Commissioners of the Warren County (Pequest River) Municipal Utilities Authority adopted at its Regular Meeting on November 18, 2024



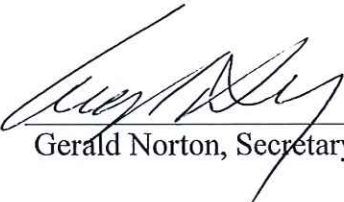
Gerald Norton, Secretary

RESOLUTION:

EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF OCTOBER & NOVEMBER, 2024

I HEREBY CERTIFY, that the bills listed on the attached Resolution of November 19, 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 459

Dated: November 18, 2024

Moved by: Ms. Skoog

Seconded by: Mr. Roth

Yes: 3

No: 0

Abstain: 0

Absent: 2

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: November 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 #22327-22337:	10/25/24	\$17,888.08
Check #22338-22369:	11/11/24	<u>\$53,296.87</u>
	<i>Total:</i>	<i>\$71,184.95</i>

PENTAWATTION
 DATE: 10/25/2024
 TIME: 11:44:04

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 10/24

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22327	10101	10/25/24	78 ARAE NETWORK SOLUTIONS LL	5029	6174	51.00
22327	10101	10/25/24	78 ARAE NETWORK SOLUTIONS LL	5029	6175	21.00
22327	10101	10/25/24	78 ARAE NETWORK SOLUTIONS LL	5029	6176	60.00
22327	10101	10/25/24	78 ARAE NETWORK SOLUTIONS LL	5029	6177	44.85
		TOTAL CHECK				176.85
22328	10101	10/25/24	239 BRIGHTSPEED	5076	309373198	36.72
22328	10101	10/25/24	239 BRIGHTSPEED	5076	309801924	9.95
22328	10101	10/25/24	239 BRIGHTSPEED	5076	310260175	19.90
		TOTAL CHECK				66.57
22329	10101	10/25/24	273 COMCAST	5076	8499052650021506	303.83
22330	10101	10/25/24	273 COMCAST	5076	8499052660035827	49.15
22330	10101	10/25/24	273 COMCAST	5076	8499052660035830	156.85
		TOTAL CHECK				206.00
22331	10101	10/25/24	294 CRISTAL ASSOCIATES, LLC	5030	PAPER PRODUCTS	74.40
22332	10101	10/25/24	935 JCP&L	5071	100004911044	6,514.37
22333	10101	10/25/24	935 JCP&L	5071	FLOW METER	4.65
22334	10101	10/25/24	1420 OFFICE CONCEPTS GROUP, IN	5030	INK CARTRIDGES	87.97
22335	10101	10/25/24	1895 STIER, JOHN	5058	PORTABLE JETTER	10,000.00
22336	10101	10/25/24	2140 VERIZON WIRELESS	5076	MOBILE PHONES & OCC	158.40
22337	10101	10/25/24	2145 VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	295.04
		TOTAL FUND				17,888.08
		TOTAL REPORT				17,888.08

PENTAMATION
 DATE: 11/08/2024
 TIME: 09:23:51

PAGE NUMBER: 1
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 ACCOUNTING PERIOD: 11/24

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22338	10101	11/11/24	ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
22339	10101	11/11/24	ADVANCE AUTO PARTS PROFES	5025	7425427622899	114.72
22339	10101	11/11/24	ADVANCE AUTO PARTS PROFES	5025	7425427735917	40.63
22339	10101	11/11/24	ADVANCE AUTO PARTS PROFES	5025	7425428136118	49.99
22339	10101	11/11/24	ADVANCE AUTO PARTS PROFES	5025	7425428223135	14.45
22339	10101	11/11/24	ADVANCE AUTO PARTS PROFES	5025	7425428336212	64.99
22339	10101	11/11/24	ADVANCE AUTO PARTS PROFES	5025	7425428436239	4.00
22339	10101	11/11/24	ADVANCE AUTO PARTS PROFES	5025	7425429723657	15.00
22339	10101	11/11/24	ADVANCE AUTO PARTS PROFES	5025	7425430355475	10.04
22339	10101	11/11/24	ADVANCE AUTO PARTS PROFES	5025	7425430355475	313.82
	TOTAL CHECK					585.58
22340	10101	11/11/24	AMERIGAS	5070	BELVIDERE PROPANE	
22341	10101	11/11/24	BILL HODGE ELECTRICAL CON	5024	WCMUA-240816	158.25
22341	10101	11/11/24	BILL HODGE ELECTRICAL CON	5024	WCMUA-240829	1,796.43
22341	10101	11/11/24	BILL HODGE ELECTRICAL CON	5024	WCMUA-241004	316.50
22341	10101	11/11/24	BILL HODGE ELECTRICAL CON	5024	WCMUA-241013	2,698.71
22341	10101	11/11/24	BILL HODGE ELECTRICAL CON	5024	WCMUA-241013	4,969.89
	TOTAL CHECK					143.56
22342	10101	11/11/24	BRIGHTSPEED	5076	309480336	38.27
22342	10101	11/11/24	BRIGHTSPEED	5076	309538602	62.07
22342	10101	11/11/24	BRIGHTSPEED	5076	310189069	43.22
22342	10101	11/11/24	BRIGHTSPEED	5076	310189069	165.77
	TOTAL CHECK					132.60
22343	10101	11/11/24	C M AUTO PARTS	5025	710987	33.17
22343	10101	11/11/24	C M AUTO PARTS	5025	711147	165.77
	TOTAL CHECK					413.63
22344	10101	11/11/24	COOPER'S OIL COMPANY	5070	DIESEL FUEL OXFORD	
22345	10101	11/11/24	COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22346	10101	11/11/24	CP ENGINEERS NJ, LLC	5545	GENERAL ENGINEERING	4,171.50
22347	10101	11/11/24	CRISTAL ASSOCIATES, LLC	5030	BELV PAPER SUPPLIES	217.00
22347	10101	11/11/24	CRISTAL ASSOCIATES, LLC	5030	OXF PAPER SUPPLIES	200.30
22347	10101	11/11/24	CRISTAL ASSOCIATES, LLC	5030	OXF PAPER SUPPLIES	417.30
	TOTAL CHECK					45.06
22348	10101	11/11/24	FASTENAL COMPANY	5024	NJGOV8855	
22349	10101	11/11/24	FLORIO PERRUCCI STEINHARD	5027	OCT LEGAL SERVICES	323.00
22350	10101	11/11/24	HANNA INSTRUMENTS, INC.	5024	DIGITAL GLS BDY PH	1,039.96
22350	10101	11/11/24	HANNA INSTRUMENTS, INC.	5024	KCL ELECTRO SOLUTION	179.98
22350	10101	11/11/24	HANNA INSTRUMENTS, INC.	5024	PROTECT WHTS SLEEVES	65.98
22350	10101	11/11/24	HANNA INSTRUMENTS, INC.	5024	PROTECT WHTS SLEEVES	1,285.92
	TOTAL CHECK					6,167.68
22351	10101	11/11/24	JCP&L	5071	100004188262	4.65
22351	10101	11/11/24	JCP&L	5071	100004582811	4.65
22351	10101	11/11/24	JCP&L	5071	100004911044	6,733.22
22351	10101	11/11/24	JCP&L	5071	100004952337	338.35
22351	10101	11/11/24	JCP&L	5071	100005061898	42.73
22351	10101	11/11/24	JCP&L	5071	100005061898	630.92
22351	10101	11/11/24	JCP&L	5071	100005205917	13,917.55
	TOTAL CHECK					13,917.55

PENTAMATION
 DATE: 11/08/2024
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MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22352	10101	11/11/24	JEFCO EQUIPMENT SUPPLIES	5024	GAS DETECTOR	550.00
22353	10101	11/11/24	LN SUPPLY INC.	5024	153267	191.45
22353	10101	11/11/24	LN SUPPLY INC.	5024	153763	147.75
	TOTAL CHECK					339.20
22354	10101	11/11/24	MAIN POOL & CHEMICAL CO.,	5521	OCTOBER BILLING	6,441.60
22355	10101	11/11/24	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22356	10101	11/11/24	NEW JERSEY AMERICAN WATER	5072	OCTOBER WATER	22.65
22357	10101	11/11/24	NORTH EAST PARTS GROUP, L	5025	670318	109.36
22358	10101	11/11/24	NORTON, GERALD	5011	MONTHLY STIPEND	391.67
22359	10101	11/11/24	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE OCT	7.15
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247120915	340.50
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247120919	387.00
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247121133	70.50
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247121143	70.50
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247121344	103.00
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247122560	105.00
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247122567	230.00
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247122637	368.50
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247122660	387.00
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247123720	340.50
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247123760	387.00
22360	10101	11/11/24	PACE ANALYTICAL SERVICES,	5509	247124248	103.00
	TOTAL CHECK					2,892.50
22361	10101	11/11/24	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL OCT	4,494.00
22362	10101	11/11/24	PYRZ WATER SUPPLY CO., IN	5024	STENNER PUMP/HEAD SV#2	2,125.00
22363	10101	11/11/24	RIGO GENERAL HARDWARE	5024	A242598	2.36
22363	10101	11/11/24	RIGO GENERAL HARDWARE	5024	A242995	11.70
22363	10101	11/11/24	RIGO GENERAL HARDWARE	5024	A243191	7.25
22363	10101	11/11/24	RIGO GENERAL HARDWARE	5024	A243194	5.98
22363	10101	11/11/24	RIGO GENERAL HARDWARE	5024	A243453	21.37
22363	10101	11/11/24	RIGO GENERAL HARDWARE	5024	A243554	17.99
	TOTAL CHECK					66.65
22364	10101	11/11/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
22365	10101	11/11/24	SANICO INC.	5024	NOV DUMPSTER FEE	301.80
22366	10101	11/11/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
22367	10101	11/11/24	SPECTRASERV INC	5079	SLUDGE HAUL OCTOBER	6,216.00
22368	10101	11/11/24	STECKEL'S	5025	WHEEL ALIGN OXF FOCUS	95.54
22369	10101	11/11/24	WILSON PRODUCTS	5024	OCTOBER BILLING	24.50

PENTAMATION
DATE: 11/08/2024
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MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

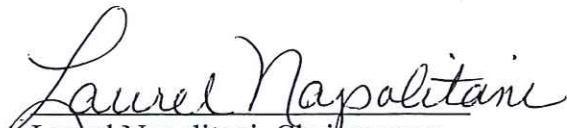
FUND - MUA01 - MUN UTILITY AUTH GEN FUND


CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
TOTAL FUND						53,296.87
TOTAL REPORT						53,296.87

RESOLUTION:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF OCTOBER, 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 463

Dated: November 1st 2024

Moved by: Ms. Skoog

Seconded by: Mr. Roth

Yes 3

No 0

Abstain 0

Absent 2

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: November 18, 2024

CP Engineers – I-Bank Application:	\$ 2,422.00
CP Engineers – Sludge Thickener:	\$ 2,913.75
CP Engineers – Scum Pipe Improvements:	<u>\$ 1,766.50</u>
<i>Total</i>	\$ 7,102.25

PENTAMATION
 DATE: 11/08/2024
 TIME: 09:29:21

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 VENCHK11
 ACCOUNTING PERIOD: 11/24

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22370	10101	11/12/24	CP ENGINEERS NJ, LLC	19002	206.021 SCUM PIPE IMPROV	1,766.50
22370	10101	11/12/24	CP ENGINEERS NJ, LLC	19002	206.022 SLUDGE THICKENER	2,913.75
22370	10101	11/12/24	CP ENGINEERS NJ, LLC	19002	I-BANK APPLICATION	2,422.00
TOTAL CHECK						7,102.25

TOTAL FUND

TOTAL REPORT

7,102.25

7,102.25