

WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

MINUTES

November 17, 2022

Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:59 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
William Godfrey
Donald Niece
Gerald Norton
Joseph Roth

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

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

MINUTES

Mr. Niece moved, and Mr. Norton seconded to approve the minutes of the October 18, 2022 regular meeting, as presented. All in favor, except one abstention by Mr. Accetturo, motion carried.

Mr. Niece moved, and Mr. Norton seconded to approve the minutes of the October 18, 2022 executive session, as presented. All in favor, except one abstention by Mr. Accetturo, motion carried.

CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Public Notice to the Hope Township Planning Board from Mark S. Bellin, Esq., on behalf of Matarazzo Solar Farm, LLC, for a request to merge Lots 200 and 300, Block 200 into one lot and for preliminary and final site plan approval to construct a photovoltaic grid supply solar farm on Block 200, Lots 200 and 30 as located on the Hope Township tax map.

ENGINEER'S REPORT

Mr. Madison 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.

Mr. Francisco discussed the Annual Metered Wastewater Flow chart which was distributed to the Board prior to the meeting. In addition, he provided and summarized the 2023 Billing Worksheet and 2023 White Billing Breakdown.

There was a lengthy discussion initiated by Mr. Norton regarding Oxford's metered flows for 2022 and the interceptor line. Mr. Inscho advised that he has been looking into meters with the Engineers. He also stated that there has to be a shared cost with the Authority and Oxford Township.

The residential user rate will increase in 2023 to \$11.20 per billing unit and the industrial rate will be \$22.40. At next month's Budget Hearing the Board will formally vote on the rates for 2023.

In addition, Mr. Francisco discussed the Calculation of Connection Fees for 2023 report, which was provided to the Board. He explained that we could charge \$11,450.00 per customer to hook up to our system. The Finance Committee agreed to keep the connection fee at \$6,642.00.

GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

EXECUTIVE DIRECTOR

Belvidere Clarifier Project: Project should be completed by next Wednesday (November 23, 2022).

Operator N. Codis will be taking a new job at the Bridge Commission. His last day will be November 23, 2022.

Oxford Sludge Tank: The tank is done with the exception of the hatch, which should be installed on Monday or Tuesday of next week.

Axford Avenue Pump Station: Had a break in the line last week. Should be fixed by early next week.

The personnel committee met and interviewed two applicants, both licensed operators. They will start on December 12, 2022. The committee agreed to increase all of the existing operators five (\$5.00) dollars an hour. The one operator has his S-2 license and the other operator has his C-1 license and is on schedule to take the test for his S-2 license.

Mr. Chamberlain moved to approve the hiring of two new operators, Mr. Norton seconded. All in favor, motion passed.

FINANCE

Mr. Accetturo moved that Resolution #22-38 be approved to pay all bills from the Operating Funds (Certificate No. OP 435: \$48,330.93). Ms. O'Connor seconded. All in favor, motion passed

Mr. Accetturo moved that Resolution #22-39 (Certificate No. CI 441: \$165,129.32) be approved to pay all bills from the Capital Improvement Funds, as presented. Ms. O'Connor seconded. All in favor, motion passed.

AUTHORITY CHAIRWOMAN

At last month's meeting there was a discussion to invite White Township to the Authority's next monthly meeting to discuss the pump station for the purposes of the Beckett development project. Mr. Inscho reached out and the Township requested that the Authority come to their December meeting on the 14th. Chairwoman Napolitani advised that she, Mr. Inscho, Mr. Accetturo and Mr. Godfrey will attend the meeting. Chairwoman Napolitani inquired if any of the other Commissioners would be attending. At that point, no other Commissioners were interested in going.

UNFINISHED BUSINESS

There was no unfinished business.

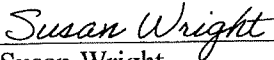
NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public present.

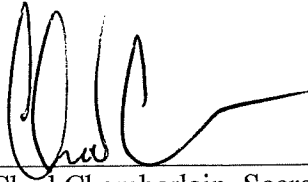
As there was no more business to come before the Authority, Mr. Niece moved for the meeting to be adjourned. The meeting was adjourned at 7:40 p.m.



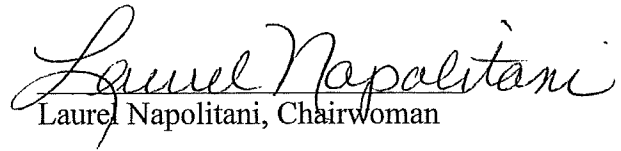
Susan Wright
Administrative Assistant

RESOLUTION RE: EXPENDITURES FROM THE OPERATING FUND DURING
THE MONTHS OF OCTOBER & NOVEMBER, 2022

I HEREBY CERTIFY, that the bills listed on the attached Resolution of November 17, 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 435

Dated: November 17, 2022

Moved by: Mr. Acutturo

Seconded by: Ms. O'Connor

Yes 8

No 0

Abstain 0

Absent 0

APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND

Meeting: November 17, 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 #21226-21233:	10/26/22	\$1,638.71
Check #21234-21268:	10/17/22	<u>\$46,692.22</u>
	<i>Total:</i>	\$48,330.93

PENTAMATION
 DATE: 10/26/2022
 TIME: 10:53:06

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21226	10101	10/26/22	BRIGHTSPEED	5076	309373198	36.17
21226	10101	10/26/22	BRIGHTSPEED	5076	309801924	9.95
21226	10101	10/26/22	BRIGHTSPEED	5076	310260175	19.90
	TOTAL CHECK					66.02
21227	10101	10/26/22	COMCAST	5076	8499052660035827	113.29
21227	10101	10/26/22	COMCAST	5076	8499052660035855	156.85
	TOTAL CHECK					270.14
21228	10101	10/26/22	COMCAST	5076	8499052650021506	356.87
21229	10101	10/26/22	CRS, LLC	5029	3225	51.00
21229	10101	10/26/22	CRS, LLC	5029	3250	60.00
21229	10101	10/26/22	CRS, LLC	5029	3268	375.00
	TOTAL CHECK					486.00
21230	10101	10/26/22	ELIZABETHTOWN GAS	5070	S WATER STREET PUMP	36.79
21231	10101	10/26/22	JCP&L	5071	FLOW METER	4.09
21232	10101	10/26/22	VERIZON WIRELESS	5076	MOBILE PHONES & OCC	136.61
21233	10101	10/26/22	VOIP BILLING SERVICES	5076	BELV PHONE SYSTEM	282.19
	TOTAL FUND					1,638.71
	TOTAL REPORT					1,638.71

PENTAMATION
 DATE: 11/09/2022
 TIME: 12:19:41

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 11/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21234	10101	11/14/22	ABB INC.	5024	SERVICE CONTRACT	1,675.00
21235	10101	11/14/22	ACCETTURO, NICOL A.	5011	MONTHLY STIPEND	391.67
21236	10101	11/14/22	ALLMAX SOFTWARE, INC	5030	ANNUAL SUPPORT OXF	1,915.00
21237	10101	11/14/22	AMERIGAS	5070	BELVIDERE PROPANE	262.35
21238	10101	11/14/22	BILL HODGE ELECTRICAL CON	5024	220817	149.66
21238	10101	11/14/22	BILL HODGE ELECTRICAL CON	5024	220913	147.17
21238	10101	11/14/22	BILL HODGE ELECTRICAL CON	5024	220923	434.06
21238	10101	11/14/22	BILL HODGE ELECTRICAL CON	5024	221006	367.93
	TOTAL CHECK					1,098.82
21239	10101	11/14/22	BRIGHTSPEED	5076	309480336	37.35
21239	10101	11/14/22	BRIGHTSPEED	5076	309538602	60.68
21239	10101	11/14/22	BRIGHTSPEED	5076	310189069	46.55
	TOTAL CHECK					144.58
21240	10101	11/14/22	C M AUTO PARTS	5025	682167	79.74
21240	10101	11/14/22	C M AUTO PARTS	5025	682367	24.95
21240	10101	11/14/22	C M AUTO PARTS	5025	682484	13.16
	TOTAL CHECK					117.85
21241	10101	11/14/22	CINTAS CORPORATION	5043	4133457443	46.36
21241	10101	11/14/22	CINTAS CORPORATION	5043	4133457691	59.00
21241	10101	11/14/22	CINTAS CORPORATION	5043	4134146307	46.36
21241	10101	11/14/22	CINTAS CORPORATION	5043	4134146340	64.29
21241	10101	11/14/22	CINTAS CORPORATION	5043	4134845981	46.36
21241	10101	11/14/22	CINTAS CORPORATION	5043	4134846363	57.01
21241	10101	11/14/22	CINTAS CORPORATION	5043	4135256279	46.36
21241	10101	11/14/22	CINTAS CORPORATION	5043	4135526082	57.01
	TOTAL CHECK					422.75
21242	10101	11/14/22	COLLIERS ENGINEERING & DE	5545	GENERAL ENGINEERING	4,779.77
21243	10101	11/14/22	COUNTY OF WARREN	5028	FINANCE SUPPORT	1,000.00
21244	10101	11/14/22	CRS, LLC	5029	3310	44.85
21244	10101	11/14/22	CRS, LLC	5029	3324	60.00
21244	10101	11/14/22	CRS, LLC	5029	3332	51.00
21244	10101	11/14/22	CPS, LLC	5029	3337	450.00
21244	10101	11/14/22	CRS, LLC	5029	3343	21.00
	TOTAL CHECK					626.85
21245	10101	11/14/22	CRS, LLC	5029	2559	94.00
21245	10101	11/14/22	CRS, LLC	5029	3230	44.85
	TOTAL CHECK					138.85
21246	10101	11/14/22	CRS, LLC	5029	3050	4,719.00
21247	10101	11/14/22	FLORIO PERRUCCI STEINHARD	5027	GEN ADMIN LEGAL SERV	510.00
21248	10101	11/14/22	GODFREY, WILLIAM	5011	MONTHLY STIPEND	233.33
21249	10101	11/14/22	INDUSTRIAL CHEM LABS & SE	5024	362274	146.36

PENTAMATION
 DATE: 11/09/2022
 TIME: 12:19:41

MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PAGE NUMBER: 2
 VENCHK11
 ACCOUNTING PERIOD: 11/22

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21250	10101	11/14/22	JCP&L	5071	100003352968	144.66
21250	10101	11/14/22	JCP&L	5071	100004188262	5,277.58
21250	10101	11/14/22	JCP&L	5071	100004582811	4.09
21250	10101	11/14/22	JCP&L	5071	100004911044	4,400.57
21250	10101	11/14/22	JCP&L	5071	100004952337	254.87
21250	10101	11/14/22	JCP&L	5071	100005061898	92.22
21250	10101	11/14/22	JCP&L	5071	100005205917	385.84
	TOTAL CHECK					10,559.83
21251	10101	11/14/22	JEFCO EQUIPMENT SUPPLIES	5024	GAS DETECTOR - BELV	595.00
21251	10101	11/14/22	JEFCO EQUIPMENT SUPPLIES	5024	GAS DETECTOR - OXF	595.00
	TOTAL CHECK					1,190.00
21252	10101	11/14/22	LICON LIGHTING & SUPPLY C	5024	34124	205.60
21253	10101	11/14/22	MAIN POOL & CHEMICAL CO.,	5521	OCTOBER BILLING	2,884.70
21254	10101	11/14/22	NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
21255	10101	11/14/22	NEW JERSEY AMERICAN WATER	5072	OCTOBER WATER	19.85
21256	10101	11/14/22	NIECE, DONALD L.	5011	MONTHLY STIPEND	233.33
21257	10101	11/14/22	NJ ADVANCE MEDIA	5021	EXPRESS TIMES	6.67
21258	10101	11/14/22	NJ ADVANCE MEDIA	5021	STAR LEDGER	23.40
21259	10101	11/14/22	NORTON, GERALD	5011	MONTHLY STIPEND	233.33
21260	10101	11/14/22	O'CONNOR, EVERDINA A.	5011	MONTHLY STIPEND	391.67
21261	10101	11/14/22	OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	153.16
21262	10101	11/14/22	ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE OCT	18.59
21263	10101	11/14/22	PACE ANALYTICAL SERVICES,	5509	N108831-43	367.61
21263	10101	11/14/22	PACE ANALYTICAL SERVICES,	5509	N108832-43	99.91
21263	10101	11/14/22	PACE ANALYTICAL SERVICES,	5509	N108833-43	208.51
21263	10101	11/14/22	PACE ANALYTICAL SERVICES,	5509	N108834-43	387.70
21263	10101	11/14/22	PACE ANALYTICAL SERVICES,	5509	N109031-43	337.20
21263	10101	11/14/22	PACE ANALYTICAL SERVICES,	5509	N109032-43	387.70
21263	10101	11/14/22	PACE ANALYTICAL SERVICES,	5509	N109186-43	43.98
	TOTAL CHECK					1,832.61
21264	10101	11/14/22	PASSAIC VALLEY SEWERAGE C	5079	SLUDGE DISPOSAL OCT	4,221.00
21265	10101	11/14/22	RIGO GENERAL HARDWARE	5024	212132	20.58
21265	10101	11/14/22	RIGO GENERAL HARDWARE	5024	212732	6.79
	TOTAL CHECK					27.37
21266	10101	11/14/22	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	233.33
21267	10101	11/14/22	SPECTRASERV INC	5079	OCTOBER SLUDGE HAUL	5,801.60
21268	10101	11/14/22	WILSON PRODUCTS	5024	OCTOBER BILLING	24.00

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VENCHK11
ACCOUNTING PERIOD: 11/22

MUNICIPAL UTILITY AUTHORITY
CHECK REGISTER

PENTAMATION
DATE: 11/08/2022
TIME: 12:19:41

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
						46,692.22
						46,692.22

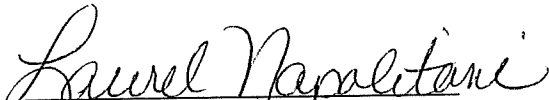
TOTAL FUND

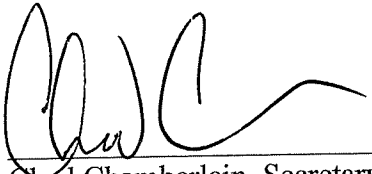
TOTAL REPORT

RESOLUTION RE:

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

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


Laurel Napolitani, Chairwoman


Chad Chamberlain, Secretary

Certificate No. CI 441

Dated: November 17, 2022

Moved by: Mr. Acutturo

Seconded by: Ms. O'Connor

Yes 8

No 0

Abstain 0

Absent 0

**CAPITAL IMPROVEMENT
BILLS LIST**

Dated: November 17, 2022

Colliers Engineering – Clarifier Rehab:	\$ 2,552.50
Colliers Engineering – Oxford Sludge Tank:	\$ 2,936.99
American Industrial Supply – Oxford Sludge Tank:	\$ 2,093.76
F.W. Webb Company: Oxford Force Main:	\$ 105.56
O&M Solutions – Oxford Sludge Tank:	\$ 994.00
Alpine Painting & Sandblasting – Clarifier Rehab:	<u>\$156,446.51</u>

<i>Total</i>	<i>\$165,129.32</i>
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MUNICIPAL UTILITY AUTHORITY
 CHECK REGISTER

PENTAMATION
 DATE: 11/09/2022
 TIME: 12:24:37

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
21269	10101	11/15/22	ALPINE PAINTING & SANDBLA	19001	BELVIDERE CLARIFIER REHAB	78,223.26
21270	10101	11/15/22	ALPINE PAINTING & SANDBLA	19001	BELVIDERE CLARIFIER REHAB	78,223.25
21271	10101	11/15/22	AMERICAN INDUSTRIAL SUPPL	19001	OXFORD SLUDGE TANK	2,093.76
21272	10101	11/15/22	COLLIERS ENGINEERING & DE	19001	OXFORD SLUDGE TANK	2,936.99
21272	10101	11/15/22	COLLIERS ENGINEERING & DE	19001	BELV CLARIFIER REHAB	2,552.50
			TOTAL CHECK			5,489.49
21273	10101	11/15/22	F.W. WEBB COMPANY	19001	OXFORD FORCE MAIN	105.56
21274	10101	11/15/22	O&M SOLUTIONS, LLC	19001	OXFORD SLUDGE TANK	994.00
			TOTAL FUND			165,129.32
			TOTAL REPORT			165,129.32