

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES April 16, 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 – via telephone conference call (7:04)
Angelo Accetturo, Treasurer
Anne Marie Skoog
Gerald Norton, Secretary - Absent

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

Ms. Skoog moved, and Mr. Accetturo seconded to approve the minutes of the March 19, 2024 regular meeting, as presented. All in favor, motion carried.

CORRESPONDENCE

Chairwoman Napolitani recapped the correspondence listed below:

1. Letter dated March 13, 2024 from John Inscho, Authority Executive Director, to Brian Tipton, Esquire, requesting information for the 2023 Audit.
2. Letter dated March 22, 2024 from Brian Tipton, Esquire, to Nisivoccia & Company, LLP, responding to a request for information in connection with the Authority's 2023 Audit.
3. Letter dated March 11, from Tyler Marshall, Environmental Specialist I, State of New Jersey, Department of Environmental Protection, Division of Water Enforcement to John Wasser, Belvidere STP Laboratory Manager, regarding the Compliance Evaluation and Assistance Inspection on January 26, 2024.
4. Letter dated March 11, from Tyler Marshall, Environmental Specialist I, State of New Jersey, Department of Environmental Protection, Division of Water Enforcement to John

Wasser, Oxford STP Laboratory Manager, regarding the Compliance Evaluation and Assistance Inspection on January 26, 2024.

5. Representation letter dated March 22, 2024, reviewed and executed by Laurel Napolitani, Chairwoman and Kim Francisco, CFO to Nisivoccia LLP in connection with the Authority's 2023 Audit.
6. Memorandum dated April 3, 2024 to Susan Wright, WC(PR)MUA Administrative Assistance from Alex Lazorisak, Warren County Administrator, regarding the Financial Disclosure Statements for the members of PRMUA

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

Mr. Francisco summarized the monthly financial report. He also went over the year-to-date flow review report he provided at the meeting.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

Chairwoman Napolitani advised that a letter has been drafted regarding the Special Meeting for May 30, 2024 and that will go out to the County and Municipalities advising of said meeting. Mr. Tipton advised that he will prepare an outline and go over it with her prior to the meeting.

Chairwoman Napolitani also advised that there is an area in Belvidere that is not sewered. Mr. Roth brought it up at the recent council meeting and Belvidere will be having a subcommittee look further into. Mr. Roth advised that there was a misconception that a pumping station would be needed to tie into the sewer system in that area. Mr. Inscho indicated that a pumping station will not be necessary. Mr. Inscho will have the engineers take a look and get a cost. Once that has been determined, Mr. Roth would like Mr. Inscho and Chairwoman Napolitani to attend a Belvidere council meeting to advise what needed to be done.

EXECUTIVE DIRECTOR

Mr. Inscho advised the Board that periodically we receive gray water from Russell Reid and we have been charging the same unit price of 0.0175 per gallon for at least the last 6 or 7 years. He would like to at least double that unit price. Ms. Skoog moved to increase the unit price not to exceed the competitive pricing. Mr. Accetturo seconded. All in favor, motion passed.

Skimmers: Engineers will be coming out tomorrow morning (April 17, 2024) to look at the actuators and wiring and hopefully get some pricing. We can buy the actuators through the co-op.

Sludge Thickener: The engineers advised Mr. Inscho that our FST tank #2 can be used as our base, which will save around \$200,000 if we use that old tank.

FINANCE

Mr. Accetturo moved that Resolution #24-12 (Certificate No. 452: \$63,052.85) be approved to pay all bills from the Operating Fund, as presented. Ms. Skoog seconded. All in favor, motion passed.

Mr. Accetturo moved that Resolution #24-13 (Certificate No. 456: \$19,737.00) be approved to pay all bills from the Capital Improvements Fund as presented. Ms. Skoog seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that Ms. Wright received our Personnel Manual from our attorney's office with suggestions. She and Mr. Inscho will review and go over the suggestions and then bring it to the Board for approval. She and Mr. Inscho did discuss the change of titles for Operators R. Berger and M. Berger. They will remain Operator 1 and will also be Crew Leaders. Operators B. Snyder and B. Walters will remain Operator 1 and Operator Wasser will remain as our Lead Operator.

UNFINISHED BUSINESS

There was no unfinished business.

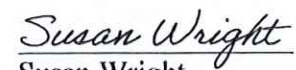
NEW BUSINESS

There was no new business.

PUBLIC COMMENT

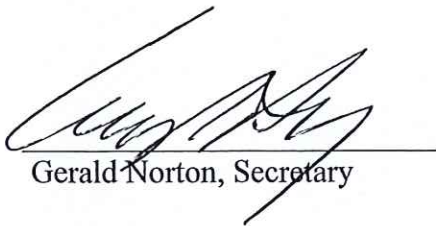
There was no public comment.

As there was no more business to come before the Authority, Ms. Skoog moved for the meeting to be adjourned. The meeting was adjourned at 7:26 p.m.

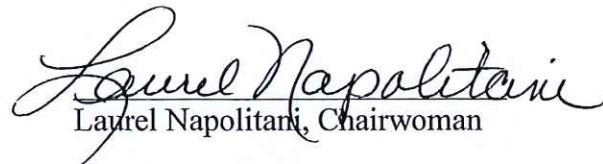

Susan Wright
Administrative Assistant

RESOLUTION RE: EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF MARCH & APRIL 2024

I HEREBY CERTIFY, that the bills listed on the attached Resolution of March 19, 2024, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2024 budget.



Gerald Norton, Secretary



Laurel Napolitano, Chairwoman

Certificate No. OP 452

Dated: April 16, 2024

Moved by: Mr. Acciatturo

Seconded by: Ms. Skoog

Yes: 4

No: 0

Abstain: 0

Absent: 1

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: April 16, 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 #22016-22025:	03/27/24	\$1,741.53
Check #22026-22059:	04/16/24	<u>\$61,311.32</u>
	<i>Total:</i>	\$63,052.85

PENTAMATION
 DATE: 03/27/2024
 TIME: 09:29:19

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 3/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22016	10101	03/27/24	BRIGHTSPEED	5076	309373198	36.61
22016	10101	03/27/24	BRIGHTSPEED	5076	309801924	9.95
22016	10101	03/27/24	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.46
22017	10101	03/27/24	COMCAST	5076	8499052660035827	49.60
22017	10101	03/27/24	COMCAST	5076	8499052660035830	156.85
	TOTAL CHECK					206.45
22018	10101	03/27/24	COMCAST	5076	8499052650021506	269.00
22019	10101	03/27/24	CRISTAL ASSOCIATES, LLC	5030	BELV PAPER SUPPLIES	306.85
22020	10101	03/27/24	CRS, LLC	5029	4646	60.00
22020	10101	03/27/24	CRS, LLC	5029	4647	51.00
22020	10101	03/27/24	CRS, LLC	5029	4650	21.00
22020	10101	03/27/24	CRS, LLC	5029	4666	44.85
	TOTAL CHECK					176.85
22021	10101	03/27/24	ELIZABETHTOWN GAS	5070	S. WATER STREET PUMP	34.16
22022	10101	03/27/24	JCP&L	5071	FLOW METER	4.09
22023	10101	03/27/24	NJWEA	5042	B.S. MEMBERSHIP DUES	117.00
22023	10101	03/27/24	NJWEA	5042	M.B. MEMBERSHIP DUES	117.00
	TOTAL CHECK					234.00
22024	10101	03/27/24	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	150.47
22025	10101	03/27/24	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	293.20
	TOTAL FUND					1,741.53
	TOTAL REPORT					1,741.53

PENTAMATION
 DATE: 04/10/2024
 TIME: 11:33:47

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHKILL
 ACCOUNTING PERIOD: 4/24

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22026	10101	04/15/24	17 ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
22027	10101	04/15/24	28 ADT COMMERCIAL LLC	5026	FRNT DOOR SECURITY	20.00
22028	10101	04/15/24	56 AMERIGAS	5070	PROPANE BELVIDERE	474.52
22029	10101	04/15/24	161 BILL HODGE ELECTRICAL CON	5024	S. WATER ST GENERATOR	2,911.95
22030	10101	04/15/24	239 BRIGHTSPEED	5076	309480336	37.13
22030	10101	04/15/24	239 BRIGHTSPEED	5076	309538602	61.46
22030	10101	04/15/24	239 BRIGHTSPEED	5076	310189069	43.81
			TOTAL CHECK			142.40
22031	10101	04/15/24	206 C M AUTO PARTS	5025	702335	12.99
22031	10101	04/15/24	206 C M AUTO PARTS	5025	702383	40.47
			TOTAL CHECK			53.46
22032	10101	04/15/24	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	1,000.00
22033	10101	04/15/24	293 CP ENGINEERS NJ, LLC	5545	ENGINEERING PERMITS	174.00
22033	10101	04/15/24	293 CP ENGINEERS NJ, LLC	5545	GENERAL ENGINEERING	206.00
22033	10101	04/15/24	293 CP ENGINEERS NJ, LLC	5545	OPERATIONS CONSULTING	1,586.40
			TOTAL CHECK			1,966.40
22034	10101	04/15/24	294 CRISTAL ASSOCIATES, LLC	5030	PAPER SUPPLIES	501.25
22035	10101	04/15/24	295 CRS, LLC	5029	REMOTE SUPPORT SERV	150.00
22036	10101	04/15/24	470 ENVIRONMENTAL RESOURCE AS	5509	PT SAMPLES BELVIDERE	108.32
22037	10101	04/15/24	470 ENVIRONMENTAL RESOURCE AS	5509	PT SAMPLES OXFORD	80.25
22038	10101	04/15/24	539 FLORIO PERRUCCI STEINHARD	5027	MARCH LEGAL SERVICES	2,052.00
22039	10101	04/15/24	715 HACH COMPANY	5509	LAB SUPPLIES	148.65
22040	10101	04/15/24	935 JCP&L	5071	100003352968	222.56
22040	10101	04/15/24	935 JCP&L	5071	100004188262	6,576.20
22040	10101	04/15/24	935 JCP&L	5071	100004582811	4.09
22040	10101	04/15/24	935 JCP&L	5071	100004911044	9,090.24
22040	10101	04/15/24	935 JCP&L	5071	100004952337	432.04
22040	10101	04/15/24	935 JCP&L	5071	100005061898	106.24
22040	10101	04/15/24	935 JCP&L	5071	100005205917	1,034.55
			TOTAL CHECK			17,465.92
22041	10101	04/15/24	1215 MAIN POOL & CHEMICAL CO.,	5521	MARCH BILLING	3,370.20
22042	10101	04/15/24	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22043	10101	04/15/24	1340 NEW JERSEY AMERICAN WATER	5072	MARCH WATER	22.67
22044	10101	04/15/24	1360 NISIVOCCIA LLP	5028	2023 AUDIT SERVICES	9,500.00
22045	10101	04/15/24	1387 NORTH EAST PARTS GROUP, L	5025	653566	37.97
22045	10101	04/15/24	1387 NORTH EAST PARTS GROUP, L	5025	653636	75.98
			TOTAL CHECK			113.95

PENTAMATION
 DATE: 04/10/2024
 TIME: 11:33:47

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

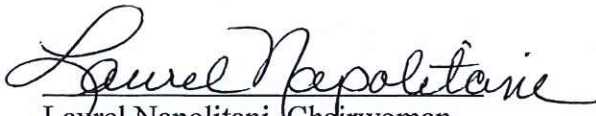
PAGE NUMBER: 2
 VENCHKILL
 ACCOUNTING PERIOD: 4/24


FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22046	10101	04/15/24	NORTON, GERALD	5011	MONTHLY STIPEND	391.67
22047	10101	04/15/24	O&M SOLUTIONS, LLC	5024	PUMP REPAIR OXFORD	3,740.63
22048	10101	04/15/24	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	192.06
22049	10101	04/15/24	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE	34.32
22050	10101	04/15/24	PACE ANALYTICAL SERVICES,	5509	2404471-71	340.50
22050	10101	04/15/24	PACE ANALYTICAL SERVICES,	5509	2404490-71	387.00
22050	10101	04/15/24	PACE ANALYTICAL SERVICES,	5509	2404889-71	1,447.50
22050	10101	04/15/24	PACE ANALYTICAL SERVICES,	5509	2404891-71	86.00
22050	10101	04/15/24	PACE ANALYTICAL SERVICES,	5509	2405617-71	1,105.00
22050	10101	04/15/24	PACE ANALYTICAL SERVICES,	5509	2405619-71	1,105.00
22050	10101	04/15/24	PACE ANALYTICAL SERVICES,	5509	2405836-71	377.00
22050	10101	04/15/24	PACE ANALYTICAL SERVICES,	5509	2405837-71	358.50
			TOTAL CHECK			5,206.50
22051	10101	04/15/24	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL MARCH	3,906.00
22052	10101	04/15/24	RD BOOTS	5043	SAFETY BOOTS	334.90
22053	10101	04/15/24	RIGO GENERAL HARDWARE	5024	A233694	4.79
22053	10101	04/15/24	RIGO GENERAL HARDWARE	5024	A233721	37.34
22053	10101	04/15/24	RIGO GENERAL HARDWARE	5024	A233922	5.80
22053	10101	04/15/24	RIGO GENERAL HARDWARE	5024	A234276	14.99
22053	10101	04/15/24	RIGO GENERAL HARDWARE	5024	A234342	10.49
			TOTAL CHECK			73.41
22054	10101	04/15/24	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.67
22055	10101	04/15/24	SANICO INC.	5024	APRIL DUMPSTER FEE	301.80
22056	10101	04/15/24	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.33
22057	10101	04/15/24	SPECTRASERV INC	5079	MARCH SLUDGE HAUL	5,387.20
22058	10101	04/15/24	THE COUNTY OF WARREN	5070	MONTHLY FUEL	169.72
22059	10101	04/15/24	WILSON PRODUCTS	5024	MARCH BILLING	24.50
			TOTAL FUND			61,311.32
			TOTAL REPORT			61,311.32

RESOLUTION RE: EXPENDITURES FROM THE CAPITAL IMPROVEMENTS
FUND FOR THE MONTH OF MARCH, 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 456

Dated: April 16, 2024

Moved by: Mr. Accettura

Seconded by: Ms. Skoog

Yes 4

No 0

Abstain 0

Absent 1

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: April 16, 2024

CP Engineers – Sludge Thickener:	\$ 9,741.00
CP Engineers – NPW Pumping System:	\$ 6,626.25
CP Engineers – Scum Pipe Improvements:	<u>\$ 3,369.75</u>
<i>Total</i>	<i>\$19,737.00</i>

PENTAMATION
 DATE: 04/10/2024
 TIME: 11:37:23

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
22060	10101	04/16/24	CP ENGINEERS NJ, LLC	19002	#14224 SLUDGE THICKENER	9,741.00
22060	10101	04/16/24	CP ENGINEERS NJ, LLC	19002	#14225 NPW PUMPING SYSTEM	6,626.25
22060	10101	04/16/24	CP ENGINEERS NJ, LLC	19002	#14226 SCUM PIPE IMPROV	3,369.75
TOTAL CHECK						19,737.00

TOTAL FUND

19,737.00

TOTAL REPORT

19,737.00