

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES December 16, 2025

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:03 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 Chairman
Gerald Norton, Secretary
Anne Skoog

Angelo Accetturo, Treasurer - Absent

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

Chairwoman Napolitani read the Introductory Statement. This regular meeting has been properly noticed in accordance with New Jersey State Statutes.

MINUTES

Ms. Skoog moved, and Mr. Roth seconded to approve the minutes of the November 17, 2025 regular meeting, as presented. All in favor, motion passed.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Resolution of Partial Schedule of Regular Meetings of the Board of County Commissioners of the County of Warren for the year 2026.

SERVICE AREA UPDATES

Belvidere: Mr. Roth had no updates to report.

Oxford: Mr. Norton had no updates to report.

White Twp.: Ms. Skoog had no updates 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 his monthly financial report.

Chairwoman Napolitani asked for a motion to appoint Nisivoccia, LLP, as auditor for the Authority. Mr. Norton moved to adopt Resolution #25-43, and Ms. Skoog seconded. All in favor, motion passed.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

FINANCE

Mr. Roth moved that Resolution #25-44 be approved to pay all bills from the Operating Funds (Certificate No. OP 472: \$67,984.38). Ms. Skoog seconded. All in favor, motion passed.

Ms. Skoog moved that Resolution #25-45 (Certificate No. CI 476: \$65,063.48) be approved to pay all bills from the Capital Improvement Funds, as presented. Mr. Norton seconded. All in favor, motion passed.

EXECUTIVE DIRECTOR

Mr. Inscho advised that the wiring of the clarifiers at the Belvidere Plant has been completed. The electrician has also started preparing the power to the new garage, which should be finished within the next week. All of the actuators are on site and Barrett Construction should be installing them after the first of the year, depending on the weather. It should take them approximately seven (7) days.

Mr. Inscho advised that we passed all of the JIF inspections last week for both plants and all pump stations, with no recommendations.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that as of January 1, 2026, as previously discussed, the staff positions will be restructured as follows: Operator M. Berger will be our Wastewater Manager; Operators R. Berger and J. Wasser will be Chief Operators; Operator B. Snyder will be Operator 2 and Operator D. Berger will remain as Operator/Mechanic. Ms. Wright will make the changes to our Organizational Chart and incorporate the new Wastewater Manager job description in our Personnel Policy as of January 1, 2026.

Mr. Francisco advised that a motion authorizing salary increases starting in January 2026 as previously discussed should be presented. Chairwoman Napolitani advised that a 3% increase in salary will be applied pursuant to performance evaluations. Mr. Roth moved to approve the increases in salaries starting January 1, 2026. Ms. Skoog seconded. All in favor, motion passed.

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, Mr. Roth moved for the meeting to be adjourned. The meeting was adjourned at 6:13 p.m.

Susan Wright
Susan Wright
Administrative Assistant

RESOLUTION NO. 25-43

RESOLUTION AUTHORIZING THE APPOINTMENT FOR NISIVOCCIA LLP AS AUDITOR FOR THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY FOR FISCAL YEAR 2026

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (Authority) requires the services of an auditor for FY2026.

WHEREAS, the services of a certified auditor are "Professional Services" and may be retained without competitive bidding pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq; and

WHEREAS, the Authority solicited proposals for auditing services from Nisivoccia and Company, LLP; and

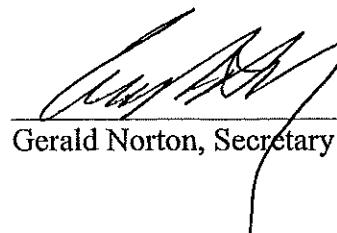
WHEREAS, the Authority has determined it to be in the best interest of this public entity to appoint Nisivoccia, LLP (Auditor) as its auditor for the period commencing January 1, 2026 through the later of December 31, 2026 or the next reorganizational meeting of the Authority.

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

1. Nisivoccia, LLP, Mount Arlington Corporate Center, 200 Valley Road, Suite 300, Mt. Arlington, N.J. 07856-1320 is hereby appointed as the Authority Auditor for the period of January 1, 2026 through December 31, 2026, or through the next reorganizational meeting of the Authority, whichever is later, to provide auditing services pursuant to the terms and conditions in the proposal previously submitted to the Authority. Nothing herein shall supersede the right of the Authority or Auditor to terminate the Agreement prior to the aforesaid dates(s) in accordance with the terms of such formal agreement as may be entered into between the parties to retain Auditor.
2. The appropriate officers of the Authority are hereby authorized and directed to take all steps necessary to affect the terms and conditions of this Resolution.
3. It is hereby directed that a notice of award of this appointment be published once in the official newspaper of the Authority within ten days of the date hereof.
4. This Resolution shall take effect immediately.

CERTIFICATION

I, GERALD NORTON, SECRETARY OF THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY, DO CERTIFY THE FORE GOING 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 DECEMBER 16, 2025.



Gerald Norton, Secretary

DATED: December 16, 2025

RESOLUTION: EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF NOVEMBER & DECEMBER 2025

I HEREBY CERTIFY that the bills listed on the attached Resolution of December 16, 2025, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2025 budget.

Laurel Napolitani
Laurel Napolitani, Chairwoman

Gerald Norton
Gerald Norton, Secretary

Certificate No. OP 472

Dated: December 16, 2025

Moved by: Mr. Roth

Seconded by: Ms. Skoog

Yes: 4

No: 0

Abstain: 0

Absent: 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: December 16, 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 #22916-22927:	11/25/25	\$ 3,194.65
Check #22928-22958:	12/15/25	<u>\$64,789.73</u>
	<i>Total:</i>	<i>\$67,984.38</i>

PENTAMATION
DATE: 11/25/2025
TIME: 10:22:57

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

FUND - MU001 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22916	10101	11/25/25	78	ARAE NETWORK SOLUTIONS LL	5029	365 APPS FOR BUSINESS
22916	10101	11/25/25	78	ARAE NETWORK SOLUTIONS LL	5029	MANAGE SERVICES SUITE
22916	10101	11/25/25	78	ARAE NETWORK SOLUTIONS LL	5029	SECURE CLOUD BACKUPS
22916	10101	11/25/25	78	ARAE NETWORK SOLUTIONS LL	5029	WI-FI CLOUD SUBSCRIPT
	TOTAL CHECK					196.85
22917	10101	11/25/25	78	ARAE NETWORK SOLUTIONS LL	5029	WINDOWS 11 UPGRADES
22918	10101	11/25/25	239	BRIGHTSPEED	5076	309801924
22918	10101	11/25/25	239	BRIGHTSPEED	5076	310260175
22918	10101	11/25/25	239	BRIGHTSPEED	5076	309373198
	TOTAL CHECK					600.00
22919	10101	11/25/25	273	COMCAST	5076	8499052650021506
22920	10101	11/25/25	273	COMCAST	5076	8499052660035827
22920	10101	11/25/25	273	COMCAST	5076	8499052660035830
	TOTAL CHECK					212.06
22921	10101	11/25/25	460	ELIZABETHTOWN GAS	5070	S.WATER STR PUMP STA
22922	10101	11/25/25	935	JCP&L	5071	FLOW METER
22923	10101	11/25/25	1575	POSTMASTER BELVIDERE	5022	STAMPS
22924	10101	11/25/25	840	RICOH USA, INC.	5026	COPIER LEASE
22925	10101	11/25/25	1938	THE COUNTY OF WARREN	5070	MONTHLY FUEL
22925	10101	11/25/25	1938	THE COUNTY OF WARREN	5070	MONTHLY FUEL
22925	10101	11/25/25	1938	THE COUNTY OF WARREN	5070	MONTHLY FUEL
	TOTAL CHECK					713.45
22926	10101	11/25/25	2140	VERIZON WIRELESS	5076	MOBILE PHONES & OCC
22927	10101	11/25/25	2145	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM
	TOTAL FUND					303.04
	TOTAL REPORT					3,194.65
						3,194.65

PAGE NUMBER: 1
VENCHILL
ACCOUNTING PERIOD: 11/25

PENTAMATION
DATE: 12/11/2025
TIME: 12:19:15

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCILL
ACCOUNTING PERIOD: 12/25

FUND - MU001 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22928	10101	12/15/25	17	ACCETTURO, NICOL A.	5011	MONTHLY STIPEND
22929	10101	12/15/25	29	ADVANCE AUTO PARTS PROFES	5025	IGNITION COIL
22930	10101	12/15/25	56	AMERIGAS	5070	BELV PROPANE NOV
22931	10101	12/15/25	78	ARAE NETWORK SOLUTIONS LL	5029	REMOTE SUPPORT
22932	10101	12/15/25	190	BOARDLINE FENCE, LLC	5024	FOUL RIFT ROAD
22932	10101	12/15/25	190	BOARDLINE FENCE, LLC	5024	OXFORD AVE
	TOTAL	CHECK				
22933	10101	12/15/25	239	BRIGHTSPEED	5076	309538602
22933	10101	12/15/25	239	BRIGHTSPEED	5076	309480336
22933	10101	12/15/25	239	BRIGHTSPEED	5076	310189069
	TOTAL	CHECK				
22934	10101	12/15/25	206	C M AUTO PARTS	5025	724863
22934	10101	12/15/25	206	C M AUTO PARTS	5025	726038
22934	10101	12/15/25	206	C M AUTO PARTS	5025	726513
22934	10101	12/15/25	206	C M AUTO PARTS	5025	726705
	TOTAL	CHECK				
22935	10101	12/15/25	287	COUNTY OF WARREN	5092	MEDICAL INSURANCE
22935	10101	12/15/25	287	COUNTY OF WARREN	5092	MEDICAL INSURANCE
	TOTAL	CHECK				
22936	10101	12/15/25	287	COUNTY OF WARREN	5028	MONTHLY FINANCE
22937	10101	12/15/25	293	CP ENGINEERS NJ, LLC	5545	GENERAL & OPERATING
22938	10101	12/15/25	482	EVERON, LLC	5026	FRNT DOOR SECURITY
22939	10101	12/15/25	537	FLEMINGTON DEPARTMENT STO	5043	UNIFORMS - B.S. M.B. D.B.
22939	10101	12/15/25	537	FLEMINGTON DEPARTMENT STO	5043	UNIFORMS - B.S. M.B. D.B.
22939	10101	12/15/25	537	FLEMINGTON DEPARTMENT STO	5043	UNIFORMS - B.S. M.B. D.B.
	TOTAL	CHECK				
22940	10101	12/15/25	638	GLASCO UV LLC	5024	UV LAMP
22941	10101	12/15/25	935	JCP&L	5071	100003352968
22941	10101	12/15/25	935	JCP&L	5071	10000418862
22941	10101	12/15/25	935	JCP&L	5071	10000458211
22941	10101	12/15/25	935	JCP&L	5071	100004911044
22941	10101	12/15/25	935	JCP&L	5071	100004952337
22941	10101	12/15/25	935	JCP&L	5071	100005061898
22941	10101	12/15/25	935	JCP&L	5071	100005205917
	TOTAL	CHECK				
22942	10101	12/15/25	1145	LICON LIGHTING & SUPPLY C	5024	34256
22943	10101	12/15/25	1215	MAIN POOL & CHEMICAL CO.,	5521	NOVEMBER BILLING
22944	10101	12/15/25	1330	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND
22945	10101	12/15/25	1340	NEW JERSEY AMERICAN WATER	5072	NOVEMBER WATER

PENTAMATION
DATE: 12/11/2025
TIME: 12:19:15

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 12/25

FUND - MU001 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT	
22946	10101	12/15/25	1388	NORTON, GERALD	5011	MONTHLY STIPEND	391.66
22947	10101	12/15/25	1396	O&M SOLUTIONS, LLC	5024	ABS/SULZER PUMP	7,054.25
22948	10101	12/15/25	1420	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	342.59
22949	10101	12/15/25	1440	ONE CALL CONCEPTS, INC.	5024	NOV UTILITY LOCATE	20.90
22950	10101	12/15/25	1343	PACE ANALYTICAL SERVICES,	5509	257129859	392.00
22950	10101	12/15/25	1343	PACE ANALYTICAL SERVICES,	5509	257131488	392.00
22950	10101	12/15/25	1343	PACE ANALYTICAL SERVICES,	5509	257131489	373.50
	TOTAL CHECK						1,157.50
22951	10101	12/15/25	1520	PASSAIC VALLEY SEVERAGE C	5079	NOV SLUDGE DISPOSAL	3,297.00
22952	10101	12/15/25	1741	RIGO GENERAL HARDWARE	5024	A257923	57.98
22953	10101	12/15/25	1767	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.66
22954	10101	12/15/25	1825	SANICO INC.	5024	DEC DUMPSTER FEE	301.80
22955	10101	12/15/25	1864	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.34
22956	10101	12/15/25	1880	SPECTRASERV INC	5079	SLUDGE HAUL NOV	6,314.00
22957	10101	12/15/25	1938	THE COUNTY OF WARREN	5070	MONTHLY FUEL	150.82
22958	10101	12/15/25	2280	WILSON PRODUCTS	5024	DEC BILLING	25.00
	TOTAL FUND						64,789.73
	TOTAL REPORT						64,789.73

#25-45

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

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

Laurel Napolitani
Laurel Napolitani, Chairwoman

Gerald Norton
Gerald Norton, Secretary

Certificate No. CI 476

Dated: December 16, 2025

Moved by: Ms. Skoog

Seconded by: Mr. Norton

Yes 4

No 0

Abstain 0

Absent 1

CAPITAL IMPROVEMENT BILLS LIST

Dated: December 16, 2025

CP Engineers – Water Street Pump Station:	\$ 9,022.75
CP Engineers – I-Bank Application:	\$ 348.00
Frank Rymon & Sons – 2025 Ferris Mower:	\$ 7,000.00
Raritan Group – Scum Pipe:	\$ 18,250.00
Roberge Electric – Scum Pipe:	\$ 10,479.00
Spray Foam Technologies – Pole Barn:	\$ 5,173.74
Tore Electric Co., Inc. – Scum Pipe:	<u>\$ 14,789.99</u>
<i>Total</i>	\$ 65,063.48

PENTAMATION
DATE: 12/11/2025
TIME: 12:35:08

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENC#11
ACCOUNTING PERIOD: 12/25

FUND - MU/A01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22959	10101	12/16/25	293	CP ENGINEERS NJ, LLC	19002 I-BANK APPLICATION	348.00
22959	10101	12/16/25	293	CP ENGINEERS NJ, LLC	19002 WATER STREET PUMP STATION	9,022.75
	TOTAL CHECK					9,370.75
22960	10101	12/16/25	579	FRANK RYMON & SONS INC.	19002 2025 FERRIS MOWER	7,000.00
22961	10101	12/16/25	1726	RARTAN GROUP, INC.	19002 SCUM PIPE IMPROVEMENT	18,250.00
22962	10101	12/16/25	1757	ROBERGE ELECTRIC CO., INC	19002 SCUM PIPE DISCONNCT SWTCH	10,479.00
22963	10101	12/16/25	1879	SPRAY FOAM TECHNOLOGIES,	19001 POLE BARN INSULATION	5,173.74
22964	10101	12/16/25	1957	TORE ELECTRIC COMPANY, IN	19002 SCUM PIPE	14,789.99
	TOTAL FUND					65,063.48
	TOTAL REPORT					65,063.48