

**WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY
REORGANIZATION MEETING
MINUTES
FEBRUARY 15, 2022**

Chairwoman Napolitani called the reorganization meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:45 p.m., via Zoom.

Gerald Norton was reappointed by the Warren County Commissioners. Mr. Tipton administered the oath of office and congratulated him.

Chairwoman Napolitani led everyone in the Pledge of Allegiance and read the Introductory Statement. This regular meeting has been properly noticed in accordance with New Jersey State Statutes. This meeting was also advertised in accordance with the law as a virtual ZOOM meeting to the public for attendance and comment.

Roll Call:

Laurel Napolitani, Chairwoman
Everdina O'Connor, Vice Chairperson
Chad Chamberlain, Secretary
Angelo Accetturo, Treasurer
Joseph Kennedy
Donald Niece
Gerald Norton
Joseph Roth

Also, in attendance: Kim Francisco, Authority CFO; Brian Tipton, Esq., Authority Legal Counsel; and Susan Wright, Administrative Assistant.

REPORTS OF COMMITTEES

Finance Committee: Mr. Accetturo had nothing to report.

Personnel Committee: Chairwoman Napolitani who chairs the committee, gave a brief synopsis of the Personnel Committee's activity during the past year, such as, hiring John Inscho as our new Executive Director; creating a description for our Lead Operator to be incorporated in our Personnel Manual; updating the Personnel Manual; salary increases and adjustments.

5-Year Capital Improvement Committee: Chairwoman Napolitani advised that this past year they involved the Operators in discussions and had them assess the equipment that they use and had them rate it by A, B and C so that the information can be used for budgeting, this way the Board now knows what is the most important equipment to replace within the next several years.

ELECTION OF OFFICERS

Chairwoman Napolitani turned the meeting over to Mr. Tipton to conduct the Election of Officers. Mr. Tipton opened the nominations for Chairperson.

Mr. Chamberlain made a motion to maintain the same slate of officers for this year. Mr. Roth seconded. There were no further nominations. The motion passed. Roll call was as follows:

Mr. Accetturo	Yes	Mr. Norton	Yes
Mr. Chamberlain	Yes	Ms. O'Connor	Yes
Mr. Kennedy	Yes	Mr. Roth	Yes
Mr. Niece	Yes	Chairwoman Napolitani	Yes

REPORT OF AUTHORITY CHAIRWOMAN

An automation assessment was performed and from that assessment, new computers were purchased. The AllMax program was purchased for the Oxford plant. The Belvidere plant received training and submitted information to AllMax so that program could go forward. The fascia on the Administration building was replaced. The Belvidere plant experienced a break in where the catalytic converter was stolen from the authority truck. It was replaced and the authority was reimbursed by the insurance company with a \$1,000.00 deductible. Enhanced lighting was installed at both plants and the authority awaits security cameras. There was a dinner meeting at the Oxford plant in July with a tour of the plant showing the final completion of the upgrades. Commissioner/Liaison Lori Cielsa attended. Commissioner stipends were approved by the County Commissioners.

APPOINTMENT OF OFFICERS

General Counsel: Mr. Kennedy moved to appoint Florio, Perrucci, Steinhardt, Cappelli, Tipton and Taylor for legal services for the upcoming year. Mr. Norton seconded. All in favor, motion passed.

Consulting Engineer: Mr. Niece moved to appoint CP Engineers, LLC for engineering services for the upcoming year. Mr. Norton seconded. Roll call was as follows:

Mr. Accetturo	No	Mr. Norton	Yes
Mr. Chamberlain	No	Ms. O'Connor	No
Mr. Kennedy	No	Mr. Roth	No
Mr. Niece	Yes	Chairwoman Napolitani	No

Mr. Kennedy moved to appoint Colliers Engineering & Design d/b/a Maser Consulting for engineering services for the upcoming year. Mr. Accetturo seconded. The motion passed. Roll call was as follows:

Mr. Accetturo	Yes	Mr. Norton	No
Mr. Chamberlain	Yes	Ms. O'Connor	Yes
Mr. Kennedy	Yes	Mr. Roth	Yes
Mr. Niece	No	Chairwoman Napolitani	Yes

Mr. Roth moved to adopt professional Resolutions #22-04 and #22-05. Ms. O'Connor seconded.

Discussion: Mr. Niece voiced his objection as he stated the resolutions were combined and he did not vote in favor of one of the professionals. Chairwoman Napolitani advised she called for a motion to approve the professional resolutions as they were voted upon, the intent was not to combine them. Roll call was as follows:

Mr. Accetturo	Yes	Mr. Norton	Yes (#22-04)
Mr. Chamberlain	Yes		No (#22-05)
Mr. Kennedy	Yes	Ms. O'Connor	Yes
Mr. Niece	No	Mr. Roth	Yes
		Chairwoman Napolitani	Yes

APPOINTMENT OF COMMITTEES:

Finance Committee: Mr. Accetturo will remain as Chair, Mr. Kennedy and Mr. Niece will remain on the committee.

Personnel Committee: Chairperson Napolitani will Chair. Ms. O'Connor, and Mr. Chamberlain will remain on the committee.

Capital Improvements Committee: Chairwoman Napolitani advised that she will serve on the committee temporarily until there is a full complement of the Board and at that time, the new commissioner will serve on the committee.

Chairwoman Napolitani introduced a resolution for the appointment of the Authority's Public Agency Compliance Officer for 2022.

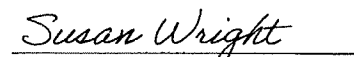
Mr. Niece moved to adopt Resolution #22-06, authorizing the appointment of John Inscho as the Authority's Public Agency Compliance Officer (PACO) for 2022. Mr. Roth seconded. All in favor, motion passed.

Chairwoman Napolitani introduced resolutions to establish a schedule of meeting dates and designation of the official newspapers

Mr. Niece moved, and Ms. O'Connor seconded to adopt Resolution #22-07, establishing the schedule of meeting dates for 2022. All regular meetings will be held on the third Tuesday of the month, and will start at 7:00 p.m., with the exception of the December 2022 and February 2023 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting that will start at 7:00 p.m.

Mr. Kennedy moved, and Mr. Accetturo seconded to adopt Resolution #22-08, for designation of the Authority's official newspapers. The Board designated the *The Easton Express* as the Authority's official newspaper, and with the *Star Ledger* as the two newspapers to receive notices of meetings. All in favor, motion carried.

Mr. Accetturo moved, and Ms. O'Connor seconded that the Reorganization Meeting be adjourned. All in favor, motion carried. The meeting was adjourned 8:02 p.m.



Susan Wright
Administrative Assistant

RESOLUTION: 22-04

**AUTHORIZING THE ADOPTION OF A
NON-FAIR AND OPEN CONTRACT FOR
PROFESSIONAL SERVICES WITH
FLORIO PERRUCCI STEINHARDT,
CAPPELLI, TIPTON & TAYLOR, LLC FOR
LEGAL SERVICES FOR THE WARREN
COUNTY (PEQUEST RIVER) MUNICIPAL
UTILITIES AUTHORITY**

WHEREAS, there exists a need for legal advice and professional legal services to the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the “Authority”), and

WHEREAS, the Authority desires to contract for services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the terms of this Agreement reflect an approved hourly billing rate of \$170.00 for all attorneys and \$75.00 for all paralegal services to be provided by Florio Perrucci Steinhardt & Cappelli, LLC, and based thereon the Authority has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 16, 2022 to February 21, 2023; and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any unauthorized reportable contributions to an unauthorized recipient in the previous one year, and the Contractor will be prohibited from making any contribution in contravention of N.J.S.A. 19:44A-20.4 through the term of the Contract; and

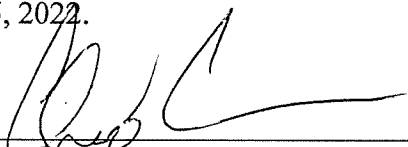
WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairman and Secretary to enter into a contract with Florio Perrucci Steinhardt Cappelli Tipton & Taylor as described herein.
2. The contract is awarded without competitive bidding as a "Professional Service" because professional legal services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).
3. A Notice of this resolution shall be published in the official newspaper as required by law within ten days of its passage.
4. One copy of this Resolution, and the contract itself, shall be made available at the Authority offices for public inspection.
5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.

CERTIFICATION

I, Chad Chamberlain, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on February 15, 2022.

BY: 

Chad Chamberlain, Secretary

DATE: February 15, 2022

RESOLUTION #22-05

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES, FOR 2022

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (AUTHORITY), has the need for Professional Engineering Consulting Services, on an as needed basis for various tasks, as set forth in detail in the attached Agreement between this Authority and Colliers Engineering & Design. (Colliers); and

WHEREAS, the Authority desires to contract for services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the terms of this Agreement reflect approved hourly billing rates for a defined scope of services to be provided by the Engineer, and based thereon the Authority's Chairperson has determined and certified in writing that the value of the acquisition will exceed or is reasonably likely to exceed \$17,500; and

WHEREAS, the anticipated term of this contract is from February 15, 2022 to February 21, 2023; and

WHEREAS, Colliers has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the County of Warren, New Jersey, in the previous one year, and that the contract will prohibit the Contractor from making any reportable contributions through the term of the contract; and

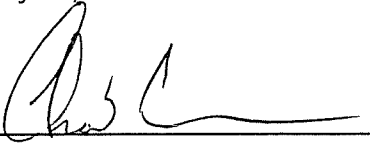
WHEREAS, there are funds available for this Contract.

NOW THEREFORE, BE IT RESOLVED that:

1. The Warren County (Pequest River) Municipal Utilities Authority authorizes its Chairwoman and Secretary to enter into a contract with Colliers Engineering & Design as described herein.
2. The contract is awarded without competitive bidding as a "Professional Service" because professional engineering services are exempt from bidding under N.J.S.A. 40A:11-1(6)(a).
3. A Notice of this resolution shall be published in the official newspapers as required by law within ten days of its passage.
4. One copy of this Resolution, and the contract itself, shall be made available at the Authority offices for public inspection.
5. The Business Disclosure Entity Certification and the Determination of Value shall be placed on file with this resolution.

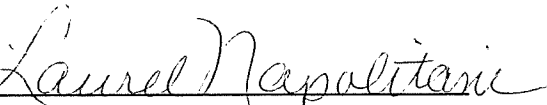
CERTIFICATION

I, Chad Chamberlain, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on February 15, 2022.

BY: 
Chad Chamberlain, Secretary

CERTIFICATION

I, Laurel Napolitani, Chairwoman of the Authority, do this date certify that the contract mentioned herein exceeds, or is reasonably likely to exceed the sum of \$17,500.00 during its term.

BY: 
Laurel Napolitani, Chairwoman

Dated: February 15, 2022

RESOLUTION 22 -06

RESOLUTION AUTHORIZING THE APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER TO THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY.

WHEREAS, the Affirmative Action Office of the New Jersey Department of the Treasury has revised the obligations of the public contracting process set forth in N.J.A.C. 17:27 et seq., pursuant to P.L. 1975, C. 127; and

WHEREAS, the requirements require the designation of a "Public Agency Compliance Officer" (PACO) to represent the Warren County (Pequest River) Municipal Utilities Authority (WC(PR)MUA).

WHEREAS, the PACO is to be appointed annually; and

WHEREAS, the WC(PR)MUA desires to appoint John Inscho as the PACO for the WC(PR)MUA.

NOW, THEREFORE, BE IT RESOLVED by the WC(PR)MUA in the County of Warren, State of New Jersey, that:

1. John Inscho will represent the WC(PR)MUA as the PACO through the year 2022.
2. One copy of this Resolution shall be made available at the Authority's offices for public inspection.

CERTIFICATION

I, CHAD CHAMBERLAIN, SECRETARY OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, DO CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY A MAJORITY OF ALL MEMBERS OF THE AUTHORITY AT A MEETING OF THE AUTHORITY HELD ON FEBRUARY 15, 2022.

Dated: February 15, 2022



Chad Chamberlain, Secretary

Moved by: Mr. Niece

Seconded by: Mr. Roth

Yes 8

No 0

Abstain 0

Absent 0

RESOLUTION #22-07

RESOLUTION OF MEMBERS OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 16, 2021 ESTABLISHING THE SCHEDULE OF REGULAR MEETINGS OF THE AUTHORITY PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-18.

WHEREAS, pursuant to N.J.S.A. 10:4-18, the Authority is required to establish a schedule of its regular meetings to be conducted during the year succeeding its annual reorganizational meeting, together with the location of such meetings, and to the extent known, the time and date thereof, and,

WHEREAS, the reorganizational meeting of the Authority is being conducted on February 15, 2022 and it has been determined that all subsequent meetings to be conducted by it during the remainder of the current year, and prior to the next reorganizational meeting of the Authority on February 21, 2023, be conducted on the third Tuesday of each and every month hereafter, which will take place at the Authority's Administration Building located at 199 Foul Rift Road, Belvidere, New Jersey.

NOW, THEREFORE, IT IS RESOLVED by the WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, pursuant to the revisions embodied under N.J.S.A. 10.4-18, that the regular meetings of the Authority hereinafter conducted by it subsequent to its reorganizational meeting of February 15, 2022, be conducted at 7:00 P.M, with the exception of the December 2022 and February 2023 regular meetings, which will immediately follow the Annual Rate Hearing and Reorganization Meeting to be held at 7:00 p.m. (as noted below). All meetings will be held at the Authority's Administration Building at 199 Foul Rift Road, Belvidere, New Jersey on the dates hereinafter mentioned:

Tuesday, March 15, 2022	7:00 p.m.	
Tuesday, April 19, 2022	7:00 p.m.	
Tuesday, May 17, 2022	7:00 p.m.	
Tuesday, June 21, 2022	7:00 p.m.	
Tuesday, July 19, 2022	7:00 p.m.	
Tuesday, August 16, 2022	7:00 p.m.	
Tuesday, September 20, 2022	7:00 p.m.	
Tuesday, October 18, 2022	7:00 p.m.	
Tuesday, November 15, 2022	7:00 p.m.	
Tuesday, December 20, 2022	7:00 p.m.	Annual Rate Hearing/Regular Meeting
Tuesday, January 17, 2023	7:00 p.m.	
Tuesday, February 21, 2023	7:00 p.m.	Reorganization Meeting/Regular Meeting

FURTHER RESOLVED, that no later than February 23, 2022 the Secretary of the Authority mail:

(1) Copies of this resolution, certified by the Secretary under seal of the Authority, to the Star Ledger, designated as the official newspaper of the Authority, and the Express-Times and to such other media as the Secretary might deem appropriate.

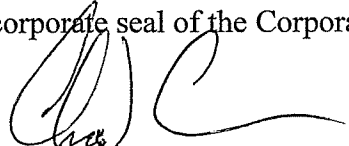
(2) To any persons who request copies of any regular meeting scheduled, or revision referred to in N.J.S.A. 10:4-18 and who, except for the news media, have paid the fee established by the Authority therefore, pursuant to N.J.S.A. 10:4-19.

(3) Prominently post in at least one public place reserved for such or similar announcements, a copy of the notice embodying the regular monthly meeting dates, together with the location and time thereof; and

(4) File copies of the aforesaid notice of the regular meetings, embodying the location and time thereof, with the Clerk of each of the municipalities encompassed within the jurisdiction of the Authority and with the Clerk of the Board of Commissioners of the County of Warren, together with the Clerk of the County of Warren.

I, Chad Chamberlain, Secretary of the Warren County (Pequest River) Municipalities Utilities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 15th day of February 2022.



Chad Chamberlain, Secretary

Moved by: Mr. Niece

Seconded by: Ms. O'Connor

Yes: 8

No: 0

Abstain: 0

Absent: 0

RESOLUTION 22-08

RESOLUTION OF THE MEMBERS OF WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY ADOPTED AT A MEETING ASSEMBLED ON FEBRUARY 15, 2022, DESIGNATING, PURSUANT TO THE PROVISIONS OF N.J.S.A. 10:4-8.d, TWO NEWSPAPERS TO RECEIVE NOTICES OF THE REGULAR, SPECIAL, OR RESCHEDULED MEETINGS OF THE AUTHORITY, AND OF AN OFFICIAL NEWSPAPER.

WHEREAS, the Authority is, pursuant to N.J.S.A. 10:4-8.d of the "Open Public Meetings Act," required, among other things, to deliver to at least two newspapers within the area of jurisdiction of the Authority, one of which shall be its official newspaper upon designation by it, notices embodying the time, date, location, and to the extent known, the agenda of any regular, special or rescheduled meetings, which notices shall accurately state whether formal action may or may not be taken; and

WHEREAS, the Authority is desirous of designating *The Express-Times (Warren County NJ Zone if time allows)* as its official newspaper, pursuant to N.J.S.A. 10:4-8.d, and *The Star-Ledger*, as the two newspapers to receive notices of its meetings herein before mentioned, because of the Authority's feeling that they have the greatest likelihood of informing the public within the area of the Authority's jurisdiction of such meetings.

NOW, THEREFORE, BE IT RESOLVED by the Warren County (Pequest River) Municipal Utilities Authority, pursuant to the provisions of N.J.S.A. 10:4-8.d, that *The Express-Times* be designated as the official newspaper of the Authority and that all notices giving the time, date, location, and, to the extent known, the agenda of any regular, special or rescheduled meetings, embodying whether formal action may or may not be taken, shall be given and/or delivered in the manner set forth in the aforesaid statute to *The Express Times* and *The Star-Ledger* to the end that the public shall be afforded every opportunity of being informed relative to such prospective meetings.

FURTHER RESOLVED, that the Secretary be and is hereby authorized to disseminate additional notice, of the afore-mentioned meetings to such other newspapers published in the State of New Jersey, but circulated, among other places, throughout the County of Warren, and to such other news media as the Secretary might deem appropriate.

I, Chad Chamberlain, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, a public body corporate and politic, do hereby certify that the foregoing is a true and correct copy of the original Resolution as recorded in the minute book of said corporation.

WITNESS, my hand and the corporate seal of the Corporation, this 15th day of February, 2022.



Chad Chamberlain, Secretary