

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES December 17, 2024

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:06 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
Angelo Accetturo, Treasurer
Anne Skoog

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 18, 2024 regular meeting, as presented. All in favor, except two abstentions by Mr. Norton and Mr. Accetturo, motion passed.

CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Notice of Public Hearing from Steven P. Gouin, Esquire attorney for Foul Rift Solar Farm, LLC for an application to amend preliminary and final major site plan approval from the Township of White Planning Board, Warren County, scheduled for December 10, 2024.

SERVICE AREA UPDATES

Belvidere: Mr. Roth had no updates to report.

Oxford: Mr. Norton advised that there may possibly be a new development in Oxford, but nothing concrete at this time.

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.

Chairwoman Napolitani asked for a motion to appoint Nisivoccia, LLP, as auditor for the Authority. Mr. Norton moved to adopt Resolution #24-37, and Mr. Roth seconded. All in favor, motion passed.

Mr. Francisco reminded the Board of their prior discussion regarding salary increases for 2025. A memorandum and the list of increases from Chairwoman Napolitani was included in the agenda packets.

Mr. Francisco requested a motion authorizing the increases starting in January 2025. Ms. Skoog moved to authorize the increases in salaries starting January 1, 2025. Mr. Roth seconded. All in favor, motion passed.

Chairwoman Napolitani inquired about the Becrett Escrow Fund. Special counsel, Brad Carney provided the Authority with an invoice, which was slightly more than what is in the escrow account. Mr. Francisco advised that he did speak with Mr. Carney and he inquired whether there was an escrow agreement. Ms. Wright advised that she is unaware of an agreement, but will see what she can find. In the interim, a request needs to be forwarded to Becrett's attorney to replenish our escrow account. Mr. Tipton advised that Mr. Inscho can make that request as the Executive Director of the Authority. The Board discussed the amount that should be requested. Mr. Carney's invoice will be paid once the escrow fund has been replenished.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Mr. Inscho advised that a closing on the golf course in White Township is scheduled for this Friday (December 20, 2024). Ms. Skoog did advise that there was an "informal meeting" with the Highlands counsel and the DEP, wherein the owner was advised of certain criteria that needed to be taken care of. She also advised that there did not seem to be any issues; however, it is a lengthy process.

Our new Operator, D. Berger, started on Monday, December 9, 2024. He will work three (3) days at the Oxford plant and two (2) days at the Belvidere plant after the first of the year.

AllMax will be training the Operators with our program on Wednesday, December 18, 2024.

Mr. Inscho advised that the storage garage at Belvidere should be delivered and installed by next week.

Mr. Inscho advised that he will be meeting with Joe Mikulka of CP Engineers to finish up the I-Bank application process.

The old Jetter truck was sold to Tom Bartha for \$5,000.00.

We have received the actuators for the skimmers. They will be installed next week.

FINANCE

Mr. Accetturo moved that Resolution #24-38 be approved to pay all bills from the Operating Funds (Certificate No. OP 460: \$48,236.59). Ms. Skoog seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #24-39 (Certificate No. CI 464: \$45,627.46) be approved to pay all bills from the Capital Improvement Funds, as presented. Mr. Roth seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that she, Mr. Inscho and Operators M. Berger and Snyder had a conference call with AllMax on Monday, December 16, 2024 and as Mr. Inscho advised, the Operators will have a training conference tomorrow. She also had a telephone conference with the salesman and the President of the company this morning (December 17, 2024), wherein she requested that they advise her of exactly what we will be paying for and what program we actually own. It was determined that for the time being, we will keep the initial program we purchased in 2022 for \$26,000.00 and instead of paying a yearly fee for any additions/updates to the program, we will just receive technical support at an hourly rate, if the same is needed.

Chairwoman Napolitani advised that she and Mr. Inscho discussed Operator D. Berger's official job title will be Operator/Mechanic.

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. Norton moved for the meeting to be adjourned. The meeting was adjourned at 7:30 p.m.

Susan Wright
Susan Wright
Administrative Assistant

RESOLUTION NO. 24-37

**RESOLUTION AUTHORIZING THE APPOINTMENT FOR NISIVOCIA LLP AS AUDITOR
FOR THE WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY
FOR FISCAL YEAR 2025**

WHEREAS, the Warren County (Pequest River) Municipal Utilities Authority (Authority) requires the services of an auditor for FY2025.

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, 2025 through the later of December 31, 2025 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, 2025 through December 31, 2025, 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 17, 2024.



Gerald Norton, Secretary

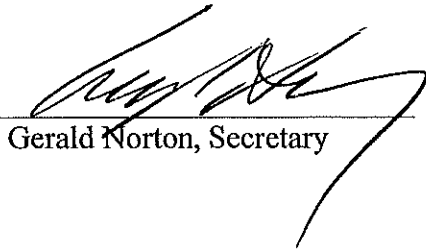
DATED: December 17, 2024

RESOLUTION:

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

I HEREBY CERTIFY, that the bills listed on the attached Resolution of December 17, 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 460

Dated: December 17, 2024

Moved by: Mr. Alletturo

Seconded by: Ms. Skoog

Yes: 5

No: 0

Abstain: 0

Absent: 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: December 17, 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 #22371-22381:	11/26/24	\$1,835.46
Check #22382-22410:	12/16/24	<u>\$46,401.13</u>
	<i>Total:</i>	<i>\$48,236.59</i>

PENTAMATION
 DATE: 11/26/2024
 TIME: 09:36:30

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 11/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22371	10101	11/26/24	BRIGHTSPEED	5076	309373198	36.93
22371	10101	11/26/24	BRIGHTSPEED	5076	309801924	9.95
22371	10101	11/26/24	BRIGHTSPEED	5076	310260175	19.90
		TOTAL CHECK				66.78
22372	10101	11/26/24	COMCAST	5076	8499052650021506	303.83
22373	10101	11/26/24	COMCAST	5076	8499052660035827	49.36
22373	10101	11/26/24	COMCAST	5076	8499052660035830	156.85
		TOTAL CHECK				206.21
22374	10101	11/26/24	CRISTAL ASSOCIATES, LLC	5030	PAPER SUPPLIES BELV	121.69
22375	10101	11/26/24	EVERON, LLC	5026	FRNT DOOR SECURITY	20.00
22376	10101	11/26/24	JCP&L	5071	FLOW METER	4.65
22377	10101	11/26/24	OFFICE CONCEPTS' GROUP, IN	5030	OFFICE SUPPLIES	96.97
22378	10101	11/26/24	RICOH USA, INC.	5026	COPIER LEASE	340.29
22379	10101	11/26/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	216.97
22380	10101	11/26/24	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	156.55
22381	10101	11/26/24	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	301.52
		TOTAL FUND				1,835.46
		TOTAL REPORT				1,835.46

PENTAMATION
 DATE: 12/12/2024
 TIME: 11:01:34

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 12/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22382	10101	12/16/24	A & S HYDRAULICS	5024	OXF TRACTOR NEW HOSE	265.40
22383	10101	12/16/24	ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.66
22384	10101	12/16/24	ADVANCE AUTO PARTS PROFES	5025	7425431755868	45.21
22384	10101	12/16/24	ADVANCE AUTO PARTS PROFES	5025	7425431755869	12.00
22384	10101	12/16/24	ADVANCE AUTO PARTS PROFES	5025	7425433256307	31.40
			TOTAL CHECK			88.61
22385	10101	12/16/24	ARAE NETWORK SOLUTIONS LL	5029	REMOTE SERVICE	112.50
22386	10101	12/16/24	ARAE NETWORK SOLUTIONS LL	5029	6324	51.00
22386	10101	12/16/24	ARAE NETWORK SOLUTIONS LL	5029	6325	21.00
22386	10101	12/16/24	ARAE NETWORK SOLUTIONS LL	5029	6326	60.00
22386	10101	12/16/24	ARAE NETWORK SOLUTIONS LL	5029	6327	44.85
			TOTAL CHECK			176.85
22387	10101	12/16/24	BRIGHTSPEED	5076	309480336	38.75
22387	10101	12/16/24	BRIGHTSPEED	5076	309538602	61.79
22387	10101	12/16/24	BRIGHTSPEED	5076	310189069	41.67
			TOTAL CHECK			142.21
22388	10101	12/16/24	C M AUTO PARTS	5025	711955	52.97
22388	10101	12/16/24	C M AUTO PARTS	5025	712595	16.49
22388	10101	12/16/24	C M AUTO PARTS	5025	712669	161.31
			TOTAL CHECK			230.77
22389	10101	12/16/24	COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22390	10101	12/16/24	CP ENGINEERS NJ, LLC	5545	GENERAL ENGINEERING	940.00
22391	10101	12/16/24	EVERON, LLC	5026	FRNT DOOR SECURITY	20.00
22392	10101	12/16/24	FLORIO PERRUCCI STEINHARD	5027	NOV LEGAL SERVICES	57.00
22393	10101	12/16/24	JCP&L	5071	100003352968	449.54
22393	10101	12/16/24	JCP&L	5071	100004188262	7,572.88
22393	10101	12/16/24	JCP&L	5071	100004582811	4.65
22393	10101	12/16/24	JCP&L	5071	100004911044	8,186.11
22393	10101	12/16/24	JCP&L	5071	100004952337	300.41
22393	10101	12/16/24	JCP&L	5071	100005061898	106.45
22393	10101	12/16/24	JCP&L	5071	100005205917	655.14
			TOTAL CHECK			17,275.18
22394	10101	12/16/24	MAIN POOL & CHEMICAL CO.,	5521	NOVEMBER BILLING	7,351.20
22395	10101	12/16/24	MILLER ENERGY, INC.	5024	SERVICE CONTRACT	2,000.00
22396	10101	12/16/24	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22397	10101	12/16/24	NEW JERSEY AMERICAN WATER	5072	NOVEMBER WATER	22.65
22398	10101	12/16/24	NORTON, GERALD	5011	MONTHLY STIPEND	391.66
22399	10101	12/16/24	ONE CALL CONCEPTS, INC.	5024	NOV UTILITY LOCATE	5.72

PENTAMATION
 DATE: 12/12/2024
 TIME: 11:01:34

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MUNICIPAL UTILITY AUTHORITY
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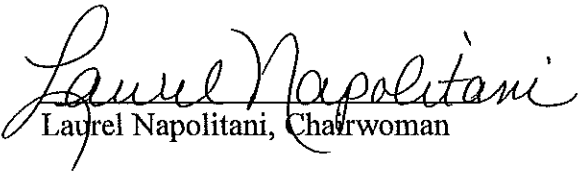
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

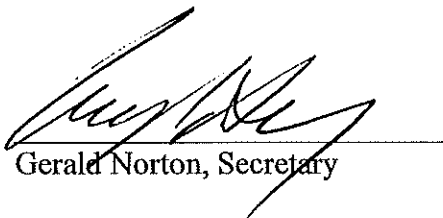
CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22400	10101	12/16/24	PACE ANALYTICAL SERVICES,	5509	247126629	368.50
22400	10101	12/16/24	PACE ANALYTICAL SERVICES,	5509	247126632	387.00
	TOTAL CHECK					755.50
22401	10101	12/16/24	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL NOV	3,906.00
22402	10101	12/16/24	PYRZ WATER SUPPLY CO., IN	5024	STENNER PUMP	685.00
22403	10101	12/16/24	RAW POWER GENERATOR SERVI	5024	Q4 2024 ANNUAL SERVICE	3,545.90
22404	10101	12/16/24	RIGO GENERAL HARDWARE	5024	A244025	6.36
22404	10101	12/16/24	RIGO GENERAL HARDWARE	5024	A244483	10.98
22404	10101	12/16/24	RIGO GENERAL HARDWARE	5024	A244820	17.28
	TOTAL CHECK					34.62
22405	10101	12/16/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.66
22406	10101	12/16/24	SANICO INC.	5024	DEC DUMPSTER FEE	301.80
22407	10101	12/16/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.34
22408	10101	12/16/24	SPECTRASERV INC	5079	SLUDGE HAUL NOV	5,387.20
22409	10101	12/16/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	214.20
22410	10101	12/16/24	WILSON PRODUCTS	5024	NOVEMBER BILLING	24.50
	TOTAL FUND					46,401.13
	TOTAL REPORT					46,401.13

RESOLUTION:

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF NOVEMBER, 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 464

Dated: December 17, 2024

Moved by: Mr. Accetta

Seconded by: Mr. Roth

Yes 5

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: December 17, 2024

CP Engineers – Sludge Thickener:	\$ 13,942.75
CP Engineers – Scum Pipe Improvements:	\$ 1,305.50
Pumping Services, Inc. – Spare pump:	\$ 24,179.21
Silver Stone Landscaping – Trenchwork:	<u>\$ 6,200.00</u>
<i>Total</i>	<i>\$ 45,627.46</i>

PENTAMATION
 DATE: 12/12/2024
 TIME: 11:10:09

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 12/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22411	10101	12/17/24	CP ENGINEERS NJ, LLC	19002	206.021 SCUM PIPE IMPROV	1,305.50
22411	10101	12/17/24	CP ENGINEERS NJ, LLC	19002	206.022 SLUDGE THICKENER	13,942.75
		TOTAL CHECK				15,248.25
22412	10101	12/17/24	PUMPING SERVICES, INC.	19002	SPARE PUMP WATER STREET	24,179.21
22413	10101	12/17/24	SILVER STONE LANDSCAPING	19002	TRENCHWORK SCUM PIPE	6,200.00
		TOTAL FUND				45,627.46
		TOTAL REPORT				45,627.46