

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
June 25, 2020

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY **HELD VIA RECORDED VIRTUAL/TELECONFERENCE DUE TO COVID-19**

Chairman Rattner called the meeting to order at 7:30 PM. Following the virtual 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: James Benson, Brian McNeilly, Melanie Michetti, Steven Rattner, Thomas Romano, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent: Andrew Cangiano, Michael Grogan, Michael Pucilowski (entered meeting at 7:43pm)

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

Attendance Roll Call:

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

Chairman Rattner opened and closed the meeting to the public.

The "Regular" meeting minutes of May 28, 2020 were moved on a motion as amended offered by Mr. Sylvester, seconded by Mr. Still. Roll Call Vote:

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

The Financial Reports for 2019 was accepted on a motion offered by Mr. Romano, seconded by Mr. Schwab. Roll Call Vote:

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

8:32 AM
06/24/20
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	24,857.24
Capital Improvement TD - 5030	486,447.25
Escrow Account TD Bank - 3226	8,582.99
Renewal & Replacement TD -1360	368,123.51
Petty Cash	150.00
Total Checking/Savings	2,583,524.41
Other Current Assets	
Prepaid Expenses	179.99
Total Other Current Assets	179.99
Total Current Assets	2,583,704.40
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	28,882,085.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	70,879.67
Total Accounts Payable	70,879.67
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	
40 - Bank Street Crown Walk Urban Re	-1,385.00
34 Bnk Street Urban Renewal LLC	712.50
QuickChek Roxbury	210.00
700 International Drive	-110.00
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	6,786.49

8:32 AM
06/24/20
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2019

	Dec 31, 19
Due to Municipalities	1.00
Compensated Absences Payable	57,504.16
Accrued Interest Payable	38,431.25
Accounts Payable - Pension	96,046.00
Accrued Liabilities	8,550.22
Total Other Current Liabilities	240,557.64
Total Current Liabilities	311,437.31
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	5,892,962.69
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	284.44
Contract 300 Influent Screening	105,384.17
Contract 295 Tertiary Trtmt	301,851.88
B-29 Capital Improvements - Other	16,056.44
Total B-29 Capital Improvements	423,590.35
B-30 Renewal and Replacement	
Contract 320 #3 & 4 Drive Units	4,016.54
Contract 315 Sludge Pumps Eval	-114.96
B-30 Renewal and Replacement - Other	386,434.40
Total B-30 Renewal and Replacement	390,335.98
Operations	50,000.00
Total Restricted	946,599.33
Unrestricted	
Undesignated	-485,563.70
Total Unrestricted	-485,563.70
32000 - Retained Earnings	-616,257.91
Net Income	863,885.23
Total Equity	22,989,122.95
TOTAL LIABILITIES & EQUITY	28,882,085.64

8:33 AM

06/24/20

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	98,511.78	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	73,448.57			
B-10 · Hosp - Other	57,627.01	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	18,826.37	40,000.00	-21,173.63	47.1%
Total Administration Expenses	18,826.37	40,000.00	-21,173.63	47.1%
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	25,000.00	-3,986.79	84.1%
B-16 · Electric	369,557.65	477,500.00	-107,942.35	77.4%
B-17 · Propane/Fuel Oil	15,336.66	29,000.00	-13,663.34	52.9%
B-18 · Supplies/Chemicals	179,423.15	200,000.00	-20,576.85	89.7%
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	178,805.98	200,000.00	-21,194.02	89.4%
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	15,030.00	20,000.00	-4,970.00	75.2%
B-23 · Permit Appl/Compliance Fees	11,029.60	25,000.00	-13,970.40	44.1%
B-21 · Equipment	43,300.05	80,000.00	-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	1,758,959.40	2,148,500.00	-389,540.60	81.9%
Debt Service				
Debt Svs - Principal Payment	630,644.08	630,645.00	-0.92	100.0%
Debt Svs - Interest Payment	73,271.65	92,235.00	-18,963.35	79.4%
Total Debt Service	703,915.73	722,880.00	-18,964.27	97.4%
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	3,967,082.59	4,535,380.00	-568,297.41	87.5%

8:33 AM

06/24/20

Accrual Basis

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

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	589,258.75	0.00	589,258.75	100.0%
Other Income/Expense				
Other Income				
OPRA request	28.00			
Total Other Income	28.00			
Net Other Income	28.00			
Net Income	589,286.75	0.00	589,286.75	100.0%

The Financial Reports for 2020 was accepted on a motion offered by Mr. Romano, seconded by Mr. Schwab.
Roll Call Vote:

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

Financial Report – May 31, 2020

8:33 AM

06/24/20

Cash Basis

Musconetcong Sewerage Authority Balance Sheet As of May 31, 2020

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Operating Acct TD - 8169	2,103,762.91
Payroll Account TD 2014 - 3717	2,696.84
Capital Improvement TD - 5030	855,580.92
Escrow Account TD Bank - 3226	9,892.99
Renewal & Replacement TD -1360	415,335.55
Petty Cash	150.00
Total Checking/Savings	3,387,419.21
Other Current Assets	
Prepaid Expenses	179.99
Total Other Current Assets	179.99
Total Current Assets	3,387,599.20
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	29,685,980.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-80,519.22
Total Accounts Payable	-80,519.22
Other Current Liabilities	
Accrued Payroll Liabilities	
VALIC	-450.00
PERS - Contributions	1,052.32
PERS - Loans	30,619.88
PERS - Insurance	3,418.48
Union Dues	-819.00
Accrued Payroll Liabilities - Other	-5,955.96
Total Accrued Payroll Liabilities	27,865.72
Escrow Deposits Payable	
40 - Bank Street Crown Walk Urban Re	1,825.00
34 Bnk Street Urban Renewal LLC	12.50
QuickChek Roxbury	210.00
Waterloo Valley Road Sewer Ext.	100.75
Hopatcong State Park WQMP Amend	1,292.50
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	5,561.49
Total Escrow Deposits Payable	9,906.49

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06/24/20
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of May 31, 2020

	May 31, 20
Due to Municipalities	1.00
Compensated Absences Payable	57,504.16
Accrued Interest Payable	38,431.25
Accounts Payable - Pension	88,636.84
Accrued Liabilities	8,550.22
Total Other Current Liabilities	230,895.68
Total Current Liabilities	150,376.46
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	5,731,901.84
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	
325 - Contract 325 - SC 3&4	136,284.90
330 - Contract 330 GT 1	62,686.56
Contract 310 Phase III Air Pemt	1,805.92
Contract 305 NJIB Application	284.44
Contract 300 Influent Screening	91,735.91
Contract 295 Tertiary Trtmt	289,855.08
B-29 Capital Improvements - Other	551,720.60
Total B-29 Capital Improvements	1,134,373.41
B-30 Renewal and Replacement	440,335.98
Operations	50,000.00
Total Restricted	1,707,382.39
Unrestricted	
Undesignated	-485,563.70
Total Unrestricted	-485,563.70
3000 - Opening Bal Equity	-272,000.00
32000 - Retained Earnings	247,627.32
Net Income	476,172.59
Total Equity	23,954,078.60
TOTAL LIABILITIES & EQUITY	29,685,980.44

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06/24/20

Accrual Basis

Musconetcong Sewerage Authority
Budget vs. Actual Expenditure Report
 January through May 2020

	Jan - May 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Net Position Utilized	0.00	107,978.00	-107,978.00	0.0%
Interest	9,628.48			
trustee passdown	2,230,700.98	4,427,402.00	-2,196,701.02	50.4%
Total Income	2,240,329.46	4,535,380.00	-2,295,050.54	49.4%
Gross Profit	2,240,329.46	4,535,380.00	-2,295,050.54	49.4%
Expense				
Personnel Services				
B-1 - Administrative-S&W	67,381.97	185,958.00	-98,576.03	40.8%
B-14 - Operating-S&W	273,967.66	667,500.00	-393,532.34	41.0%
Total Personnel Services	341,349.63	853,458.00	-492,108.37	41.0%
Employee Benefits				
B-9 - Pension	101,018.00	102,000.00	-982.00	99.0%
B-8 - Social Security	25,505.41	65,500.00	-39,994.59	38.9%
B-10 - Hosp				
Dental/Eyeglass	1,707.40			
Hospitalization	57,648.41	200,000.00	-142,351.59	28.8%
B-10 - Hosp - Other	-3,921.75			
Total B-10 - Hosp	55,432.06	200,000.00	-144,567.94	27.7%
B-11 - Disability Insurance	1,440.03	10,000.00	-8,559.97	14.4%
B-6 - Unemployment	4,695.05	7,000.00	-2,304.95	67.1%
Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total Employee Benefits	188,090.55	384,500.00	-196,409.45	48.9%
Administration Expenses				
B-2 - Administrative-OE	9,613.20	40,000.00	-30,386.80	24.0%
Administration Expenses - Other	0.00	0.00	0.00	0.0%
Total Administration Expenses	9,613.20	40,000.00	-30,386.80	24.0%
Operations and Maintenance				
B-3 - Legal	12,363.60	30,000.00	-17,636.40	41.2%
B-4 - Audit	12,901.95	15,000.00	-2,098.05	86.0%
B-5 - Engineer	6,681.28	30,000.00	-23,318.72	22.3%
B-15 - Telephone	12,168.54	20,000.00	-7,831.46	60.8%
B-16 - Electric	142,237.04	482,500.00	-340,262.96	29.5%
B-17 - Propane/Fuel Oil	8,130.30	29,000.00	-20,869.70	21.1%
B-18 - Supplies/Chemicals	81,336.70	200,000.00	-118,663.30	40.7%
B-27 - Laboratory Supplies	1,673.91	12,000.00	-10,326.09	13.9%
B-13 - Office	15,527.76	30,000.00	-14,472.24	51.8%
B-31 - External Services	31,292.45	70,000.00	-38,707.55	44.7%
B-28 - Education/Training	5,882.16	20,000.00	-14,117.84	29.4%
B-25 - Laboratory Fees	3,272.65	30,000.00	-26,727.35	10.9%
B-19 - Maintenance/Repairs	86,859.29	200,000.00	-113,140.71	43.4%
B-20 - Insurance	105,037.00	110,000.00	-4,963.00	95.5%
B-24 - NJDEP Fees	7,133.00	25,000.00	-17,867.00	28.5%
B-12 - Trustee Admin Fee	7,515.00	20,000.00	-12,485.00	37.6%
B-23 - Permit Appl/Compliance Fees	2,782.38	25,000.00	-22,217.62	11.1%
B-21 - Equipment	0.00	70,000.00	-70,000.00	0.0%
B-26 - Sludge Disposal	241,223.76	720,000.00	-478,776.24	33.5%
B-22 - Contingency	0.00	25,000.00	-25,000.00	0.0%
Operations and Maintenance - Other	0.00	0.00	0.00	0.0%
Total Operations and Maintenance	782,018.77	2,163,500.00	-1,381,481.23	36.1%
Debt Service				
Debt Svs - Principal Payment	41,155.50	638,837.00	-597,681.50	6.4%
Debt Svs - Interest Payment	30,107.97	75,085.00	-44,977.03	40.1%
Total Debt Service	71,263.47	713,922.00	-642,658.53	10.0%
Reserves				
B-29 - Capital Improvement	150,000.00	300,000.00	-150,000.00	50.0%
B-30 - Renewal & Replacement	50,000.00	100,000.00	-50,000.00	50.0%
Total Reserves	200,000.00	400,000.00	-200,000.00	50.0%

8:34 AM

06/24/20

Accrual Basis

Musconetcong Sewerage Authority
Budget vs. Actual Expenditure Report
 January through May 2020

	Jan - May 20	Budget	\$ Over Budget	% of Budget
Union Dues	-331.50			
Total Expense	1,592,004.12	4,535,380.00	-2,943,375.88	35.1%
Net Ordinary Income	648,325.34	0.00	648,325.34	100.0%
Other Income/Expense				
Other Expense				
Bank Fee	0.00			
Total Other Expense	0.00			
Net Other Income	0.00			
Net Income	648,325.34	0.00	648,325.34	100.0%

The Pending Vouchers for the month of June 17, 2020 were approved for payment on a motion offered by Mr. Romano, seconded by Mr. Schwab and the affirmative roll call vote of members present.

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

Musconetcong Sewerage Authority
Transaction List by Date
Through June 17, 2020

	Name	Memo	Split	Amount
OPERATING:	American Wear	Inv 699207, 701772, S1449	B-31 · External Services	701.11
	Aqua Pro-Tech Laborat	Invoice 0050237M - Influent/	B-25 · Laboratory Fees	757.05
	Blue Diamond Disposal	Inv 549032 - Garbage Serv	B-31 · External Services	312.37
	Cintas First Aid & Safety	Inv 5017404916 - First Aid (B-31 · External Services	262.04
	Franks Trattoria	Safety Meeting/Annual Traini	B-28 · Education/Training	465.01
	Gannett New Jersey Ne	Invoice 3378195 - Contract 2	B-2 · Administrative-OE	170.02
	JCP&L	Account # 100 106 392 077	B-16 · Electric	5,243.79
	JCP&L	Account # 200 000 010 112	B-16 · Electric	4,820.03
	Lackawanna Computer	Invoice # 2020-12022	B-31 · External Services	1,612.85
	MGL Forms-Systems	Signature Stamp T. Romano	B-13 · Office	69.00
	Mission Communication	Invoice 1040831 - Annual Se	B-31 · External Services	3,787.80
	NJ American Water Co.	Water Service 05.07.20 - 06.	B-31 · External Services	685.24
	Office Concepts Group	Invoice 953046-0 - Office Su	B-13 · Office	179.80
	Office Concepts Group	Invoice 950686-0	B-13 · Office	259.98
	Office Concepts Group	Invoice # 955873-0 & 95587	B-13 · Office	451.61
	One Call Concepts, Inc.	May - 2020 / 44 Markouts	B-2 · Administrative-OE	62.92
	Passaic Valley Sewerag	Invoice 517706 - Liquid Wast	B-26 · Sludge Disposal	30,566.20
	PCS Pump and Process	Invoice 6661 - Control Revie	B-31 · External Services	4,500.00
	PS&S	Invoice 139654 - Misc Cons	B-5 Engineering Services	2,233.75
	Pumping Service, Inc.	Invoice 1116443 - Pump #1	B-19 · Maintenance/Rep	779.00
	Quadiant	Inv 57554155	B-2 · Administrative-OE	75.00
	Quadiant	Inv # 16546946 - Postage M	B-2 · Administrative-OE	136.80
	Quinn, Shane	Boot Reimbursement	B-2 · Administrative-OE	59.76
	Reiner Pump Systems, I	Inv JNP1274NJ - Pump Brac	B-19 · Maintenance/Rep	369.84
	Roxbury Twp. Water De	Acct 9318-0 & 8250-0	B-31 · External Services	134.94
	Russell Reid	Invoice 0005920980 - Sludge	B-26 · Sludge Disposal	22,127.15
	SEM/BDS Stroudsburg	Invoice 6045243 & 6049200	B-19 · Maintenance/Rep	5,320.00
	State Chemical Solution	Invoice 901541693	B-18 · Supplies/Chemica	2,884.82
	Times Herald Record	Invoice 905141 - Affidavit Co	B-2 · Administrative-OE	123.30
	Tritec Office Equipment	Invoice # 49241 USB Device	B-13 · Office	455.00
	Tritec Office Equipment	Invoice 49377 - Service Conl	B-13 · Office	57.35
	USALCO	Inv 1371720 - PO 7284 - Del	B-18 · Supplies/Chemica	6,717.06
	USALCO	Invoice 1371720	B-18 · Supplies/Chemica	6,375.62
	Verizon	Invoice # 542023849-0001	B-15 · Telephone	743.07
	Verizon	Account # 756-215-705-0001	B-15 · Telephone	175.91
	Water Environment Fed	Member ID 01741949 - Annu	B-28 · Education/Training	117.00
	Wielkotz & Company LL	2019 Audit Progress Billing	B-4 · Audit	11,197.50
	WRS Environmental Ser	Invoice 22703 - Cleaning Lift	B-26 · Sludge Disposal	4,178.55

	Name	Memo	Split	Amount
				TOTAL: 119168.24
CAPITAL:	PS&S	Invoice 139085 - Air Permitti Contract 310 Phase III Ai		400.00
	PS&S	Invoice 138252 - Air Permit F Contract 310 Phase III Ai		2,177.50
	PS&S	Invoice 138392 - Air Phase F Contract 310 Phase III Ai		955.00
	PS&S	Invoice 139655 - Air Monitori Contract 310 Phase III Ai		5,381.13
	PS&S	Invoice 139653 - Tertiary Trn Contract 295		3,504.86
	PS&S	Invoice 139652 - NJIB Contract 305		2,248.91
				TOTAL: 14,667.40
RENEWAL & REPLACEMENT:				0.00
				TOTAL: 0.00
ESCROW:				0.00
				TOTAL: 0.00
PAYROLL:	MSA Payroll	05.29.2020	B-1, B-14	32,430.85
	MSA Payroll	06.12.2020	B-1, B-14	32,391.14
				TOTAL: 64,821.99
ONLINE/MANUAL:	VALIC	05.26.2020		450.00
	VALIC	06.09.2020		450.00
	NJSHB	State Health Benefits		10,897.00
	NJ Division of Pensions	Estimated Monthly Payments		7,409.16
	WEX/Shell Fleet	May 2020 Fuel		217.55
	NJ Division of Pensions	06.17.2020 - 2nd Quarter IROC		1,954.10
	UNUM	Long Disability	B-11	1,440.03
				TOTAL: 22,817.84

The following **correspondence** for the month of May, 2020 was received and filed on a motion offered by Mr. Sylvester, seconded by Mr. Schindelar. Roll Call Vote:

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

Correspondence:

- A. PS&S – NJDEP Influent Screening Facility, Contract 300
- B. NJIB wire transfer requirements
- C. Notice of Hearing, Township of Roxbury Planning Board – HJR Group LLC amended site plan
- D. Maser Consulting – Freshwater Wetlands Application, Mount Olive Solar Farm
- E. Woodmont Properties – Wetlands General Permit 6, NJDEP File No. 1436-04-0022.1
- F. Rice Notice, James Schilling
- G. PS&S – Tertiary Treatment Replacement Project, Contract 295, Recommendation of Reward
- H. MSA & OPEIU Local 32 Memorandum of Agreement

Monthly Reports:

The Director's Report, and Maintenance and Repairs Report, for the month of June, 2020 and Flow Data for May 2020 was accepted on a motion offered by Mr. Benson and seconded by Mr. McNeilly. Roll Call Vote:

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

COMMENTS:

- Mr. Rattner commented on flow data with regard to rain fall.
- Mr. Pucilowski entered the meeting at 7:43pm.

The Engineer's Report for the month of May, 2020 was accepted on a motion offered by Mr. Pucilowski, seconded by Mr. Still. Roll Call Vote:

Mr. Benson	Yes	Mr. Rattner	Yes
Mr. Cangiano	Absent	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:

- Pat Dwyer, ESQ. inquired about the Air Sampling first time was May, next one would be September not August. Jim Wancho, PE advised it can be taken at any time within the quarter.
- Mr. McNeilly questioned as to why counsel is unable to call in like the others.
- Mr. Schilling also stated that the sampling just needs to be taken within the quarter.

New Business:

- Resolution 20-29

1. Resolution No. 20-29 was offered on a motion by Mr. Pucilowski seconded by Mr. Still and the affirmative roll call vote of members present. Roll Call:

Mr. Benson	Yes	Mr. Rattner	Yes
Mr. Cangiano	Absent	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:

- Chairman Rattner discusses cost of the project & the variation in the bids, asks Jim why the variation was approximately 50% higher.
- Jim Wancho, PE states that market turmoil and trade war with China has vastly affected equipment cost and with this project being so equipment intensive, the project is impacted by this and due to the long term of the project, cost projections over a year in the future are difficult to predict. PS&S recommends awarding the project bid.
- Chairman Rattner agrees with Jim Wancho, PE on the awarding of the bid.
- Jim Wancho, PE references a similar recent project at the MUA in Sussex County, the contractor that bid that project indicated preliminarily in design that the MSA project should be on the order of \$2,100,000.00 and that same contractor bid \$3,600,000.00 on the MSA contract.
- Mr. Schilling clarifies that the MUA project was one filter, MSA project is four filters. This contract still needs to be approved by the DEP.

CLOSING COMMENTS:

- Mr. McNeilly requested that Director Schilling work out the technology challenges with Pat Dwyer, Esq. Mr. Schilling & Jilliam Martucci will assist counsel with proper access to virtual meetings.
- Debbie Palma, QPA advises that local public contract notice has increased bid threshold is now \$44,000.00, quote threshold is now \$6600.00.
- Mr. Schwab asked a resolution is needed to pass the thresholds, Debbie Palma, QPA advised that a resolution does not need to be signed because the MSA has a QPA she will forward the documentation to Director Schilling.
- Mr. Schwab asked if an originally signed resolution is needed for the project, Debbie Palma, QPA advised that yes, an original resolution should be signed.
- Chairman Rattner spoke on the MOA from the union.
- Mr. Schilling advised that he has drafted the union agreement, the MOA was drafted by Pat Dwyer, Esq. It was sent to the union rep for approval & signature.
- Mr. Pucilowski stated that a final resolution would have to be prepared once the contract is signed.
- Chairman Rattner asked Pat Dwyer, Esq. if a resolution is in fact needed to finalize, Pat Dwyer, Esq. confirmed that a resolution will be required once the contract is finalized.

See attached resolution

Adjournment:

Motion made by Mr. McNeilly, seconded by Mr. Schindelar and the All in Favor Vote of members present, Chairman Rattner adjourned the meeting at 8:04PM.

Mr. Benson	Aye	Mr. Rattner	Aye
Mr. Cangiano	Absent	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

Respectfully Submitted:
Jilliam Martucci
Administrative Assistant

RESOLUTION NO. 20-29

Resolution of the Musconetcong Sewerage Authority
Awarding Contract No. 295 to Iron Hills Construction, Inc.
for Tertiary Treatment Replacement Project
Pursuant to N.J.S.A. 40A:11-1, et seq.

WHEREAS, on June 11, 2020 the Musconetcong Sewerage Authority received bids for Contract No. 295 a Tertiary Treatment Replacement Project as described in the Technical Specifications and Notice to Bidders; and

WHEREAS, the following bids were received:

<u>Company Name</u>	<u>Total Bid Amount</u>
Iron Hills Construction	3,119,500.00
Brayco Inc.	3,434,908.00
JEV Construction LLC	3,647,500.00
Pact Two, LLC	3,673,000.00
Allied Construction Group, Inc.	3,723,500.00
Fred Devens Construction	3,793,300.00
Rapid Pump & Meter Service Co, Inc.	3,834,935.00
BR Welding Inc.	3,863,150.00
DeMaio Electrical Company Inc.	3,864,400.00
Coppola Services Inc.	3,924,890.00
Spectraserv	4,258,000.00
CMS Construction Inc.	4,502,928.00

WHEREAS, the Commissioners of the Musconetcong Sewerage Authority hereby make the following findings of fact:

1. Iron Hills Construction, Inc. (hereinafter "Iron Hills") submitted the lowest responsible bid for the contract, which bid is in the amount of \$3,119,500.00.
2. The bid of Iron Hills complied with the following requirements of the Notice to Bidders including:

- a. A Bid Guarantee as required by N.J.S.A. 40A:11-21
 - b. A Certificate from a Surety Company pursuant to N.J.S.A. 40A:11-22
 - c. A Statement of Corporate Ownership pursuant to N.J.S.A. 52:25-24.2
 - d. A Listing of Subcontractors as required by N.J.S.A. 40A:11-16
 - e. Bidder's Acknowledgement of Addendum to the Bid documents
 - f. Proposal
 - g. Disclosure of Investment Activities in Iran
3. The Treasurer of the Musconetcong Sewerage Authority has certified that funds are available and/or will be available through a loan with New Jersey I-Bank.
4. WHEREAS, Paulus, Sokolowski & Sartor, LLC, Consulting Engineers for the Musconetcong Sewerage Authority reviewed the bid package from Iron Hills and by letter dated June 16, 2020 recommended that Contract No. 295 be awarded to Iron Hills.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Contract No. 295 for a Tertiary Treatment Replacement Project is hereby awarded to Iron Hills Construction, Inc. in the amount of \$3,119,500.00 subject to the approval of financing by the New Jersey I-Bank; and be it


FURTHER RESOLVED, that the amount of the Contract shall not exceed \$3,119,500.00 without further approval from the Musconetcong Sewerage Authority, and the Musconetcong Sewerage Authority shall not be liable to pay any amount above \$3,119,500.00 without its prior written approval; and be it

FURTHER RESOLVED that Iron Hills shall sign a Site Access Agreement as prepared by MSA prior to entering upon MSA facilities; and be it

FURTHER RESOLVED, that Steven Rattner as Chairman, or James Schilling as Director are hereby authorized to sign and award the Contract to Iron Hills Construction, Inc. on behalf of the Musconetcong Sewerage Authority.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

Dated: June 25, 2020

Date/Time Call to Order: Thursday June 25, 2020 – 7:30PM

Others Present: Patrick Dwyer, Jim Wanch, James Schilling, Jillian Martucci, Debbie Palma

Motion / Resolution	Benson	Cangiano	Grogan	McNeilly	Michetti	Pucilowski	Rattner	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Present	Absent	Absent	Present	Present	Absent	Present	Present	Present	Present	Present	Present
Regular Meeting Minutes: May 28, 2020 ROLL CALL (as amended)	Yes	Absent	Absent	Yes	Yes	Absent	Yes	Yes	Yes	Abstain	Seconded Yes	Motion Yes
2019 Budget vs Actual ROLL CALL	Yes	Absent	Absent	Yes	Yes	Absent	Yes	Motion Yes	Yes	Seconded Yes	Yes	Yes
2020 Budget vs Actual ROLL CALL	Yes	Absent	Absent	Yes	Yes	Absent	Yes	Motion Yes	Yes	Seconded Yes	Yes	Yes
May 31, 2020 Balance Sheet ROLL CALL	Yes	Absent	Absent	Yes	Yes	Absent	Yes	Motion Yes	Yes	Seconded Yes	Yes	Yes
Pending Vouchers; June 17, 2020 ROLL CALL	Yes	Absent	Absent	Yes	Yes	Absent	Yes	Motion Yes	Yes	Seconded Yes	Yes	Yes
Correspondence ROLL CALL	Yes	Absent	Absent	Yes	Yes	Absent	Yes	Yes	Seconded Yes	Yes	Yes	Motioned Yes
Directors Report, Maint. & Repairs - June, 2020 Flow Data -May, 2020 All in Favor	Motion Yes	Absent	Absent	Seconded Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes
Engineers Report- May, 2020 All in Favor	Yes	Absent	Absent	Yes	Yes	Entered Meeting at 7:43pm -- Motioned Yes	Yes	Yes	Seconded Yes	Yes	Yes	Yes
New Business:												
Resolution # 20-29 ROLL CALL	Yes	Absent	Absent	Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes
Adjournment 08:04 PM ALL IN FAVOR	Aye	Absent	Absent	Motion Aye	Aye	Aye	Aye	Aye	Seconded Aye	Aye	Aye	Aye