

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES March 18, 2025

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Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 6:57 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  
Gerald Norton, Secretary  
Anne Marie Skoog

Angelo Accetturo, Treasurer - Absent

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

### MINUTES

Mr. Roth moved, and Mr. Norton seconded to approve the minutes of the February 18, 2025 reorganization meeting, as presented. All in favor, except one abstention by Ms. Skoog, motion passed.

Mr. Roth moved, and Mr. Norton seconded to approve the minutes of the February 18, 2025 regular meeting, as presented. All in favor, except one abstention by Ms. Skoog, motion passed.

### CORRESPONDENCE

Mr. Norton recapped the correspondence listed below:

1. Public Hearing Notice from Ronald S. Heymann, Esquire, Attorney for Applicant, Trinity Point Properties, LLC, seeking to permit renovations of the second-floor unity from a single, three-bedroom apartment to two, one-bedroom apartments, as well as approval for two existing one-bedroom apartments located on the first floor on the first floor behind existing retail space on property located at 691 Water Street, also known as Block 16, Lot 2 in the Town of Belvidere and County of Warren.
2. Letter dated February 18, 2025, from Kim Francisco (CFO) to various banks and financial institutions, enclosing our Cash Management Plan for 2025.
3. Letter dated February 28, 2025, from Susan Wright to NJ Department of the Treasury, Contract Compliance Audit Unit, EEO Monitoring Program, submitting PACO Resolution.

4. Letter dated February 28, 2025, from Michele Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, Oxford STP Laboratory Manager, regarding renewal applications for FY2026 NJ Environmental Laboratory Certification Program.
5. Letter dated February 28, 2025, from Michele Potter, Manager, Office of Quality Assurance, NJDEP to John Wasser, Belvidere STP Laboratory Manager, regarding renewal applications for FY2025 NJ Environmental Laboratory Certification Program.
6. Letter dated February 27, 2025 from Alex Lazorisak, County Administrator, to John Inscho providing the County's Resolution #111-25 to enter into a shared services agreement between the County of Warren and WC(PR)MUA for Motor Fuels.
7. Letter dated March 13, 2025 from Alex Lazorisak, County Administrator, to John Inscho providing the County's Resolution #141-25 to enter into a shared services agreement between the County of Warren and WC(PR)MUA for Financial Advisory Support Services.

#### SERVICE AREA UPDATES

**Belvidere:** Mr. Roth had nothing new to report.

**Oxford:** Mr. Norton had nothing new to report just yet.

**White Twp.:** Ms. Skoog had nothing new to report.

#### ENGINEER'S REPORT

Mr. Donati 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 the monthly financial report.

Mr. Francisco presented a resolution and agreement for a Shared Services Agreement with the County for the purchase of motor fuel.

Mr. Roth moved and Ms. Skoog seconded, to adopt Resolution #25-13, authorizing the execution of a five-year shared services agreement with the County of Warren for the purchase of motor fuels. The term of this agreement is from March 1, 2025 to March 1, 2030. All in favor, motion passed.

At the Warren County Board of County Commissioners regular meeting of March 12, 2025, the Board approved and signed the shared services agreement for CFO and Accounting Services for another five years. The price is \$1,000 per month. This is the same price as the past ten years.

Mr. Norton moved to adopt Resolution #25-14, authorizing the execution of a Shared Services agreement between the County of Warren and the Warren County (Pequest River) Municipal Utilities Authority for Financial Advisory Services for 5 years (2/1/2025-2/1/2030), for a sum not to exceed \$12,000 per calendar year. Ms. Skoog seconded. All in favor, motion passed.

#### FINANCE

Mr. Roth moved that Resolution #25-15 be approved to pay all bills from the Operating Funds (Certificate No. OP 463: \$55,733.58). Mr. Norton seconded. All in favor, motion passed.

Ms. Skoog moved that Resolution #25-16 be approved to pay all bills from the Capital Improvement Funds (Certificate No. CI 467: \$96,739.53). Mr. Roth seconded. All in favor, motion passed.

#### GENERAL COUNSEL'S REPORT

Mr. Tipton had nothing to report.

#### EXECUTIVE DIRECTOR

Mr. Inscho requested that the Capital Committee meet with the Operators on Wednesday, March 26, 2025. Mr. Roth, who chairs the Committee, agreed to noontime on that day. Ms. Skoog will also try to attend the meeting.

Mr. Inscho advised that he is waiting on prices for the additional actuators. The tork was tested and it was recommended that they remain with the same actuators for the scum tippers.

Additionally, he is waiting on prices for the floor for the garage.

He advised that a meeting with the I-Bank went well and everything is moving forward and once they come back with the final numbers, we can send the sludge thickener and non-potable projects out for bid.

Mr. Inscho advised that Operator R. Berger will be out for the month of April for surgery, but since we do have the fifth Operator now, we will be in good shape.

He also let the Board know that he is still looking into solar power for the Belvidere plant.

#### AUTHORITY CHAIRWOMAN

Chairwoman Napolitani advised that she and Mr. Inscho had a meeting with our special conflict attorney, Brad Carney, and everything is progressing regarding the Becrett project.

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 7:13 p.m.

Susan Wright  
Susan Wright  
Administrative Assistant

**RESOLUTION #25-12**

**AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH  
THE COUNTY OF WARREN FOR MOTOR FUEL SERVICES**

**WHEREAS**, there exists a need for the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the "Authority") to obtain access to and the use of motor fuels in the course of the Authority's day to day operations; and

**WHEREAS**, the County of Warren (hereinafter the "County") has in place a system to acquire, dispense and account for such motor fuels, and is agreeable to providing the same to the Authority on an "as needed" basis; and

**WHEREAS**, the Authority and the County are authorized to enter into a shared services agreement whereby the County would provide said services to the Authority pursuant to N.J.S.A. 40:65-1.; and

**WHEREAS**, the Authority and the County have agreed to the terms whereby the County would provide such services, which terms are set forth in that Agreement between the County of Warren and the Warren County (Pequest River) Municipal Utilities Authority for Motor Fuels a copy of which is attached to this Resolution as Exhibit A; and

**WHEREAS**, funds are available for this purpose.

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

1. The Chairwoman and Secretary of the Authority are hereby authorized and directed to execute that Agreement attached hereto as Exhibit A.
2. A copy of this Resolution shall be maintained on file and shall be available for public inspection at the Authority's offices.
3. The term of Agreement to be in effect March 1, 2025 and terminating on March 1, 2030.

**CERTIFICATION**

I, Gerald Norton, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on March 18, 2025.

BY: 

Gerald Norton, Secretary

DATE: March 18, 2025

## **RESOLUTION 25-14**

### **AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE COUNTY OF WARREN FOR ACCOUNTING, CHIEF FINANCIAL OFFICER, QUALIFIED PURCHASING AGENT AND PENSION CERTIFYING OFFICER SERVICES AS A SHARED SERVICE PURSUANT TO THE UNIFORM SHARED SERVICES AND CONSOLIDATED ACT, N.J.S.A. 40A:65-1 ET SEQ.**

**WHEREAS**, there exists a need for the Warren County (Pequest River) Municipal Utilities Authority, (hereinafter the "Authority") to have accounting, Chief Financial Officer, Pension Certifying Officer, and Qualified Purchasing Agent services; and

**WHEREAS**, the County of Warren (hereinafter the "County") has in place agents, servants and/or employees licensed and otherwise qualified to perform such services, and the County is agreeable to providing the same to the Authority; and

**WHEREAS**, the Authority and the County are authorized to enter into an Agreement whereby the County would provide such services to the Authority pursuant to the Uniformed Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq; and

**WHEREAS**, the Authority and the County have agreed to the terms whereby the County would provide such services, which terms are set forth in that "Financial Advisory Support Shared Services Agreement between the County of Warren and the Warren County (Pequest River) Municipal Utilities Authority" a copy of which is attached to this Resolution as Exhibit A; and

**WHEREAS**, funds are available for this purpose.

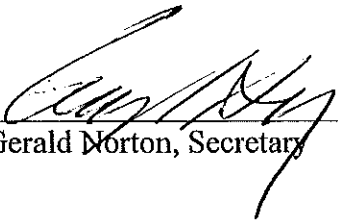
**NOW, THEREFORE, BE IT RESOLVED**, by the Warren County (Pequest River) Municipal Utilities Authority, in the County of Warren, State of New Jersey as follows:

1. The Chairwoman and Secretary of the Authority are hereby authorized and directed to execute that Agreement attached hereto as Exhibit A.
2. A copy of this Resolution shall be maintained on file and shall be available for public inspection at the Authority's offices as required by N.J.S.A. 40A:65-5(b).
3. One copy of this Resolution and a copy of the Agreement shall be filed, for information purposes, with the Division of Local Government Services as required by N.J.S.A. 40A:65-4(b).
4. The term of Agreement to be in effect February 1, 2025 and terminating on February 1, 2030, and shall be effective immediately.

# CERTIFICATION

I, Gerald Norton, Secretary of the Warren County (Pequest River) Municipal Utilities Authority, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Authority at a meeting held on March 18, 2025.

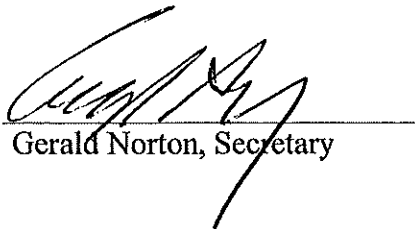
By:

  
Gerald Norton, Secretary

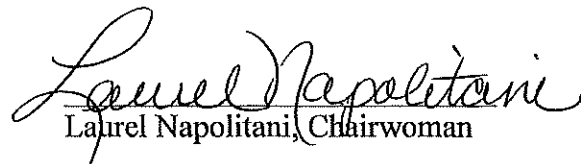
DATE: March 18, 2025

**RESOLUTION:**      EXPENDITURES FROM THE OPERATING FUND DURING  
THE MONTHS OF FEBRUARY & MARCH, 2025

**I HEREBY CERTIFY**, that the bills listed on the attached Resolution of March 18, 2025, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2025 budget.



Gerald Norton, Secretary



Laurel Napolitani, Chairwoman

Certificate No. OP 463

Dated: March 18, 2025

Moved by: Mr. Roth

Seconded by: Mr. Norton

Yes: 4

No: 0

Abstain: 0

Absent: 1



**APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND**

**Meeting: March 18, 2025**

**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 #22505-22514:	02/26/25	\$1,846.16
Check #22516-22548:	03/17/25	<u>\$53,887.42</u>
	<i>Total:</i>	\$55,733.58

PENTAMATION  
DATE: 02/26/2025  
TIME: 09:50:32

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 2/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22505	10101	02/26/25	78	ARAE NETWORK SOLUTIONS LL	5029	80.00
22505	10101	02/26/25	78	ARAE NETWORK SOLUTIONS LL	5029	51.00
22505	10101	02/26/25	78	ARAE NETWORK SOLUTIONS LL	5029	21.00
22505	10101	02/26/25	78	ARAE NETWORK SOLUTIONS LL	5029	44.85
	TOTAL CHECK					196.85
22506	10101	02/26/25	239	BRIGHTSPEED	5076	37.19
22506	10101	02/26/25	239	BRIGHTSPEED	5076	9.95
22506	10101	02/26/25	239	BRIGHTSPEED	5076	19.90
	TOTAL CHECK					67.04
22507	10101	02/26/25	273	COMCAST	5076	304.03
22508	10101	02/26/25	273	COMCAST	5076	55.13
22508	10101	02/26/25	273	COMCAST	5076	156.85
	TOTAL CHECK					211.98
22509	10101	02/26/25	294	CRISTAL ASSOCIATES, LLC	5030	216.43
22510	10101	02/26/25	460	ELIZABETHTOWN GAS	5070	41.05
22511	10101	02/26/25	935	JCP&L	5071	4.65
22512	10101	02/26/25	840	RICOH USA, INC.	5026	340.29
22513	10101	02/26/25	2140	VERIZON WIRELESS	5076	162.09
22514	10101	02/26/25	2145	VOIP BILLING SERVICES	5076	301.75
	TOTAL FUND					1,846.16
	TOTAL REPORT					1,846.16

PENTAMATION  
DATE: 03/13/2025  
TIME: 10:38:11

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHKLI  
ACCOUNTING PERIOD: 3/25

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22516	10101	03/17/25	17 ACCELTURO, NICOL A.	5011	MONTHLY STIPEND	391.66
22517	10101	03/17/25	29 ADVANCE AUTO PARTS PROFES	5025	6276504246930	74.54
22517	10101	03/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425504527381	30.70
22517	10101	03/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425505027538	20.00
22517	10101	03/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425505527775	55.32
22517	10101	03/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425505631719	111.62
22517	10101	03/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425505731750	11.97
22517	10101	03/17/25	29 ADVANCE AUTO PARTS PROFES	5025	7425505731750	304.15
TOTAL CHECK						
22518	10101	03/17/25	56 AMERIGAS	5070	BELV PROPANE FEB	1,078.13
22519	10101	03/17/25	78 ARAE NETWORK SOLUTIONS LL	5029	REMOTE SERVICES	1,087.50
22520	10101	03/17/25	206 C M AUTO PARTS	5025	715592	33.11
22520	10101	03/17/25	206 C M AUTO PARTS	5025	715664	189.50
22521	10101	03/17/25	287 COUNTY OF WARREN	5028	MONTHLY FINANCE	222.61
22522	10101	03/17/25	293 CP ENGINEERS NJ, LLC	5545	OPERATIONS CONSULTING	1,000.00
22523	10101	03/17/25	331 DELAWARE RIVER BASIN COMM	5049	OXFORD DRBC RENEWAL	1,987.00
22524	10101	03/17/25	331 DELAWARE RIVER BASIN COMM	5049	OXFORD DRBC RENEWAL	780.00
22525	10101	03/17/25	482 EVERON, LLC	5026	BELV DRBC RENEWAL	780.00
22526	10101	03/17/25	539 FLORIO PERRUCCI STEINHARD	5027	FRNT DOOR SECURITY	20.00
22527	10101	03/17/25	935 JCP&L	5071	FEB LEGAL SERVICES	680.00
22527	10101	03/17/25	935 JCP&L	5071	100003352968	255.46
22527	10101	03/17/25	935 JCP&L	5071	100004188262	9,057.45
22527	10101	03/17/25	935 JCP&L	5071	100004582811	4.65
22527	10101	03/17/25	935 JCP&L	5071	100004911044	10,036.79
22527	10101	03/17/25	935 JCP&L	5071	100004952337	498.02
22527	10101	03/17/25	935 JCP&L	5071	100005061898	223.73
22527	10101	03/17/25	935 JCP&L	5071	100005205917	985.47
22527	10101	03/17/25	935 JCP&L	5071	100005205917	21,061.57
TOTAL CHECK						
22528	10101	03/17/25	1150 LTN SUPPLY INC.	5024	KUNKLE VALVE	1,175.00
22529	10101	03/17/25	1215 MAIN POOL & CHEMICAL CO.,	5521	FEBRUARY BILLING	3,886.75
22530	10101	03/17/25	1221 MARAZITI FALCON, LLP	5027	SPECIAL CONFLICT	4,935.00
22531	10101	03/17/25	1330 NAPOLITANI, LAUREL	5011	MONTHLY STIPEND	450.00
22532	10101	03/17/25	1340 NEW JERSEY AMERICAN WATER	5072	FEBRUARY WATER	22.65
22533	10101	03/17/25	1388 NORTON, GERALD	5011	MONTHLY STIPEND	391.66
22534	10101	03/17/25	1420 OFFICE CONCEPTS GROUP, IN	5030	OFFICE SUPPLIES	64.04
22535	10101	03/17/25	1440 ONE CALL CONCEPTS, INC.	5024	UTILITY LOCATE FEB	18.59
22536	10101	03/17/25	1480 OXFORD A-1 TIRE	5025	OXF FORD F250 TRUCK	90.00

PENTAMATION  
DATE: 03/13/2025  
TIME: 10:38:11

FUND - MUA01 - MUN UTILITY AUTH GEN FUND


MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

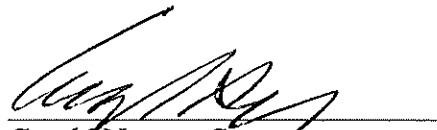
PAGE NUMBER: 2  
VENCHKLI  
ACCOUNTING PERIOD: 3/25

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22537	10101	03/17/25	PACE ANALYTICAL SERVICES,	5509	257102867	345.50
22537	10101	03/17/25	PACE ANALYTICAL SERVICES,	5509	257102876	392.00
22537	10101	03/17/25	PACE ANALYTICAL SERVICES,	5509	257103822	108.00
22537	10101	03/17/25	PACE ANALYTICAL SERVICES,	5509	257104980	392.00
22537	10101	03/17/25	PACE ANALYTICAL SERVICES,	5509	257105219	373.50
22537	10101	03/17/25	PACE ANALYTICAL SERVICES,	5509	257105896	392.00
22537	10101	03/17/25	PACE ANALYTICAL SERVICES,	5509	257105904	345.50
	TOTAL	CHECK				2,348.50
22538	10101	03/17/25	PASSAIC VALLEY SEWERAGE C	5076	SLUDGE DISPOSAL FEB	3,297.00
22539	10101	03/17/25	RIGO GENERAL HARDWARE	5024	A247057	29.75
22539	10101	03/17/25	RIGO GENERAL HARDWARE	5024	A247293	4.59
22539	10101	03/17/25	RIGO GENERAL HARDWARE	5024	A247589	18.08
22539	10101	03/17/25	RIGO GENERAL HARDWARE	5024	A247652	41.34
	TOTAL	CHECK				93.76
22540	10101	03/17/25	ROTH, JOSEPH P.	5011	MONTHLY STIPEND	391.66
22541	10101	03/17/25	SANICO INC.	5024	DUMPSTER FEE MARCH	301.80
22542	10101	03/17/25	SHERWIN-WILLIAMS CO.	5024	CEILING PAINT	236.88
22543	10101	03/17/25	SKOOG, ANNE MARIE	5011	MONTHLY STIPEND	233.34
22544	10101	03/17/25	SPECTRASERV INC	5079	FEB SLUDGE HAUL	4,558.40
22545	10101	03/17/25	THE COUNTY OF WARREN	5070	MONTHLY FUEL	305.27
22546	10101	03/17/25	TREASURER - STATE OF NJ	5049	ANNUAL LAB CERT OXF	835.00
22547	10101	03/17/25	TREASURER - STATE OF NJ	5049	ANNUAL LAB CERT BELV	835.00
22548	10101	03/17/25	WILSON PRODUCTS	5024	FEBRUARY BILLING	24.50
	TOTAL FUND					53,887.42
	TOTAL REPORT					53,887.42

**RESOLUTION:** EXPENDITURES FROM THE CAPITAL IMPROVEMENTS FUND  
FOR THE MONTH OF FEBRUARY, 2025

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 467

Dated: March 18, 2025

Moved by: Ms. Skoog

Seconded by: Mr. Roth

Yes 4

No 0

Abstain 0

Absent 1

## **CAPITAL IMPROVEMENT BILLS LIST**

**Dated: March 18, 2025**

Treasurer State of New Jersey:	\$ 13,731.00
CP Engineers – Sludge Thickener:	\$ 20,872.40
CP Engineers – I-Bank Application:	\$ 3,146.50
O&M Solutions, LLC – Oxford Pump Repair:	\$ 11,737.55
Roberge Electric Co., Inc. – Scum Pipe:	<u>\$ 47,252.08</u>
<i>Total</i>	<i>\$ 96,739.53</i>

PENTAMATION  
DATE: 02/26/2025  
TIME: 09:55:22

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHKILL  
ACCOUNTING PERIOD: 2/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22515	10101	02/27/25	1993	TREASURER, STATE OF NEW J	19002	SLUDGE THICKENER
TOTAL FUND						13,731.00
TOTAL REPORT						13,731.00

PENTAMATION  
DATE: 03/13/2025  
TIME: 10:41:47

MUNICIPAL UTILITY AUTHORITY  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHKLI  
ACCOUNTING PERIOD: 3/25

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
22549	10101	03/18/25	CP ENGINEERS NJ, LLC	19002	BELV SLUDGE THICKENER	20,872.40
22549	10101	03/18/25	CP ENGINEERS NJ, LLC	19002	I-BANK APPLICATION	3,146.50
	TOTAL	CHECK				24,018.90
22550	10101	03/18/25	O&M SOLUTIONS, LLC	19002	OXF PUMP REPAIR	11,737.55
22551	10101	03/18/25	ROBERGE ELECTRIC CO., INC	19002	SCUM PIPE ELECTRICAL	31,547.50
22551	10101	03/18/25	ROBERGE ELECTRIC CO., INC	19002	BELV SCUM PIPE	15,704.58
	TOTAL	CHECK				47,252.08
	TOTAL FUND					83,008.53
	TOTAL REPORT					83,008.53