

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES April 19, 2022

Chairperson Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:02 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
Everdina O'Connor, Vice Chairperson
Chad Chamberlain, Secretary
Angelo Accetturo, Treasurer – entered at 7:04 p.m.
Joseph Kennedy
Donald Niece
Gerald Norton
Joseph Roth

Also, in attendance: Kim Francisco, Authority CFO; Brian Tipton, Esq., Authority Legal Counsel, Ronald B. Madison, P.E., Authority Engineer; and Susan Wright, Administrative Assistant.

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

MINUTES

Mr. Kennedy moved, and Mr. Norton seconded to approve the minutes of the March 15, 2022 regular meeting, as presented. All in favor, motion carried.

CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Public Notice from Mark S. Bellin, Esquire on behalf of Hummer Solar Farm LLC to the Township of White Planning Board for subdivision, preliminary and final site plan approval to construct a photovoltaic grid supply solar farm on a portion of Block 21, Lot 6 in the Township of White, County of Warren, NJ.
2. Public Notice from Mark S. Bellin, Esquire on behalf of Chamberlain East Solar Farm LLC to the Township of White Planning Board for subdivision, preliminary and final site plan approval to construct a photovoltaic grid supply solar farm on a

portion of Block 47, Lots 9, 9.08, 9.09, 9.10 and 9.11 in the Township of White, County of Warren, NJ.

3. Public Notice from Mark S. Bellin, Esquire on behalf of Chamberlain West Solar Farm LLC to the Township of White Planning Board for subdivision, preliminary and final site plan approval to construct a photovoltaic grid supply solar farm on a portion of Block 47, Lot 10 in the Township of White, County of Warren, NJ.
4. Letter dated March 25, 2022, from John Inscho, Authority Executive Director, to Brian Tipton, Esquire, FPSCT&T, LLC, requesting information for the 2021 Audit.
5. Public Notice dated March 30, 2022 from PK Environmental on behalf of Kathleen Enz-Finken to the Township of White (Clerk, Construction Official, Environmental Commission, Planning Board regarding NJDEP Freshwater Wetlands General Permit #24 (alteration/construction of an individual subsurface sewage disposal (septic) system) Block 14, Lot 2, 24 Spring Lane, White Township, Warren County, NJ.
6. Letter dated April 18, 2022, from Brian Tipton, Esquire, FPSCT&T, LLC, to Nisivoccia & Company, LLP, responding to a request from information in connection with the Authority's 2021 Audit.

Chairwoman Napolitani welcomed and introduced our new Engineer, Ronald Madison, from Colliers Engineering & Design, to the Board.

EXECUTIVE SESSION

At approximately 7:05 p.m., Ms. O'Connor moved, and Mr. Roth seconded to adopt Resolution #22-16, to enter into an executive session to discuss contract matters. All in favor, motion passed.

At 7:20 p.m., Mr. Kennedy moved, and Mr. Chamberlain seconded to return to open session. All in favor, motion passed.

ENGINEER'S REPORT

Mr. Madison summarized his report which was included in the agenda packets.

An initial kick-off meeting was held on March 1, 2022 at the Belvidere Administration Building with John Inscho, Authority Executive Director and the Operators, to go over the projects and review the past engineers' reports. He advised that maps and documents were scanned and put on a thumb drive and returned to the Authority.

Permits with NJDEP and DRBC were reviewed and they all look to be appropriate.

Belvidere Mechanical Screen: Project has been completed and the bar screen is working appropriately. BR Welding submitted their Payment Application #4 for payment this month. They will be submitting their Payment Application #5 for retainage for next month's meeting. A Change Order No. 1 was provided to the Board in their agenda packets from BR Welding for the transducers in the amount of \$4,080.00 for approval by the Board.

Belvidere Clarifier project: He will have a recommendation of the project schedule at next month's meeting. Project should get started later next week.

CFO'S REPORT

Mr. Francisco advised that last month the County adopted their budget. The County tax rate will be going down about 0.02¢. In April, the Department Heads, Management and unclassified employees will get their annual raises. This year there will be a separate resolution to include commissioners' increase. Next week at the County Commissioners meeting they will approve those raises retroactive to January 1, 2022.

Audit: Field work is done. Same as last year, we have to wait for the State to provide health benefit and pension numbers before the auditor's can issue their report. State has extended the deadline to September.

Mr. Francisco summarized the monthly financial report.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Oxford: Mr. Inscho advised that the DEP requested that the hypochlorite tanks be taken out of the metal building. The tanks were put in the building before the walls were installed and therefore, in order to get them out a hole will need to be cut in the side of the building and a door installed. Mr. Inscho received a price of \$8,800.00 to cut the hole and wrap it with metal and \$4,118.00 from Summit Door to install the door. The County will take the old tanks. They will send a trailer over to pick them up. Mr. Norton moved to go forward with the project. Mr. Roth seconded. The motion passed unanimously on a roll call vote.

South Water Street Pump Station: The generator replacement, Mr. Inscho advised that he is working with the Mark Kelly to have natural gas run right up to the building.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that she did attend the preconstruction meeting for the Clarifier project. AllMax is moving along with training Lead Operator Wasser.

Gary Sassaman did install the one window in the front office of the Administration Building with no problems. He will move forward with replacing the remaining windows.

FINANCE

Mr. Niece moved that Resolution #22-17 (Certificate No. 428: \$78,531.28) be approved to pay all bills from the Operating Fund, as presented. Mr. Accetturo seconded. All in favor, motion passed.

Mr. Roth moved that Resolution #22-18 (Certificate No. 434: \$85,433.65) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. O'Connor seconded. All in favor, motion passed.

Mr. Accetturo moved to approve the Change Order No 1 from BR Welding for the Belvidere Mechanical Screen project. Mr. Kennedy 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, Ms. O'Connor moved for the meeting to be adjourned. The meeting was adjourned at 7:37 p.m.

Susan Wright
Susan Wright
Administrative Assistant

RESOLUTION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and


WHEREAS, this public body is of the opinion that such circumstances presently exist.

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

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matter.
2. The General nature of the subject matter to be discussed is as follows:
Contract
3. It is anticipated at this time that the above subject matter will be made public when appropriate.
4. This Resolution shall take effect immediately.

WARREN COUNTY (PEQUEST RIVER)
MUNICIPAL UTILITIES AUTHORITY

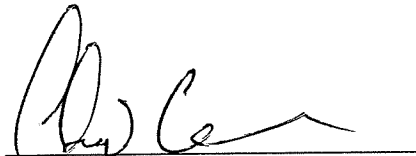

Laurel Napolitani, Chairwoman

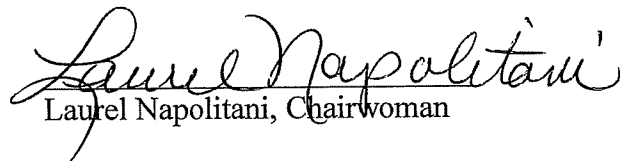

Chad Chamberlain, Secretary

DATED: April 19, 2022

RESOLUTION RE: EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF MARCH & APRIL, 2022

I HEREBY CERTIFY, that the bills listed on the attached Resolution of April 19,
2022, regarding payment of bills from the Operating Fund were for the operating expenses and
were in accordance with the Authority's 2022 budget.


Chad Chamberlain, Secretary


Laurel Napolitani, Chairwoman

Certificate No. OP 428

Dated: April 19, 2022

Moved by: Mr. Niece

Seconded by: Mr. Accettauro

Yes

No

Abstain

Absent

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: April, 2022

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 #20847-20857:	03/29/22	2,031.20
Check #20858-20899:	04/18/22	<u>\$76,500.08</u>
	<i>Total:</i>	<i>\$78,531.28</i>

PENTAMATION
 DATE: 04/13/2022
 TIME: 10:05:12

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 4/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20858	10101	04/18/22	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	291.66
20859	10101	04/18/22	40 AFA PROTECTIVE SYSTEMS, I	5517	FIRE ALARM INSPECT	281.16
20860	10101	04/18/22	56 AMERIGAS	5070	BELV PROPANE MARCH	627.90
20861	10101	04/18/22	120 BERGER, RUSSELL	5042	WEF RENEWAL	117.00
20862	10101	04/18/22	161 BILL HODGE ELECTRICAL CON	5024	220225	2,036.53
20862	10101	04/18/22	161 BILL HODGE ELECTRICAL CON	5024	220304	297.13
20862	10101	04/18/22	161 BILL HODGE ELECTRICAL CON	5024	220311	294.88
20862	10101	04/18/22	161 BILL HODGE ELECTRICAL CON	5024	220317	1,561.06
			TOTAL CHECK			4,189.60
20863	10101	04/18/22	206 C M AUTO PARTS	5025	LATEX GLOVES	165.00
20864	10101	04/18/22	239 CENTURYLINK	5076	0309480336	37.49
20864	10101	04/18/22	239 CENTURYLINK	5076	0309538602	57.34
20864	10101	04/18/22	239 CENTURYLINK	5076	0310189069	41.87
			TOTAL CHECK			136.70
20865	10101	04/18/22	265 CINTAS CORPORATION	5043	4112254872	42.97
20865	10101	04/18/22	265 CINTAS CORPORATION	5043	4112255216	57.01
20865	10101	04/18/22	265 CINTAS CORPORATION	5043	4112946160	42.97
20865	10101	04/18/22	265 CINTAS CORPORATION	5043	4112946562	57.01
20865	10101	04/18/22	265 CINTAS CORPORATION	5043	4113648337	42.97
20865	10101	04/18/22	265 CINTAS CORPORATION	5043	4113648533	60.99
20865	10101	04/18/22	265 CINTAS CORPORATION	5043	4114328336	44.96
20865	10101	04/18/22	265 CINTAS CORPORATION	5043	4114328569	57.01
20865	10101	04/18/22	265 CINTAS CORPORATION	5043	4115020237	42.97
20865	10101	04/18/22	265 CINTAS CORPORATION	5043	4115020306	80.88
			TOTAL CHECK			529.74
20866	10101	04/18/22	271 COLLIERS ENGINEERING & DE	5545	GENERAL ENG SERVICES	9,503.05
20867	10101	04/18/22	287 COUNTY OF WARREN	5028	FINANCE SUPPORT	1,000.00
20868	10101	04/18/22	295 CRS, LLC	5710	2771	40.00
20868	10101	04/18/22	295 CRS, LLC	5710	2773	29.90
20868	10101	04/18/22	295 CRS, LLC	5710	2802	44.85
20868	10101	04/18/22	295 CRS, LLC	5710	2831	60.00
20868	10101	04/18/22	295 CRS, LLC	5710	2843	51.00
20868	10101	04/18/22	295 CRS, LLC	5710	2788	750.00
			TOTAL CHECK			975.75
20869	10101	04/18/22	375 DUPERON CORPORATION	5024	GEARBOX	4,392.29
20870	10101	04/18/22	470 ENVIRONMENTAL RESOURCE AS	5509	PT SAMPLES BELV	98.52
20870	10101	04/18/22	470 ENVIRONMENTAL RESOURCE AS	5509	PT SAMPLES OXF	151.02
			TOTAL CHECK			249.54
20871	10101	04/18/22	539 FLORIO PERRUCCI STEINHARD	5027	GEN ADMIN LEGAL SERV	340.00
20872	10101	04/18/22	569 FRANC ENVIRONMENTAL, INC.	5078	PUMP CLEAN OUT	4,153.63
20873	10101	04/18/22	625 GERO, WAYNE	5092	REIM HEALTH	366.34

PENTAMATION
 DATE: 04/13/2022
 TIME: 10:05:12

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 2
 VENCHK11
 ACCOUNTING PERIOD: 4/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20874	10101	04/18/22	JCP&L	5071	100003352968	218.70
20874	10101	04/18/22	JCP&L	5071	100004582811	4.09
20874	10101	04/18/22	JCP&L	5071	100004811044	7,938.90
20874	10101	04/18/22	JCP&L	5071	100004952337	304.48
20874	10101	04/18/22	JCP&L	5071	100005061898	184.26
	TOTAL CHECK					8,650.43
20875	10101	04/18/22	KENNEDY, JOSEPH, SR.	5011	MONTHLY STIPEND	166.66
20876	10101	04/18/22	MAIN POOL & CHEMICAL CO.,	5521	MARCH BILLING	1,861.15
20877	10101	04/18/22	MAYBERRY SALES & SERVICE	5024	CHAINS AW	299.99
20877	10101	04/18/22	MAYBERRY SALES & SERVICE	5024	HAND BLOWER	259.99
20877	10101	04/18/22	MAYBERRY SALES & SERVICE	5024	POWER WASHER	1,195.00
20877	10101	04/18/22	MAYBERRY SALES & SERVICE	5024	TRIMMER	239.99
	TOTAL CHECK					1,994.97
20878	10101	04/18/22	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	333.32
20879	10101	04/18/22	NEW JERSEY AMERICAN WATER	5072	MARCH WATER	20.94
20880	10101	04/18/22	NEW JERSEY ANALYTICAL LAB	5509	N103594	372.00
20880	10101	04/18/22	NEW JERSEY ANALYTICAL LAB	5509	N103602	325.50
20880	10101	04/18/22	NEW JERSEY ANALYTICAL LAB	5509	N103772	331.50
20880	10101	04/18/22	NEW JERSEY ANALYTICAL LAB	5509	N103773	285.00
20880	10101	04/18/22	NEW JERSEY ANALYTICAL LAB	5509	N103945	65.50
20880	10101	04/18/22	NEW JERSEY ANALYTICAL LAB	5509	N103946	65.50
20880	10101	04/18/22	NEW JERSEY ANALYTICAL LAB	5509	N104086	65.50
	TOTAL CHECK					1,510.50
20881	10101	04/18/22	NIECE, DONALD L.	5011	MONTHLY STIPEND	166.66
20882	10101	04/18/22	NISIVOCCIA LLP	5028	AUDIT SERVICE FY2021	7,875.00
20883	10101	04/18/22	NJ ADVANCE MEDIA	5021	0010241944	-9.88
20883	10101	04/18/22	NJ ADVANCE MEDIA	5021	0010252813	117.00
20883	10101	04/18/22	NJ ADVANCE MEDIA	5021	0010252840	133.38
20883	10101	04/18/22	NJ ADVANCE MEDIA	5021	0010252862	212.96
	TOTAL CHECK					453.46
20884	10101	04/18/22	NORTH EAST PARTS GROUP, L	5025	599432	12.78
20885	10101	04/18/22	NORTON, GERALD	5011	MONTHLY STIPEND	166.66
20886	10101	04/18/22	O&M SOLUTIONS, LLC	5024	MILEAGE	200.40
20886	10101	04/18/22	O&M SOLUTIONS, LLC	5024	MILEAGE	66.50
20886	10101	04/18/22	O&M SOLUTIONS, LLC	5024	OXFORD PUMP STATION	260.00
	TOTAL CHECK					526.90
20887	10101	04/18/22	O&M SOLUTIONS, LLC	5024	INSPECT REPAIR OXFORD	1,105.00
20888	10101	04/18/22	O'CONNOR, EVERDINA A.	5011	MONTHLY STIPEND	291.66
20889	10101	04/18/22	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE MARCH	4.29

PENTAMATION
 DATE: 04/13/2022
 TIME: 10:05:12

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 3
 VENCHK11
 ACCOUNTING PERIOD: 4/22


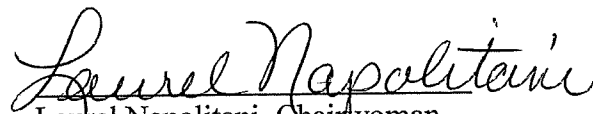
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20890	10101	04/18/22	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL MARCH	4,809.00
20891	10101	04/18/22	RAW POWER GENERATOR SERVI	5024	ANNUAL SERVICE	425.00
20891	10101	04/18/22	RAW POWER GENERATOR SERVI	5024	BLOCK HEATER	612.86
20891	10101	04/18/22	RAW POWER GENERATOR SERVI	5024	DIAGNOSE BLCK HEATER	437.50
20891	10101	04/18/22	RAW POWER GENERATOR SERVI	5024	DIESEL MOTOR OIL	448.00
20891	10101	04/18/22	RAW POWER GENERATOR SERVI	5024	LABOR RETURN TRIP	175.00
			TOTAL CHECK			2,098.36
20892	10101	04/18/22	RD BOOTS	5043	J.W. BOOTS	99.00
20892	10101	04/18/22	RD BOOTS	5043	R.B. BOOTS	159.00
			TOTAL CHECK			258.00
20893	10101	04/18/22	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	166.66
20894	10101	04/18/22	SANICO INC.	5024	MNTHLY DUMPSTER FEE	287.80
20895	10101	04/18/22	SPECTRASERV INC	5079	SLUDGE HAUL MARCH	6,630.40
20896	10101	04/18/22	THE COUNTY OF WARREN	5070	MONTHLY GASOLINE	352.36
20897	10101	04/18/22	TREASURER - STATE OF NJ	5049	NJPDES ANNUAL PERMIT FEES	4,738.62
20898	10101	04/18/22	TREASURER - STATE OF NJ	5049	NJPDES ANNUAL PERMIT	4,675.64
20899	10101	04/18/22	WILSON PRODUCTS	5024	MARCH BILLING	23.50
			TOTAL FUND			76,500.08
			TOTAL REPORT			76,500.08

RESOLUTION RE:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF MARCH, 2022

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


Chad Chamberlain, Secretary
Laurel Napolitani, Chairwoman

Certificate No. CI 434

Dated: April 19, 2022

Moved by: Mr. Roth

Seconded by: Ms. O'Connor

Yes 8

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: April 19, 2022

BR Welding, Inc. – Mechanical Screen:	\$74,990.79
Colliers Engineering – Mechanical Screen:	\$ 5,213.70
Colliers Engineering – Clarifier Rehab:	<u>\$ 5,229.16</u>
<i>Total</i>	<i>\$85,433.65</i>

PENTAMATION
 DATE: 04/13/2022
 TIME: 10:24:18

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHKLI
 ACCOUNTING PERIOD: 4/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
20900	10101	04/19/22	BR WELDING, INC.	19002	BELV. MECH BAR SCREEN	74,990.79
20901	10101	04/19/22	COLLIERS ENGINEERING & DE	19002	744363	5,213.70
20901	10101	04/19/22	COLLIERS ENGINEERING & DE	19001	744364	5,229.16
TOTAL CHECK						10,442.86
TOTAL FUND						85,433.65
TOTAL REPORT						85,433.65