

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY

Chairman Sylvester called the meeting to order at 7:30 PM. Following the Pledge of Allegiance to the Flag, announcement was made that adequate notice of this meeting had been provided for as defined by the "Open Public Meetings Act".

Members Present: Andrew Cangiano, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Thomas Romano, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent: James Benson, Michael Grogan, Steve Rattner

Others Present: Pat Dwyer Esq., Jim Wancho PE, James Schilling MSA Director, Jilliam Martucci Administrative

Attendance Roll Call:

| | | | |
|----------------|---------|----------------|---------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Present | Mr. Romano | Present |
| Mr. Grogan | Absent | Mr. Schindelar | Present |
| Mr. McNeilly | Present | Mr. Schwab | Present |
| Mrs. Michetti | Present | Mr. Still | Present |
| Mr. Pucilowski | Present | Mr. Sylvester | Present |

Chairman Sylvester opened and closed the meeting to the public.

The "Regular" meeting minutes of December 19, 2019 were moved on a motion offered by Ms. Michetti, seconded by Mr. Romano. All in Favor Vote:

| | | | |
|----------------|---------|----------------|---------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Abstain | Mr. Romano | Aye |
| Mr. Grogan | Absent | Mr. Schindelar | Aye |
| Mr. McNeilly | Aye | Mr. Schwab | Aye |
| Mrs. Michetti | Aye | Mr. Still | Aye |
| Mr. Pucilowski | Aye | Mr. Sylvester | Abstain |

The meeting minutes were approved.

The Financial Reports of December 31, 2019, was accepted, as amended on a motion offered by Ms. Michetti, seconded by Mr. Schindelar. Roll Call Vote:

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Yes | Mr. Romano | Yes |
| Mr. Grogan | Absent | Mr. Schindelar | Yes |
| Mr. McNeilly | Yes | Mr. Schwab | Yes |
| Mrs. Michetti | Yes | Mr. Still | Yes |
| Mr. Pucilowski | Yes | Mr. Sylvester | Yes |

COMMENTS:

Secretary – Treasurer Mr. Schwab noted an updated balance sheet distributed prior to start of the meeting and that "everything is in order"

Commissioner Pucilowski questioned if a resolution was needed for the changes, Mr. Schwab advised that items were moved within the accounts and only affect the Balance Sheet. Union Dues paid from Operating account instead of Payroll.

PS#4 invoice paid from Capital Account, moved to Operating Account prior to the meeting.
 Commissioner Pucilowski asked if all bills have been received from this repair, Mr. Schwab advised that we only have the Engineers invoices as of now and that 2019 account has fund availability should any transfers be required.

Financial Report- December 31, 2019
Operating Account

1:09 PM
 02/11/20
 Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
 As of December 31, 2019

| | Dec 31, 19 |
|--|----------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Operating Acct TD - 8169 | 1,695,363.42 |
| Payroll Account TD 2014 - 3717 | 24,887.24 |
| Capital Improvement TD - 5030 | 486,447.25 |
| Escrow Account TD Bank | 8,582.99 |
| Renewal & Replacement TD -1360 | 368,123.51 |
| Petty Cash | 150.00 |
| Total Checking/Savings | 2,583,554.41 |
| Other Current Assets | |
| Prepaid Expenses | 179.99 |
| Total Other Current Assets | 179.99 |
| Total Current Assets | 2,583,734.40 |
| Fixed Assets | |
| Construction in Progress | 505,067.77 |
| Accumulated Depreciation | -36,330,914.17 |
| Capital Assets, Depreciated | 61,039,290.64 |
| Land | 505,700.00 |
| Total Fixed Assets | 25,719,144.24 |
| Other Assets | |
| Def. Pension Outflows | 579,237.00 |
| Total Other Assets | 579,237.00 |
| TOTAL ASSETS | 28,882,115.64 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Accrued Payroll Liabilities | |
| VALIC | -450.00 |
| PERS - Contributions | 5,985.03 |
| PERS - Loans | 15,868.78 |
| PERS - Insurance | 787.84 |
| Union Dues | 682.50 |
| Accrued Payroll Liabilities - Other | 10,364.37 |
| Total Accrued Payroll Liabilities | 33,238.52 |
| Escrow Deposits Payable | |
| 34 Bnk Street Urban Renewal LLC | 712.50 |
| QuickChek Roxbury | 210.00 |
| 700 International Drive | 315.00 |
| Waterloo Valley Road Sewer Ext. | 100.75 |
| Hopatcong State Park WQMP Amend | 792.50 |
| Crownpoint Multifamily Project | 904.25 |
| Escrow Deposits Payable - Other | 5,561.49 |
| Total Escrow Deposits Payable | 8,596.49 |
| Due to Municipalities | 1.00 |
| Compensated Absence Payable | 57,504.16 |
| Accrued Interest Payable | 38,431.25 |
| Accounts Payable - Pension | 98,046.00 |
| Accrued Liabilities | 8,550.22 |
| Total Other Current Liabilities | 242,367.64 |
| Total Current Liabilities | 242,367.64 |

1:09 PM
 02/11/20
 Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
 As of December 31, 2019

| | Dec 31, 19 |
|---|----------------------|
| Long Term Liabilities | |
| Net Pension Liability | 1,901,218.00 |
| Loans Payable | 2,784,238.38 |
| Def. Inflows of Resources | |
| Unamort Gain on Refunding 2007 | 23,800.00 |
| Def. Pension Inflows | 872,269.00 |
| Total Def. Inflows of Resources | 896,069.00 |
| Total Long Term Liabilities | 5,581,525.38 |
| Total Liabilities | 5,823,893.02 |
| Equity | |
| Net Investment in Capital Asset | 22,280,460.00 |
| Restricted | |
| Current Debt Service | 32,673.00 |
| Future Retirement Reserve | 50,000.00 |
| B-29 Capital Improvements | |
| Contract 310 Phase III Air Pemt | 13.42 |
| Contract 305 NJIB Application | -23.56 |
| Contract 300 Influent Screening | 112,588.97 |
| Contract 295 Tertiary Trtmt | 301,851.88 |
| B-29 Capital Improvements - Other | 78,229.31 |
| Total B-29 Capital Improvements | 492,660.02 |
| B-30 Renewal and Replacement | |
| Contract 320 #3 & 4 Drive Units | 4,016.54 |
| Contract 315 Sludge Pumps Eval | 114.06 |
| B-30 Renewal and Replacement - Other | 386,434.40 |
| Total B-30 Renewal and Replacement | 390,335.98 |
| Operations | 50,000.00 |
| Total Restricted | 1,015,669.00 |
| Unrestricted | |
| Undesignated | -485,563.70 |
| Total Unrestricted | -485,563.70 |
| 32000 - Retained Earnings | -1,246,902.45 |
| Net Income | 1,494,559.77 |
| Total Equity | 23,058,222.62 |
| TOTAL LIABILITIES & EQUITY | 28,882,115.64 |

1:10 PM

02/11/20

Accrual Basis

Musconetcong Sewerage Authority
Budget vs. Actual Expenditure Report
 January through December 2019

| | Jan - Dec 19 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|---------------------|----------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Net Position Utilized | 107,978.00 | 107,978.00 | 0.00 | 100.0% |
| budget reimbursement | 0.00 | 0.00 | 0.00 | 0.0% |
| Interest | 21,061.17 | | | |
| trustee passdown | 4,427,302.17 | 4,427,402.00 | -99.83 | 100.0% |
| Total Income | 4,556,341.34 | 4,535,380.00 | 20,961.34 | 100.5% |
| Gross Profit | 4,556,341.34 | 4,535,380.00 | 20,961.34 | 100.5% |
| Expense | | | | |
| Personnel Services | | | | |
| B-1 · Administrative-S&W | 146,882.65 | 172,000.00 | -25,117.35 | 85.4% |
| B-14 · Operating-S&W | 633,268.26 | 667,500.00 | -34,231.74 | 94.9% |
| Total Personnel Services | 780,150.91 | 839,500.00 | -59,349.09 | 92.9% |
| Employee Benefits | | | | |
| B-9 · Pension | 96,511.78 | 102,000.00 | -5,488.22 | 94.6% |
| B-8 · Social Security | 58,848.23 | 65,500.00 | -6,651.77 | 89.8% |
| B-10 · Hosp | | | | |
| Dental/Eyeglass | 5,372.16 | | | |
| Hospitalization | 73,446.57 | | | |
| B-10 · Hosp - Other | 57,827.01 | 200,000.00 | -142,372.99 | 28.8% |
| Total B-10 · Hosp | 136,445.74 | 200,000.00 | -63,554.26 | 68.2% |
| B-11 · Disability Insurance | 7,364.41 | 10,000.00 | -2,635.59 | 73.6% |
| B-6 · Unemployment | 6,060.02 | 7,000.00 | -939.98 | 86.6% |
| Total Employee Benefits | 305,230.18 | 384,500.00 | -79,269.82 | 79.4% |
| Administration Expenses | | | | |
| B-2 · Administrative-OE | 18,796.37 | 40,000.00 | -21,203.63 | 47.0% |
| Total Administration Expenses | 18,796.37 | 40,000.00 | -21,203.63 | 47.0% |
| Operations and Maintenance | | | | |
| B-3 · Legal | 25,468.30 | 30,000.00 | -4,531.70 | 84.9% |
| B-4 · Audit | 14,309.05 | 15,000.00 | -690.95 | 95.4% |
| B-5 · Engineer | 24,479.55 | 30,000.00 | -5,520.45 | 81.6% |
| B-15 · Telephone | 21,013.21 | 20,000.00 | 1,013.21 | 105.1% |
| B-16 · Electric | 369,557.65 | 482,500.00 | -112,942.35 | 76.6% |
| B-17 · Propane/Fuel Oil | 15,336.66 | 29,000.00 | -13,663.34 | 52.9% |
| B-18 · Supplies/Chemicals | 174,944.11 | 200,000.00 | -25,055.89 | 87.5% |
| B-27 · Laboratory Supplies | 6,321.64 | 12,000.00 | -5,678.36 | 52.7% |
| B-13 · Office | 25,305.45 | 25,000.00 | 305.45 | 101.2% |
| B-31 · External Services | 41,226.71 | 70,000.00 | -28,773.29 | 58.9% |
| B-28 · Education/Training | 19,994.48 | 20,000.00 | -5.52 | 100.0% |
| B-25 · Laboratory Fees | 14,875.32 | 30,000.00 | -15,124.68 | 49.6% |
| B-19 · Maintenance/Repairs | 168,429.56 | 200,000.00 | -31,570.44 | 84.2% |
| B-20 · Insurance | 99,361.00 | 110,000.00 | -10,639.00 | 90.3% |
| B-24 · NJDEP Fees | 20,467.15 | 25,000.00 | -4,532.85 | 81.9% |
| B-12 · Trustee Admin Fee | 7,515.00 | 20,000.00 | -12,485.00 | 37.6% |
| B-23 · Permit Appl/Compliance Fees | 11,029.60 | 25,000.00 | -13,970.40 | 44.1% |
| B-21 · Equipment | 43,300.05 | 60,000.00 | -16,699.95 | 72.2% |
| B-26 · Sludge Disposal | 615,126.95 | 720,000.00 | -104,873.05 | 85.4% |
| B-22 · Contingency | 18,527.50 | 25,000.00 | -6,472.50 | 74.1% |
| Total Operations and Maintenance | 1,736,588.94 | 2,148,500.00 | -411,911.06 | 80.8% |
| Debt Service | | | | |
| Debt Svs - Principal Payment | 40,491.80 | 630,645.00 | -590,153.20 | 6.4% |
| Debt Svs - Interest Payment | 40,294.39 | 92,235.00 | -51,940.61 | 43.7% |
| Total Debt Service | 80,786.19 | 722,880.00 | -642,093.81 | 11.2% |
| Reserves | | | | |
| B-29 · Capital Improvement | 300,000.00 | 300,000.00 | 0.00 | 100.0% |
| B-30 · Renewal & Replacement | 100,000.00 | 100,000.00 | 0.00 | 100.0% |
| Total Reserves | 400,000.00 | 400,000.00 | 0.00 | 100.0% |
| Total Expense | 3,321,552.59 | 4,535,380.00 | -1,213,827.41 | 73.2% |

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02/11/20
Accrual Basis

Musconetcong Sewerage Authority
Budget vs. Actual Expenditure Report
January through December 2019

| | <u>Jan - Dec 19</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|----------------------|---------------------|---------------|-----------------------|--------------------|
| Net Ordinary Income | 1,234,788.75 | 0.00 | 1,234,788.75 | 100.0% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| OPRA request | 28.00 | | | |
| Total Other Income | 28.00 | | | |
| Net Other Income | 28.00 | | | |
| Net Income | <u>1,234,816.75</u> | <u>0.00</u> | <u>1,234,816.75</u> | <u>100.0%</u> |

The **Pending Vouchers** for the month of December were approved for payment, as amended on a motion offered by Mr. Pucilowski, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Yes | Mr. Romano | Yes |
| Mr. Grogan | Absent | Mr. Schindelar | Yes |
| Mr. McNeilly | Yes | Mr. Schwab | Yes |
| Mrs. Michetti | Yes | Mr. Still | Yes |
| Mr. Pucilowski | Yes | Mr. Sylvester | Yes |

COMMENTS:

Secretary – Treasurer Mr. Schwab noted the Union Dues pass through transfer, as well as the PS#4 assistance transfer from Capital to Operating. Notated the adjusted balances, “everything was satisfactory”
 Commissioner Schindelar questioned Russell Reid invoice, Director Schilling explained the invoice.
 Commissioner Pucilowski also questioned if the project is now complete, Director Schilling advised that the tank is still on site, he is working daily on having it removed.

**Musconetcong Sewerage Authority
 Transaction List by Date
 December 15, 2019 through January 23, 2020**

| Name | Memo | Split | Amount |
|-----------------------------------|---|------------------------------|-----------|
| OPERATING: | | | |
| ADP, LLC | Payroll Processing 11.30.19 & 12.27.19 - Qu | B-2 · Administrative-OE | 544.58 |
| Alfred DeFelice | Food for staff at PS#4 12.21.2019 Emergenc | B-2 · Administrative-OE | 31.65 |
| Alfred DeFelice | OOP / JIF Meeting 186 miles | B-28 · Education/Training | 106.95 |
| American Wear | Uniform Services 12.17.19-01.14.20 / 63978 | B-31 · External Services | 759.10 |
| AmeriGas Propane | Propane 1168 Gallons 12.26.19 - Inv 310065 | B-17 · Propane/Fuel Oil | 1,220.56 |
| Applied Analytics, Inc. | Water Master FEW325 Electromagnetic Sys | B-19 Operations & Maintenar | 4,150.00 |
| Assoc. of Environmental Author | 2020 Authority/Municipal Dues | B-2 · Administrative-OE | 3,848.00 |
| Barbato, E. Vincent | OOP Reimburse - Food, Optical/Eye | B-2 · Administrative-OE | 317.96 |
| Blue Diamond Disposal, Inc. | Garbage Service 01.01.20 - 01.30.20 - Inv 53 | B-31 · External Services | 412.37 |
| CDW Government | Adobe Editor Software - Order # LDSR498 - (| B-13 · Office | 422.93 |
| Chaaya, Anthony | OOP - Boots - Inv # 112-3489215-5232 | B-18 · Supplies/Chemicals | 136.98 |
| Cintas First Aid & Safety | Medical Supplies - Inv # 5015599597 | B-31 · External Services | 78.00 |
| Cleary Giacobbe Alfieri Jacobs | Review & Analysis of salary documents | B-3 · Legal | 105.00 |
| Cleary Giacobbe Alfieri Jacobs | File # 4524 Energy Rebid Req - Inv 77105 | B-3 · Legal | 70.00 |
| Constellation New energy inc. | Main Plant 11.28.19-12.27.19 - Inv # 164488 | B-16 · Electric | 23,166.28 |
| E&G Exterminators | Quarterly Service (rodents & insects) Inv 49: | B-31 · External Services | 230.00 |
| ESRI | ArcGIS Online Creator - Inv 93762364, Order | B-15 · Telephone | 500.00 |
| Ferraioli, Wielkotz, Cerullo & Cu | Oct/Nov 2019-2020 Budget / Nov 2019 Stan | B-4 · Audit | 3,210.87 |
| Fisch Solutions | Door Buzzer & Overhead Paging System (12 | B-13 · Office | 600.00 |
| Fisher Scientific | Lab Supplies & Fan Motor - Inv # 5858976 & | B-27 · Laboratory Supplies | 571.42 |
| Grainger | Supplies/Dayton Motor 480v | B-19 Maint & Repairs | 641.65 |
| JCP&L | Electric/Pump Stations 10.30.19 - 11.25.19 | B-16 · Electric | 4,497.44 |
| JCP&L | Electric 11.28.19 - 12.27.19 - Account # 100 | B-16 · Electric | 9,020.77 |
| Kurt's Locksmith Service | Padlocks Keyed/Lubricant - Inv 1000299 | B-18 · Supplies/Chemicals | 333.96 |
| Jilliam Martucci | OOP - Overweight postage, Wootten Memo | B-2 Administrative Expenses | 47.30 |
| Lackawanna Computer Repair | Backup Up Software, On site, Annual Contra | B-13 · Office | 5,850.78 |
| Lowe's Companies, Inc. | 11.08.19 - 12.17.19Acct # 9900 231068 0 | B-19 · Maintenance/Repairs | 398.64 |
| New Jersey League of Municipa | Education & Training - Invoices 4379/Grogar | B-2 · Administrative-OE | 260.00 |
| NJ American Water Co. | Water Usage 12.10.19 - 01.09.20 - Acct # 10 | B-31 · External Services | 698.57 |
| NJ Utility Authorities JIF | JIF 1st Installment for 2020 due 01.31.2020 | B-20 · Insurance | 45,559.00 |
| Northeast Industrial Tech, Inc. | GYRG600-20M-170 Hawk PD Belt (3 in total) | B-19 Operations & Maintenar | 3,695.62 |
| Nusbaum, Stein,Goldstein,Bron | Legal Services/ Meetings Quarterly Retainer | B-3 Operations & Maintenan | 3,348.00 |
| Office Concepts Group | Office Supplies 12.30.2019 | B-13 · Office | 516.44 |
| Office Concepts Group | Office Supplies - 01.16.20 - Inv # 927834-0 | B-13 · Office | 489.48 |
| One Call Concepts, Inc. | December Service - Inv # 9125429 | B-2 · Administrative-OE | 57.12 |
| One Call Concepts, Inc. | 10.31.19 & 11.30.19 - Inv # 9105428-IN & 91 | B-2 Administrative-OE | 214.88 |
| Pan Metro Services | Quarterly Backflow - Inv # GN2001 | B-31 · External Services | 600.00 |
| Passaic Valley Sewerage Comm | Liquid Waste Acceptance 12.01.19 - 12.31.1 | B-26 · Sludge Disposal | 29,332.80 |
| Peterson & Sons Tree Service | PS#2 Down Tree 01.10.20 | B-19 · Maintenance/Repairs | 1,500.00 |
| PMZ Landscaping | Inv # 15537 | B-18 · Supplies/Chemicals | 550.00 |
| PS&S | NJPDES Permit Renewal Inv 137239 | B-23 · Permit Appl/Complianc | 810.00 |
| PS&S | PS#4 Repair Assistance - Inv 137146 | B-22 · Contingeny | 18,527.50 |
| PS&S | Consulting Services 12.01.19 - 12.31.19 - Inv | B-5 · Engineer | 1,215.08 |
| Pumping Service, Inc. | PS #4 - Inv #1114039 - Order # 146934 | B-19 · Maintenance/Repairs | 4,206.80 |
| Pumping Service, Inc. | PS#4 - Order # 146934, Inv # 1114186, Acct: | B-19 · Maintenance/Repairs | 2,948.40 |
| Randolph Township | MCCPC Membership Fee 2020 | B-2 · Administrative-OE | 1,100.00 |
| Russell Reid | Sludge Hauling 12.03.19 - 12.31.19 - Inv 580 | B-26 · Sludge Disposal | 22,672.80 |
| Russell Reid | Mobile Storage, Emer Serv, Mobilization, Rol | B-26 · Sludge Disposal | 1,899.00 |
| State Industrial Products | Supplies - Inv 901280267 | B-18 · Supplies/Chemicals | 675.20 |
| TD Bank, NA | 2002 Loan 10.15.02, 2007B & 2010A Refund | NJEIT loans payment | 35,859.54 |
| Treasurer, State of New Jersey | Air Quality Permitting Program - ID 83115 | B-24 · NJDEP Fees | 4,010.00 |
| United Federated Systems | Entry Gate Service Call - Inv 242227 | B-19 · Maintenance/Repairs | 105.00 |
| Usalco | DelPac 1525 - Inv 1357763 & 1359617 | B-18 · Supplies/Chemicals | 11,688.51 |
| US Bank National Association | Loan Series 2007A - Inv 20200201-S340 384 | B-12 · Trustee Admin Fee | 10,884.80 |
| US Bank National Association | Loan Series Year 2010B - Inv 20200201-S340 | B-12 · Trustee Admin Fee | 8,914.23 |

| | Name | Memo | Split | Amount |
|--------------------|----------------------------------|---|-------------------------------|-------------------|
| | US Bank National Association | Loan 2010B - Inv 20200201-S340-384-08 | B-12 · Trustee Admin Fee | 23,119.81 |
| | Verizon | Telephone & Internet - Account # 155.312.10 | B-15 · Telephone | 140.29 |
| | Verizon | Internet Service 01.02.20 - 02.01.20 Acct # 5 | B-15 · Telephone | 610.13 |
| | Water Environment Federation | WEF Annual Membership (Bruno, Cangiano, B-28 | · Education/Training | 598.00 |
| | Wex Bank | Fuel Purchases - December 2019 Inv # 6324 | B-17 · Propane/Fuel Oil | 391.95 |
| | | | TOTAL: | 298,472.13 |
| MANUAL CKS: | Allen, Scott | 2020 Section 13 Licensing Bonus | B-28 · Education/Training | 250.00 |
| | Barbato, Nicholas | 2020 Section 13 Licensing Bonus | B-28 · Education/Training | 250.00 |
| | Defazio, Keith | 2020 Section 13 Licensing Bonus | B-28 · Education/Training | 100.00 |
| | Schilling, James | UST License A,B,C, | B-28 · Education/Training | 2,000.00 |
| | | | TOTAL: | 2,600.00 |
| ONLINE: | Valic | Retirement 12.20.2019 | B-7 Retirement | 450.00 |
| | Valic | Retirement 01.07.2020 | B-7 Retirement | 450.00 |
| | Valic | Retirement 01.21.2020 | B-7 Retirement | 450.00 |
| | NJ State Health Benefits 01.07.2 | Health Benefits 01.07.2020 | B-10 Hosp | 10,897.00 |
| | MSA/ADP Payroll | 12.27.2019 | B-1, B-14 Payroll/Salaries | 35,767.63 |
| | MSA/ADP Payroll | 01.10.20.20 | B-1, B-14 Payroll/Salaries | 32,780.81 |
| | MSA/ADP Payroll | 01.10.2020 | B-1, B-14 Payroll/Salaries | 7,581.79 |
| | MSA/ADP Payroll | 01.10.2020 | B-1, B-14 Payroll/Salaries | 5,125.44 |
| | | | TOTAL: | 93,502.67 |
| PAYROLL: | Local 32 | October, November, December - Union Due | Union Dues | 1,053.00 |
| | NJ Division of Pensions & Benef | IROC/TEPS 4th quarter - Reference # 00330 | B-9 · Pension | 20,267.33 |
| | | | TOTAL: | 21,320.33 |
| CAPITAL | PS&S | General Consulting, Thickener Drive no. 1 R | B-19 · Maintenance/Repairs | 7,315.00 |
| | PS&S | Contract 295 - Tertiary Treatment - Inv # 13 | Contract 295 Tertiary Trtmt | 9,775.00 |
| | PS&S | Engineering Services - New Influent Screenin | Contract 300 Influent Screeni | 2,338.64 |
| | | | TOTAL: | 19,428.64 |
| ESCROW: | PS&S | 34 Bank Street Sewer Connection Review | 34 Bnk Street Urban Renewal | 262.50 |
| | PS&S | 40 Bank Street - Sewer Connection | 40 · Bank Street Crown Walk i | 175.00 |
| | | | TOTAL: | 437.50 |

The following **correspondence** for the month of January was received and filed on a motion offered by Mr. Schindelar, seconded by Ms. Michetti. All in Favor Vote:

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Aye | Mr. Romano | Aye |
| Mr. Grogan | Absent | Mr. Schindelar | Aye |
| Mr. McNeilly | Aye | Mr. Schwab | Aye |
| Mrs. Michetti | Aye | Mr. Still | Aye |
| Mr. Pucilowski | Aye | Mr. Sylvester | Aye |

6. Correspondence:

- A. State of NJ, Employer Liability for Annual Pension Contributions - PERS
- B. Cigna – JW Topping Associates, Life Insurance Renewal Questionnaire
- C. State of NJ, NJPDES Permit Expiration letter
- D. State of NJ, Authorization to Procure Pumps from PVSC Co-Op
- E. Water Environment Federation, Notice of “Constitution & Bylaws” changes.
- F. State of NJ, Authorization to Advertise S340384-09
- G. NJEIT loan payment requests
- H. State of NJ, “DRAFT” Air Pollution Control Preconstruction Permit & Certificate to Operate Construction of New Source
- I. State of NJ, Treatment Works Approval No. 19-0535, Hopatcong State Park, Roxbury, Morris County
- J. Borough of Netcong, Commissioner Appointment
- K. State of NJ, Surface Water Renewal Permit Action – Administratively Complete
- L. United States Department of Commerce, 2019 Annual Survey of Local Government Finances
- M. PS&S, Sanitary Sewer Service – Crown Walk Urban Renewal, LLC – TWA Application review

COMMENTS:

F: Commissioner Pucilowski inquired if Engineer wanted to discuss the project.

Engineer, Jim Wancho responded that for Influent Screening Project was advertised in three papers, seven contractors have picked up documents, bid opening on January 13, 2020. We are in compliance with all bid requirements.

L. Director Schilling asked Commissioners for feedback on compliance with this matter, Commissioner Still advised to comply as this only arises every 10 years or so. Commissioner Sylvester also advised to comply.

H. Mr. Schwab verified that Engineer, Jim Wancho will discuss this matter in his report. Pat Dwyer inquired again about the matter. Engineer, Jim Wancho advised of conference call meeting earlier that afternoon between PS&S and Director, Schilling to discuss air permit content. There are condition compliance requirements that may be challenged first being operating hours related to tankage & usage. Review & questions to be drafted and submitted to the Director by next week. Mr. Wancho stated that they would like to see a reduction in frequency in monitoring if initial compliance is followed.

Director Schilling stated three issues at hand, the first being the proposed limits and compliance, the second being the hours of operation and frequency, and the third being the timeframe in which the draft permit was received and expected back – due back February 6, 2020.

M. Engineer, Jim Wancho advised that they have reviewed the application and recommend the MSA sign the application, resolution is needed for signature. Pat Dwyer will prepare resolution for signature of Commissioners Schwab & Sylvester. Pat Dwyer notes that a resolution will be prepared for Secretary of Treasurer, Mr. Schwab's signature.

A motion offered by Mr. Schwab, seconded by Ms. Michetti and the affirmative roll call vote of members present.

| | | | |
|----------------|--------|----------------|---------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Yes | Mr. Romano | Yes |
| Mr. Grogan | Absent | Mr. Schindelar | Yes |
| Mr. McNeilly | Yes | Mr. Schwab | Yes |
| Mrs. Michetti | Yes | Mr. Still | Abstain |
| Mr. Pucilowski | Yes | Mr. Sylvester | Yes |

A. Director, Schilling stated Chairman Rattner was previously authorized to sign form at previous meeting however there were revisions to the form and is now requiring an updated signature, request for Chairman Sylvester to sign the revised form in the absence of Chairman Rattner. Motion for authorization for signature, moved by Mr. Still, seconded by Mr. Romano

A motion offered by Mr. Schwab, seconded by Ms. Michetti and the affirmative roll call vote of members present.

| | | | |
|----------------|--------|----------------|---------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Yes | Mr. Romano | Yes |
| Mr. Grogan | Absent | Mr. Schindelar | Yes |
| Mr. McNeilly | Yes | Mr. Schwab | Yes |
| Mrs. Michetti | Yes | Mr. Still | Abstain |
| Mr. Pucilowski | Yes | Mr. Sylvester | Yes |

Monthly Reports:

Director's Report, Maintenance repairs, January 2020 Flow Data December. Motion moved by Secretary Treasure Mr. Schwab, seconded by Mr. McNeilly. All in Favor Vote:

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Aye | Mr. Romano | Aye |
| Mr. Grogan | Absent | Mr. Schindelar | Aye |
| Mr. McNeilly | Aye | Mr. Schwab | Aye |
| Mrs. Michetti | Aye | Mr. Still | Aye |
| Mr. Pucilowski | Aye | Mr. Sylvester | Aye |

COMMENTS:

Director Schilling stated that the accidental insurance policy for Commissioners has been renewed. In addition, a Pump Station evaluation to be completed with PS&S as well as increasing security and installing cameras at all pump stations to be paid from operating budget. Re-bid for electric energy. Muffin Monster installed by MSA staff in a day and a half. Minimize loan amount through operating account. DRBC report approval.

The Engineer's Report for the month of December was accepted on a motion offered by Mr. Romano, seconded by Mr. Schindelar. All in Favor Vote:

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Aye | Mr. Romano | Aye |
| Mr. Grogan | Absent | Mr. Schindelar | Aye |
| Mr. McNeilly | Aye | Mr. Schwab | Aye |
| Mrs. Michetti | Aye | Mr. Still | Aye |
| Mr. Pucilowski | Aye | Mr. Sylvester | Aye |

COMMENTS:

Commissioner Pucilowski inquired if there is something the MSA should implement due to the water table. Engineer, Jim Wancho advised that there is in fact nothing we can do as the equipment was over forty years old. Secretary Schwab noted that materials may not have been checked at the time of installation. Director Schilling advised that the equipment is six feet below ground. Mr. Schwab suggested that we have emergency contractor(s) on call and

on file with all necessary information including insurance on file. Engineer, Jim Wancho advised that emergency contractors in place on call contractors may have fees that the MSA may not want to incur annually. Director Schilling stated that Pumping Services will provide a free evaluation regarding emergency services. Mr. Schwab suggested any interested contractors should submit their information to the Director. Ms. Michetti advised it may be worth us having emergency contractors list. Engineer, Jim Wancho suggested we could bid as a contract.

New Business:

- **TD Bank Access for the Administrative Assistant, as amended, once bonded access granted**
 Mr. Schwab moved motion, seconded by Ms. Michetti, the affirmative roll call vote of members present.

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Yes | Mr. Romano | Yes |
| Mr. Grogan | Absent | Mr. Schindelar | Yes |
| Mr. McNeilly | Yes | Mr. Schwab | Yes |
| Mrs. Michetti | Yes | Mr. Still | Yes |
| Mr. Pucilowski | Yes | Mr. Sylvester | Yes |

COMMENTS:

Secretary Treasurer, Mr. Schwab explained of security and permissions that will be in place for banking access

Resolution No. 20-02 was offered on a motion by Mr. Schwab, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Yes | Mr. Romano | Yes |
| Mr. Grogan | Absent | Mr. Schindelar | Yes |
| Mr. McNeilly | Yes | Mr. Schwab | Yes |
| Mrs. Michetti | Yes | Mr. Still | Yes |
| Mr. Pucilowski | Yes | Mr. Sylvester | Yes |

See attached resolution

Resolution No. 20-03 was offered on a motion by Mr. Pucilowski, seconded by Mr. Cangiano and the affirmative roll call vote of members present.

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Yes | Mr. Romano | Yes |
| Mr. Grogan | Absent | Mr. Schindelar | Yes |
| Mr. McNeilly | Yes | Mr. Schwab | Yes |
| Mrs. Michetti | Yes | Mr. Still | Yes |
| Mr. Pucilowski | Yes | Mr. Sylvester | Yes |

See attached resolution

COMMENTS:

Secretary Treasurer explained the internal transfer of funds due to new telephone system.

Chairman Sylvester announced that the Bid Opening for Contract 300, February 13, 2020 at 10:00am

Received fully executed 2020 Budget from the DCA with stamp of approval

Closed Session 08:09pm, to discuss employee contract negotiations. Motion moved by Mr. Romano, seconded by Mr. McNeilly. All in Favor Vote:

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Aye | Mr. Romano | Aye |
| Mr. Grogan | Absent | Mr. Schindelar | Aye |
| Mr. McNeilly | Aye | Mr. Schwab | Aye |
| Mrs. Michetti | Aye | Mr. Still | Aye |
| Mr. Pucilowski | Aye | Mr. Sylvester | Aye |

Open Session 08:47pm. Motion moved Mr. Still, seconded by Mr. Schindelar. All in Favor Vote:

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Aye | Mr. Romano | Aye |
| Mr. Grogan | Absent | Mr. Schindelar | Aye |
| Mr. McNeilly | Aye | Mr. Schwab | Aye |
| Mrs. Michetti | Aye | Mr. Still | Aye |
| Mr. Pucilowski | Aye | Mr. Sylvester | Aye |

Adjournment:

Motion made by Mr. Still, seconded by Mr. Schindelar and the All in Favor Vote of members present, Chairman Sylvester adjourned the meeting at 8:49 PM.

| | | | |
|----------------|--------|----------------|--------|
| Mr. Benson | Absent | Mr. Rattner | Absent |
| Mr. Cangiano | Aye | Mr. Romano | Aye |
| Mr. Grogan | Absent | Mr. Schindelar | Aye |
| Mr. McNeilly | Aye | Mr. Schwab | Aye |
| Mrs. Michetti | Aye | Mr. Still | Aye |
| Mr. Pucilowski | Aye | Mr. Sylvester | Aye |

Date/Time Call to Order: January 23, 2020 @ 7:30 PM
 Others Present: Patrick Dwyer, Jim Wancha, James Schilling, Jillian Marucci,

| Motion / Resolution | Benson | Caugiano | Grogan | McNeilly | Michetti | Pucilowski | Ratner | Romano | Schindelar | Schwab | Still | Sylvester |
|---|--------|------------|--------|------------|------------|------------|--------|------------|------------|-----------|-----------|-----------|
| Attendance | ABSENT | PRESENT | ABSENT | PRESENT | PRESENT | PRESENT | ABSENT | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT |
| Regular Meeting Minutes- December 19, 2019 ALL IN FAVOR | ABSENT | ABSTAIN | ABSENT | MOVED AYE | AYE | AYE | ABSENT | SECOND AYE | AYE | AYE | AYE | ABSTAIN |
| Financial Reports December 31, 2019 AS AMENDED ROLL CALL | ABSENT | YES | ABSENT | MOVED YES | YES | YES | ABSENT | YES | SECOND YES | YES | YES | YES |
| Pending Vouchers: January 21, 2020 AS AMENDED ROLL CALL | ABSENT | YES | ABSENT | SECOND YES | YES | MOVED YES | ABSENT | YES | YES | YES | YES | YES |
| Correspondence ALL IN FAVOR | ABSENT | AYE | ABSENT | AYE | SECOND AYE | AYE | ABSENT | AYE | MOVED AYE | AYE | AYE | AYE |
| Directors Report, Maint. & Repairs - January, 2020 Flow Data -December ALL IN FAVOR | ABSENT | AYE | ABSENT | SECOND AYE | AYE | AYE | ABSENT | AYE | AYE | MOVED AYE | AYE | AYE |
| Engineers Report- January 2020 ALL IN FAVOR | ABSENT | AYE | ABSENT | AYE | AYE | MOVED AYE | ABSENT | SECOND AYE | AYE | AYE | AYE | AYE |
| New Business: | ABSENT | | ABSENT | | | | ABSENT | | | | | |
| TID Bank Access for the Administrative Assistant As Amended - Bonded | ABSENT | AYE | ABSENT | AYE | SECOND AYE | AYE | ABSENT | AYE | MOVED AYE | AYE | AYE | AYE |
| Resolution # 20-02 As Amended ROLL CALL | ABSENT | YES | ABSENT | YES | YES | SECOND YES | ABSENT | YES | YES | MOVED YES | YES | YES |
| Resolution # 20-03 ROLL CALL | ABSENT | SECOND YES | ABSENT | YES | YES | MOVED YES | ABSENT | YES | YES | YES | YES | YES |
| Closed Session 8:09PM ALL IN FAVOR | ABSENT | AYE | ABSENT | SECOND AYE | AYE | AYE | ABSENT | MOVED AYE | AYE | AYE | AYE | AYE |
| Open Session 8:48 PM ALL IN FAVOR | ABSENT | AYE | ABSENT | MOVED AYE | AYE | AYE | ABSENT | SECOND AYE | AYE | AYE | AYE | AYE |
| Adjournment PM 8:49PM ALL IN FAVOR | ABSENT | AYE | ABSENT | AYE | AYE | AYE | ABSENT | AYE | SECOND AYE | AYE | MOVED AYE | AYE |

Crown Walk Urban Renewal, LLC – TWA Application – Moved by Schwab, Second by Michetti, Still – Abstained – ALL IN FAVOR
 Form A – NJPDES Permit Renewal Application – Chairman Ratner to sign – Moved by Still, Second by Romano – ALL IN FAVOR

Respectfully Submitted:

Jilliam Martucci
Administrative Assistant