

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES May 21, 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
Angelo Accetturo, Treasurer
Gerald Norton, Secretary
Anne Marie Skoog

Also, in attendance: Kim Francisco, Authority CFO; Brian Tipton, Esq., Authority Legal Counsel; 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 Ms. Skoog seconded to approve the minutes of the April 16, 2024 regular meeting, as presented. All in favor, except one abstention by Mr. Norton, motion passed.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Notice from Lavery, Selvaggi & Cohen on behalf of Whitetown Realty, LLC for an application to amend preliminary and final site plan approvals for the proposed 174,240 sf greenhouse and 158,400 sf packaging and distribution facility on property known as Block 30, Lots 8 & 11 located at 283 County Route 519 in the Township of White, County of Warren, N.J.
2. Freshwater Wetlands and Flood Hazard Area Permit Application dated April 25, 2024 from Colliers Engineering & Design regarding Storm Damage Repair Location #2 on property known as Block 10, Lot 25; Block 18, Lot 69, Lommason Glen Road, White Township, County of Warren, NJ.

3. Freshwater Wetlands and Flood Hazard Area Permit Application dated May 14, 2024 from Colliers Engineering & Design regarding Storm Damage Repair Location #1 on property known as Block 10, Lot 21; Block 18, Lot 72, Lommason Glen Road, White Township, County of Warren, NJ.

ENGINEER'S REPORT

Mr. Donati and 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

The FY2023 Audit and the Group Affidavit Form were provided to the commissioners. There were no negative findings, comments, or recommendations. Mr. Francisco presented the Resolution for approval of the FY2023 Audit.

Mr. Roth moved, and Ms. Skoog seconded to adopt Resolution #24-14, approving the Authority's FY2023 Audit. All in favor, motion passed.

Mr. Francisco summarized the monthly financial report.

Mr. Francisco advised that we still have a small amount of escrow money held for the Jaindl project, and that since the project is done, that money should be refunded to Jaindl. The Board agreed.

GENERAL COUNSEL'S REPORT

Mr. Tipton provided the Board with an outline for the special meeting scheduled for May 30, 2024. There were no questions or comments.

EXECUTIVE DIRECTOR

Mr. Inscho went over the engineering invoices for last month and advised the Board that the design portion of the sludge thickener is nearly complete.

He further advised that the roof at the Belvidere plant is leaking into the laboratory. He received several roofing estimates. After a brief discussion among the Board and Counsel, this project is an emergency repair, as it is leaking into the laboratory, and it needs to be fixed as soon as possible. Ms. Skoog moved to authorize Mr. Inscho to accept the lowest estimate. Mr. Norton seconded. All in favor, motion passed.

Pole Barn: Mr. Inscho received two quotes for the groundwork for the pole barn, Tom Bartha for \$30,275.00 and K&A for \$22,750.00. Ms. Skoog moved to authorize the lowest quote to begin the groundwork for the pole barn. Mr. Roth seconded. All in favor, motion passed.

Mr. Inscho and Chairwoman Napolitani have reviewed the Personnel Policy with the suggested changes/additions from our Attorney's office. The two will meet to discuss those changes one more time and then present the same to the Board, most likely at next month's meeting.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani reminded the Board one last time of the Special Meeting scheduled for Thursday, May 30th at 6:30 p.m. She advised that Ms. Wright will prepare an Agenda for that meeting.

FINANCE

Mr. Accetturo moved that Resolution #24-15 (Certificate No. 453: \$77,770.52) be approved to pay all bills from the Operating Fund, as presented. Mr. Norton seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #24-16 (Certificate No. 457: \$27,166.50) be approved to pay all bills from the Capital Improvements Fund as presented. 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 comment.

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 7:26 p.m.


Susan Wright
Administrative Assistant

RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended **2023** has been completed and filed with the **Warren County (Pequest River) Municipal Utilities Authority** pursuant to N.J.S.A.40A:5A-15, and

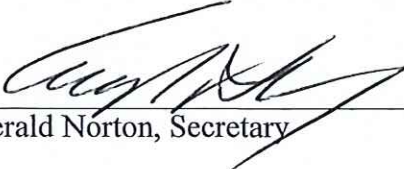
WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **Warren County (Pequest River) Municipal Utilities Authority** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **2023**, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON **May 21, 2024**.



Gerald Norton, Secretary

May 21, 2024

Date

LOCAL AUTHORITIES GROUP AFFIDAVIT FORM

PRESCRIBED BY THE NEW JERSEY LOCAL FINANCE BOARD

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Warren County (Pequest River) Municipal Utilities Authority, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed/elected (cross out one) members of the Board of the Warren County (Pequest River) Municipal Utilities Authority.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended 2023, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT NAME)

Angelo Accetturo

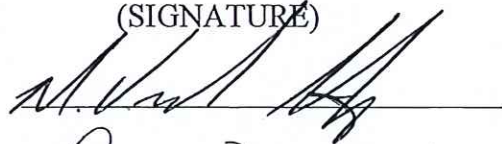
Laurel Napolitani

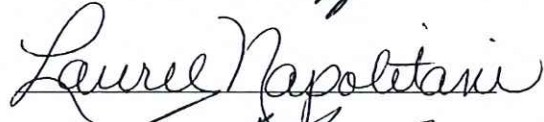
Gerald Norton

Joseph Roth

Anne Marie Skoog

(SIGNATURE)



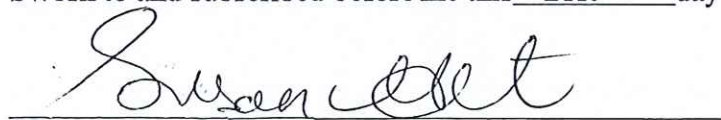








Sworn to and subscribed before me this 21st day of May, 2023



Notary Public of New Jersey

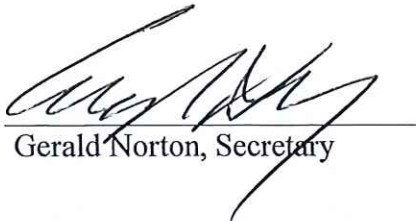
SUSAN G. WRIGHT
Notary Public of New Jersey
My Commission Expires August 21, 2024

RESOLUTION:

EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF APRIL & MAY 2024

I HEREBY CERTIFY, that the bills listed on the attached Resolution of May 21, 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 453

Dated: May 21, 2024

Moved by: Mr. Accetturo

Seconded by: Mr. Norton

Yes: 5

No: 0

Abstain: 0

Absent: 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: May 21, 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 #22062-22072:	04/25/24	\$1,752.03
Check #22073-22101:	05/20/24	<u>\$76,018.49</u>
	<i>Total:</i>	<i>\$77,770.52</i>

PENTAMATION
DATE: 04/25/2024
TIME: 11:34:51

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 4/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22062	10101	04/25/24	120 BERGER, RUSSELL	5042	WEF RENEWAL	117.00
22063	10101	04/25/24	239 BRIGHTSPEED	5076	309373198	36.76
22063	10101	04/25/24	239 BRIGHTSPEED	5076	309801924	9.95
22063	10101	04/25/24	239 BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.61
22064	10101	04/25/24	273 COMCAST	5076	8499052660035827	48.94
22064	10101	04/25/24	273 COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					205.79
22065	10101	04/25/24	273 COMCAST	5076	8499052650021506	302.67
22066	10101	04/25/24	295 CRS, LLC	5029	4731	60.00
22066	10101	04/25/24	295 CRS, LLC	5029	4732	51.00
22066	10101	04/25/24	295 CRS, LLC	5029	4735	21.00
22066	10101	04/25/24	295 CRS, LLC	5029	4753	44.85
	TOTAL CHECK					176.85
22067	10101	04/25/24	460 ELIZABETHTOWN GAS	5070	S. WATER STREET PS	36.79
22068	10101	04/25/24	935 JCP&L	5071	FLOW METER	4.09
22069	10101	04/25/24	1575 POSTMASTER BELVIDERE	5022	POSTAGE STAMPS	204.00
22070	10101	04/25/24	2140 VERIZON WIRELESS	5076	MOBILE PHONES & OCC	149.99
22071	10101	04/25/24	2145 VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	292.42
22072	10101	04/25/24	2285 WRIGHT, SUSAN	5710	MISC - PETTY CASH	175.00
22072	10101	04/25/24	2285 WRIGHT, SUSAN	5022	POSTAGE - PETTY CASH	20.82
	TOTAL CHECK					195.82
	TOTAL FUND					1,752.03
	TOTAL REPORT					1,752.03

PENTAMATION
DATE: 05/15/2024
TIME: 10:49:01

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 5/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22073	10101	05/20/24	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
22074	10101	05/20/24	28 ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
22075	10101	05/20/24	161 BILL HODGE ELECTRICAL CON	5024	WCMUA-240401	421.22
22076	10101	05/20/24	239 BRIGHTSPEED	5076	309480336	39.62
22076	10101	05/20/24	239 BRIGHTSPEED	5076	309538602	61.24
22076	10101	05/20/24	239 BRIGHTSPEED	5076	310189069	44.63
		TOTAL CHECK				145.49
22077	10101	05/20/24	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22078	10101	05/20/24	293 CP ENGINEERS NJ, LLC	5545	ENGINEERING PERMITS	1,765.00
22078	10101	05/20/24	293 CP ENGINEERS NJ, LLC	5545	GENERAL ENGINEERING	1,206.00
		TOTAL CHECK				1,971.00
22079	10101	05/20/24	294 CRISTAL ASSOCIATES, LLC	5030	OXF PAPER SUPPLIES	157.00
22079	10101	05/20/24	294 CRISTAL ASSOCIATES, LLC	5030	OXF PAPER PRODUCTS	171.50
		TOTAL CHECK				328.50
22080	10101	05/20/24	539 FLORIO PERRUCCI STEINHARD	5027	APRIL LEGAL SERVICES	779.00
22081	10101	05/20/24	935 JCP&L	5071	100003352968	172.16
22081	10101	05/20/24	935 JCP&L	5071	100004188262	6,267.27
22081	10101	05/20/24	935 JCP&L	5071	100004582811	4.09
22081	10101	05/20/24	935 JCP&L	5071	100004911044	7,739.13
22081	10101	05/20/24	935 JCP&L	5071	100004952337	404.02
22081	10101	05/20/24	935 JCP&L	5071	100005061898	96.73
22081	10101	05/20/24	935 JCP&L	5071	100005205917	936.74
		TOTAL CHECK				15,620.14
22082	10101	05/20/24	1150 LIN SUPPLY INC.	5024	1050199	20.99
22083	10101	05/20/24	1215 MAIN POOL & CHEMICAL CO.,	5521	APRIL BILLING	6,649.70
22084	10101	05/20/24	1227 MAYBERRY SALES & SERVICE	5024	PUMP OIL	14.00
22085	10101	05/20/24	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22086	10101	05/20/24	1340 NEW JERSEY AMERICAN WATER	5072	APRIL BILLING	23.52
22087	10101	05/20/24	1350 NJUA JOINT INSURANCE FUND	5091	NJUA JIF FY2024 INS.	9,896.00
22087	10101	05/20/24	1350 NJUA JOINT INSURANCE FUND	5194	NJUA JIF FY2024 INS.	22,953.00
		TOTAL CHECK				32,849.00
22088	10101	05/20/24	1387 NORTH EAST PARTS GROUP, L	5025	656759	36.33
22088	10101	05/20/24	1387 NORTH EAST PARTS GROUP, L	5025	657443	61.99
		TOTAL CHECK				98.32
22089	10101	05/20/24	1388 NORTON, GERALD	5011	MONTHLY STIPEND	391.67
22090	10101	05/20/24	1396 O&M SOLUTIONS, LLC	5024	REPAIR WASTE PUMP	1,000.00
22091	10101	05/20/24	1420 OFFICE CONCEPTS GROUP, IN	5030	INK CARTRIDGES	64.98

PENTAMATION
DATE: 05/15/2024
TIME: 10:49:01

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 5/24

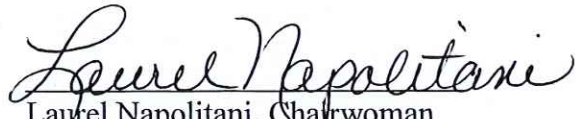
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

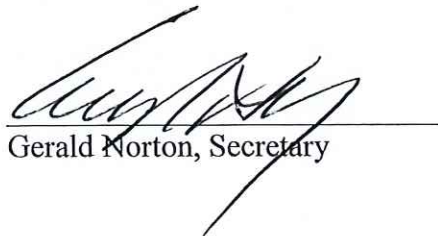
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22092	10101	05/20/24	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE APRIL	18.59
22093	10101	05/20/24	PACE ANALYTICAL SERVICES,	5509	240639271	387.00
22093	10101	05/20/24	PACE ANALYTICAL SERVICES,	5509	240639771	70.50
22093	10101	05/20/24	PACE ANALYTICAL SERVICES,	5509	247107594	368.50
22093	10101	05/20/24	PACE ANALYTICAL SERVICES,	5509	247107596	387.00
22093	10101	05/20/24	PACE ANALYTICAL SERVICES,	5509	247108170	387.00
22093	10101	05/20/24	PACE ANALYTICAL SERVICES,	5509	247108171	340.50
22093	10101	05/20/24	PACE ANALYTICAL SERVICES,	5509	247108172	105.00
22093	10101	05/20/24	PACE ANALYTICAL SERVICES,	5509	247108205	230.00
22093	10101	05/20/24	PACE ANALYTICAL SERVICES,	5509	247108207	70.50
	TOTAL CHECK					2,346.00
22094	10101	05/20/24	PASSAIC VALLEY SEWERAGE C	5079	APRIL SLUDGE DISPOSAL	4,200.00
22095	10101	05/20/24	RIGO GENERAL HARDWARE	5024	A234761	12.28
22095	10101	05/20/24	RIGO GENERAL HARDWARE	5024	A234782	42.28
22095	10101	05/20/24	RIGO GENERAL HARDWARE	5024	A235374	6.99
22095	10101	05/20/24	RIGO GENERAL HARDWARE	5024	A235592	14.78
22095	10101	05/20/24	RIGO GENERAL HARDWARE	5024	A235638	11.79
22095	10101	05/20/24	RIGO GENERAL HARDWARE	5024	A235670	28.56
22095	10101	05/20/24	RIGO GENERAL HARDWARE	5024	A235886	49.99
	TOTAL CHECK					166.67
22096	10101	05/20/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
22097	10101	05/20/24	SANICO INC.	5024	MAY DUMPSTER FEE	301.80
22098	10101	05/20/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
22099	10101	05/20/24	SPECTRASERV INC	5079	APRIL SLUDGE HAUL	5,801.60
22100	10101	05/20/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	295.13
22101	10101	05/20/24	WILSON PRODUCTS	5024	APRIL BILLING	24.50
	TOTAL FUND					76,018.49
	TOTAL REPORT					76,018.49

RESOLUTION:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF APRIL, 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 457

Dated: May 21, 2024

Moved by: Mr. Auletta

Seconded by: Ms. Skoog

Yes 5

No 0

Abstain 0

Absent 0

CAPITAL IMPROVEMENT BILLS LIST

Dated: May 21, 2024

CP Engineers – Sludge Thickener:	\$ 14,641.00
CP Engineers – NPW Pumping System:	\$ 9,046.00
CP Engineers – Scum Pipe Improvements:	<u>\$ 3,479.50</u>
<i>Total</i>	<i>\$ 27,166.50</i>

PENTAMATION
DATE: 05/15/2024
TIME: 10:56:32

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 5/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22102	10101	05/21/24	CP ENGINEERS NJ, LLC	19002	206.021 SCUM PIPE IMPROV	3,479.50
22102	10101	05/21/24	CP ENGINEERS NJ, LLC	19002	206.022 SLUDGE THICKENER	14,641.00
22102	10101	05/21/24	CP ENGINEERS NJ, LLC	19002	206.023 NPW PUMPING SYS	9,046.00
TOTAL CHECK						27,166.50
TOTAL FUND						27,166.50
TOTAL REPORT						27,166.50