

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY

Chairman Rattner 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: Donald Bates, Andrew Cangiano, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Joseph Schwab

MEMBERS ABSENT: James Benson, Thomas Bruno, Rich Schindelar, John Sylvester

OTHERS PRESENT: Patrick Dwyer Esq., John Scheri PE, Debbie Palma QPA, James Schilling MSA Director, Susan Grebe Administrator

Chairman Rattner opened and closed the meeting to the public.

The regular meeting minutes of March 23, 2017 were approved on a motion offered by Mr. McNeilly, seconded by Mrs. Michetti. Roll Call:

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

The 2016 Final Expenditures Report was briefly discussed. Auditor fees for 2016 were not included. The Auditor's fees should be included in a final report next month.

The Expenditures/Treasurer's Report of April 1, 2017 was accepted on a motion offered by Mr. McNeilly, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

Treasurer's Report- April 1, 2017
Operating Account

Balance as of March 1, 2017:		\$ 1,769,970.83
Receipts (March):		
	Hospitalization	2,585.26
	Municipal Revenue	246,397.75
	Disability Reimbursements	5,610.41
	Caesars Enterprise Services	120.00
		\$ 254,713.42
Total Disbursements for March:		\$ 456,200.39
Balance as of April 1, 2017:		\$ 1,568,483.86

RENEWAL & REPLACEMENT ACCOUNT

Balance as of March 1, 2017:		\$ 621,376.07
Receipts:	1st Qtr Transfer from Operating	50,000.00
Disbursements:	Hayes Pump	31,810.00
Balance as of April 1, 2017:		\$ 639,566.07

ESCROW ACCOUNT

Balance as of March 1, 2017:		\$ 5,826.34
Receipts:		0.00
Disbursements:		0.00
Balance as of April 1, 2017:		\$ 5,826.34

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of March 1, 2017:		\$ 1,135,532.85
Receipts:	1st Qtr Transfer from Operating	50,000.00
Disbursements:	Mott MacDonald (headworks)	1,935.00
Balance as of April 1, 2017:		\$ 1,183,597.85

ANALYSIS OF BALANCES:

Capital Improvement:	\$ 1,133,597.85
Reserve for Retirement:	\$ 50,000.00

EXPENDITURES REPORT - 2017 BUDGET

4/1/17

	2017	YEAR-TO-DATE		%
	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>REMAINING</u>
Admin - Salaries and Wages	\$165,000.00	\$47,606.69	\$117,393.31	71.15%
Trustee Admin Fees	\$20,000.00	\$7,515.00	\$12,485.00	62.43%
Administrative - Other Expenses	\$40,000.00	\$9,296.30	\$30,703.70	76.76%
Legal	\$30,000.00	\$4,892.10	\$25,107.90	83.69%
Audit	\$10,000.00	\$0.00	\$10,000.00	100.00%
Engineer	\$30,000.00	\$1,750.13	\$28,249.87	94.17%
Pension	\$90,000.00	\$88,879.00	\$1,121.00	1.25%
Social Security	\$68,000.00	\$20,123.45	\$47,876.55	70.41%
Unemployment	\$7,000.00	\$0.00	\$7,000.00	100.00%
Hospitalization	\$228,500.00	\$57,601.71	\$170,898.29	74.79%
Disability Insurance	\$10,000.00	\$1,452.15	\$8,547.85	85.48%
Operating - Salaries and Wages	\$700,000.00	\$207,834.79	\$492,165.21	70.31%
Reserve for Future Retirement	\$0.00	\$0.00	\$0.00	100.00%
Telephone	\$20,000.00	\$2,836.63	\$17,163.37	85.82%
Electric	\$500,000.00	\$80,492.90	\$419,507.10	83.90%
Propane/Fuel Oil/ Gasoline	\$40,000.00	\$5,295.05	\$34,704.95	86.76%
Supplies/Chemicals	\$160,000.00	\$25,585.10	\$134,414.90	84.01%
Laboratory Supplies	\$12,000.00	\$1,543.70	\$10,456.30	87.14%
Office	\$25,000.00	\$10,369.72	\$14,630.28	58.52%
External Services	\$70,000.00	\$6,048.49	\$63,951.51	91.36%
Education/Training	\$20,000.00	\$1,435.38	\$18,564.62	92.82%
Laboratory Fees	\$30,000.00	\$2,175.36	\$27,824.64	92.75%
Maintenance/Repairs	\$150,000.00	\$18,353.61	\$131,646.39	87.76%
Insurance	\$110,000.00	\$41,474.63	\$68,525.37	62.30%
NJDEP Fees	\$25,000.00	\$150.00	\$24,850.00	99.40%
Permit/Compliance Fees	\$25,000.00	\$270.60	\$24,729.40	98.92%
Equipment	\$60,000.00	\$3,755.20	\$56,244.80	93.74%
Sludge Removal	\$700,000.00	\$108,904.00	\$591,096.00	84.44%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$200,000.00	\$50,000.00	\$150,000.00	75.00%
Renewal and Replacement	\$200,000.00	\$50,000.00	\$150,000.00	75.00%
TOTAL	\$3,770,500.00	\$855,641.69	\$2,914,858.31	77.31%

EXPENDITURES REPORT - 2016 BUDGET

4/1/17 - "Final"

	2016	YEAR-TO-DATE		%
	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>REMAINING</u>
Admin - Salaries and Wages	\$160,000.00	\$156,302.98	\$3,697.02	2.31%
Trustee Admin Fees	\$20,000.00	\$18,196.72	\$1,803.28	9.02%
Administrative - Other Expenses	\$35,000.00	\$26,397.40	\$8,602.60	24.58%
Legal	\$25,000.00	\$22,784.60	\$2,215.40	8.86%
Audit	\$10,000.00	\$0.00	\$10,000.00	100.00%
Engineer	\$20,000.00	\$9,065.08	\$10,934.92	54.67%
Pension	\$86,000.00	\$81,313.24	\$4,686.76	5.45%
Social Security	\$65,000.00	\$64,521.22	\$478.78	0.74%
Unemployment	\$7,000.00	\$5,448.24	\$1,551.76	22.17%
Hospitalization	\$219,260.00	\$204,123.22	\$15,136.78	6.90%
Disability Insurance	\$10,000.00	\$4,983.65	\$5,016.35	50.16%
Operating - Salaries and Wages	\$666,640.00	\$664,936.38	\$1,703.62	0.26%
Reserve for Future Retirement	\$5,000.00	\$0.00	\$5,000.00	100.00%
Telephone	\$20,000.00	\$13,649.53	\$6,350.47	31.75%
Electric	\$530,000.00	\$384,950.43	\$145,049.57	27.37%
Propane/Fuel Oil/ Gasoline	\$40,000.00	\$11,884.02	\$28,115.98	70.29%
Supplies/Chemicals	\$160,000.00	\$149,231.90	\$10,768.10	6.73%
Laboratory Supplies	\$10,000.00	\$9,655.05	\$344.95	3.45%
Office	\$20,000.00	\$19,961.47	\$38.53	0.19%
External Services	\$70,000.00	\$48,425.16	\$21,574.84	30.82%
Education/Training	\$20,000.00	\$16,386.38	\$3,613.62	18.07%
Laboratory Fees	\$30,000.00	\$18,154.00	\$11,846.00	39.49%
Maintenance/Repairs	\$150,000.00	\$129,583.85	\$20,416.15	13.61%

Insurance	\$110,000.00	\$93,674.95	\$16,325.05	14.84%
NJDEP Fees	\$25,000.00	\$20,652.05	\$4,347.95	17.39%
Permit/Compliance Fees	\$25,000.00	\$13,795.48	\$11,204.52	44.82%
Equipment	\$60,000.00	\$57,493.74	\$2,506.26	4.18%
Sludge Removal	\$700,000.00	\$605,298.00	\$94,702.00	13.53%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$200,000.00	\$200,000.00	\$0.00	0.00%
Renewal and Replacement	\$200,000.00	\$200,000.00	\$0.00	0.00%
TOTAL	\$3,723,900.00	\$3,250,868.74	\$473,031.26	12.70%

The pending vouchers for the month of April were approved for payment on a motion offered by Mr. McNeilly, seconded by Mr. Grogan and the affirmative roll call vote of members present.

CAPITAL IMPROVEMENT	
Mott MacDonald	\$360.00
ESCROW ACCOUNT	
Nusbaum Stein	\$55.00
RENEWAL & REPLACEMENT ACCOUNT	
Mott MacDonald	\$14,342.55
Nusbaum Stein	\$220.00
OPERATING ACCOUNT	
ADP	\$724.99
Accurate Waste Removal Services	\$8,097.00
American Wear	\$695.18
AmeriGas Propane	\$1,563.68
Amwell	\$8,529.27
Atlantic Tomorrows	\$54.95
Bally's Atlantic City	\$2,696.00
Donald Bates (NJWEA Conference)	\$331.00
Bearing & Drive Solutions	\$1,433.24
James Benson (NJWEA Conference)	\$331.00
Blue Diamond Disposal	\$283.55
Cintas First Aid	\$77.62
City Fire Inspections	\$174.05
Cleary Giacobbe	\$3,097.50
Constellation New Energy	\$21,751.10
Coyne Chemical	\$4,729.54
E&G Extermination	\$230.00
Eurofins QC Labs	\$506.00
Fisher Scientific	\$55.63
Grainger	\$243.20
Susan Grebe (petty cash & mileage reimb)	\$150.54
Michael Grogan (NJWEA Conference)	\$331.00
Horizon Tool & Mold	\$3,340.00
JCP&L	\$15,852.33
Lackawanna Computer Repair	\$1,236.14
MSA Payroll 4/7/17	\$32,112.66
MSA Payroll 4/21/17	\$33,378.60
Maryland Biochemical	\$3,121.44
McMaster Carr	\$122.38
Brian McNeilly (NJWEA Conference)	\$331.00
Mott MacDonald	\$350.00
NJSHBP	\$12,280.99
NJWEA	\$3,447.00
NJ American Water	\$674.11
NJ Utilities Authority JIF	\$55,675.34
Netcong Hardware	\$63.88
New Jersey Herald	\$26.70
Nusbaum Stein	\$875.60
One Call	\$22.50
PCS Pump & Process	\$221.47
Pan Metro	\$600.00
Passaic Valley Sewerage Commission	\$62,192.00
Pegasus Electric Motors	\$1,130.00
Michael Pucitowski (NJWEA Conference)	\$331.00
Pumping Services	\$1,430.00
R-D Trucking	\$30,528.00
R&J Control	\$3,064.00

Steven Rattner (NJWEA Conference)	\$331.00
James Schilling (NJWEA Conference, mileage & health benefits reimbursement)	\$1,127.51
Rich Schindelar (NJWEA Conference)	\$577.00
Joseph Schwab (NJWEA Conference)	\$454.00
Shell Fleet	\$312.19
Staples	\$377.17
State Chemical Solutions	\$5,099.94
David Stracco (dental reimbursement)	\$582.00
Unum Life Insurance	\$1,528.93
Verizon	\$738.25
Verizon Wireless	\$225.18

Mrs. Palma left the meeting at 7:38 PM.

Chairman Rattner questioned about the correspondence regarding the Hopatcong State Park proposed amendment to the Sussex County WQMP and asked if this was the same plan that was submitted in past years. Mrs. Michetti explained that the Park wanted to construct an additional bathroom outside of the wastewater management plan so they needed to add extra square feet to the wastewater management plan for the project, which is why a Statement of Consent is being requested by the NJDEP Office of Resource Development. Chairman Rattner asked about the hookup to the MSA interceptor. Mrs. Michetti explained further about the project and that the hookup would be the Township's responsibility. Chairman Rattner wanted to know if the MSA should request escrow from the State for the MSA's engineering inspections. Mr. Schwab mentioned about past concerns with odor problems during seasonal low flows. Mrs. Michetti also explained about insurance and risk management concerns. She suggested that the MSA's files should be reviewed to see where the project was left off with the MSA. Mr. McNeilly suggested that Mr. Scheri review the project and make a recommendation to the MSA for consent to the project. An escrow should be requested for the engineering review and legal fees.

Chairman Rattner asked about the correspondence from the NJDOT regarding the maintenance roadway repair in Byram Township. He questioned the repaving and resetting of the MSA's sewer facilities that was stated in the letter. Mr. Schilling explained that it was resetting of manholes, which is common practice.

Chairman Rattner also inquired about the OPRA request. Mr. Dwyer briefly explained about the request and the MSA's response to the request.

The following correspondence for the month of April was received and filed on a motion offered by Mr. McNeilly, seconded by Mr. Schwab and the affirmative vote of members present.

- A. 3/20/17 NJDEP - Hopatcong State Park WQMP Amendment Public Comment Period
- B. 3/20/17 NJDEP - TWA Approval for Railroad Avenue Extension, Netcong Borough
- C. 3/29/17 NJDOT - Maintenance Roadway Repair Contract, I-80, Byram Township
- D. 3/30/17 Melanie Michetti, PE - Unmetered Flow Adjustments, Roxbury Township and Mount Arlington Borough
- E. 4/4/17 Brian McNeilly, Stanhope Borough Administrator - Route 182/206 Sidewalk Project
- F. 4/6/17 NJDEP - Hopatcong State Park WQMP Amendment Consent
- G. 4/12/17 Patrick Dwyer, Esq. - MSA vs. NJDEP - Permit Limitation
- H. 4/19/17 Susan Grebe, MSA Administrator - OPRA Request from D. Scott Smith
- I. 4/21/17 John Scheri, PE - NJ Foreign Trade Zone Venture, LLC, WQMP Amendment
- J. 4/24/17 NJDEP - RD Management WQMP Adopted Amendment

Mr. Schilling noted that he had some updates regarding the treatment plant in his monthly report. He asked if any of the commissioners had any questions. A photo of the Secondary Clarifier No. 3 that Mr. Schilling e-mailed to the Engineering Committee was discussed. The photo showed a considerable amount of blockage with rags and debris. The blockage took the secondary clarifier off-line. On Monday the clarifier would be put back on-line.

Mr. McNeilly commended Mr. Schilling for actively pursuing to fill the two summer positions so early in the year. Chairman Rattner asked about the job descriptions for the positions. Mr. Schilling indicated that he had sent an outline of the job descriptions to the Personnel Committee. Mrs. Michetti asked about the two positions and if one would be for the office and one for outside maintenance. Mr. Schilling said that both positions were going to be for very basic maintenance work for the facility involving routine grounds keeping, which would include painting and weed whacking. Mr. Schilling also added that he was hoping to hire young people from the surrounding communities for the positions and asked the commissioners to let him know if they knew anyone they would like to recommend. The positions would be for ten weeks during the summer.

The Director's Report, and Repairs and Maintenance Report, for the month of April were accepted on a motion offered by Mr. McNeilly, seconded by Mr. Schwab and the affirmative vote of members present.

Mr. Scheri reported on the engineering review of the WQMP Amendment for the ITC East in Block 106, Lot 2 in Mount Olive Township. Based upon his review, the property is included in the future sewer service area mapping originally prepared by the Authority in 1993. On that basis, he recommended that the Authority adopt the Statement of Consent Resolution No. 17-20 that was listed on the meeting agenda.

Mr. Scheri also reported that Mott MacDonald was preparing the contract documents for the replacement and rehabilitation of the gates in Aeration Basin No. 4, Contract No. 260. He had copies of the plans and specifications that were currently being reviewed by Mr. Dwyer. He recommended that the commissioners consider advertising for public bids as soon as possible. Mr. Schwab asked what the amount of the engineer's estimate was. Mr. Scheri responded approximately \$75,000.00. The date to receive bids was discussed. The bid date on Resolution No. 17-19 was June 1st. The date should be scheduled as soon as possible, so the project could be awarded at the MSA's May meeting. Mr. Dwyer indicated that he was in the process of reviewing the bid documents. He had some questions regarding the insurance requirements. The insurance requirements were extensive. The documents would need to be sent to the MSA's Risk Manager for review. Resolution No. 17-19 on the meeting agenda, authorizing Mr. Schilling to receive bids, would be revised to state "at the earliest date possible, subject to internal review", so that the bids could be received before the MSA's May meeting.

Mr. Scheri also reported that Mott MacDonald has prepared draft contract documents for Contract No. 265 for the replacement of the gates in Aeration Basins 1, 2 and 3. The contractor would provide all materials and labor for the project. The only thing remaining from a technical standpoint is the sequence of the construction. He has discussed the processes for the contractor to follow for de-watering and removal of sludge with Mr. Schilling. Mott MacDonald is drafting up the procedures for review. Mr. Schwab asked what the engineer's estimate would be for the project. Mr. Scheri responded that Mott MacDonald is estimating about \$350,000.00. Funding for the project was discussed. The project would be budgeted under Renewal and Replacement.

The Engineer's Report for the month of April was accepted on a motion offered by Mr. Schwab, seconded by Mrs. Michetti and the affirmative vote of members present.

Mr. Schilling noted that the word emergency should be omitted on the meeting agenda for Resolution No. 17-19. The agenda would be revised and reposted on the MSA's website.

Resolution No. 17-19 Authorizing the MSA Director to receive sealed proposals for Contract No. 260 Aeration Basin No. 4 Gate Rehabilitation, as amended, was moved by Mr. Pucilowski, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

RESOLUTION NO. 17-19

**Resolution of the Musconetcong Sewerage Authority
Authorizing the Director to Receive Sealed Proposals for
Contract No. 260 Aeration Basin No. 4 Gate Rehabilitation
Pursuant to the Bid Technical Specifications at the
Earliest Date Possible Subject To Internal Review
And Compliance With Applicable Law
In The Office Of The Authority's Water
Pollution Control Facility**

WHEREAS, a need exists to rehabilitate slide and weir gates in Aeration Basin No. 4 as described in the Technical Specifications for Contract No. 260; and

WHEREAS, funds are available for said Contract;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Director is hereby authorized to receive sealed proposals for Contract No. 260 as described in the Technical Specifications of the Contract Documents at the earliest date possible subject to internal review and compliance with applicable law at the office of the Authority's Water Pollution Control Facility, located at 110 Continental Drive, Budd Lake, New Jersey. At that time and place, the sealed bids will be opened publicly and read aloud.

Copies of the Contract Documents including the Contract Specifications and Contract Drawings will be available online at www.bidset.com/mott or by calling 1-877-424-3738. Further information may be obtained by contacting the Authority's Office at 973-347-1525.

Resolution No. 17-20 Consenting to the proposed site specific WQMP Amendment for International Trade Center East, Block 106, Lot 2 in Mount Olive Township, was moved by Mr. Schwab, seconded by Mr. Cangiano and the affirmative roll call vote of members present.

RESOLUTION NO. 17-20

A RESOLUTION BY THE MUSCONETCONG SEWERAGE AUTHORITY CONSENTING TO THE PROPOSED SITE SPECIFIC WATER QUALITY MANAGEMENT (WQM) PLAN AMENDMENT ENTITLED: "UPPER DELAWARE WATER QUALITY MANAGEMENT PLAN INTERNATIONAL TRADE CENTER EAST, BLOCK 106, LOT 2 (Portion) MOUNT OLIVE TOWNSHIP, MORRIS COUNTY, MOUNT OLIVE TOWNSHIP WASTEWATER MANAGEMENT PLAN (WMP) PROGRAM INTEREST NO.: 435437"

WHEREAS, the Musconetcong Sewerage Authority ("MSA") desires to provide for the orderly development of wastewater facilities within the municipalities it serves in Sussex and Morris Counties, New Jersey, including Mt. Olive Township; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, be in conformance with an approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan amendment procedure through the WQMP rules at N.J.A.C. 7:15-3.5 as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed site specific amendment to the WQM plan was noticed in the New Jersey Register on March 6, 2017 for the Upper Delaware Water Quality Management Plan which was prepared by Chester, Ploussas, Lisowsky Partnership, LLC on behalf of the New Jersey Foreign Trade Zone Venture, LLC;

NOW, THEREFORE, BE IT RESOLVED as of this 27th day of April, 2017, by the governing body of the Musconetcong Sewerage Authority that:

1. The Musconetcong Sewerage Authority hereby consents to the amendment to the Upper Delaware Water Quality Management Plan which was publicly noticed on March 6, 2017, and prepared by Chester, Ploussas, Lisowsky Partnership, LLC on behalf of New Jersey Foreign Trade Zone Venture, LLC for the purpose of its incorporation into the applicable WQM plan(s).

2. This resolution shall be submitted to the NJDEP in accordance with N.J.A.C. 7:15-3.5(g)6 at New Jersey Department of Environmental Protection, Office of Water Resources Management Coordination, P.O. Box 420, Mail Code 401-02A, 401 East State Street, 2nd Floor, Trenton, New Jersey 08625-0420.

3. Copies of the resolution shall also be sent to the Township of Mount Olive, 204 Flanders-Drakestown Road, Budd Lake, NJ 07828.

Mr. Dwyer reported that the standard procedures for sewer allocation transfers were currently being drafted and should be prepared for the next month's meeting. Mr. Schilling briefly explained the need for the Standard Operating Procedures (SOP) for sewer allocation transfers in the future. The commissioners agreed that standard procedures should be followed for future transfers between municipalities.

Mr. Pucilowski noted that the Engineering Committee needed to hold a meeting before the next month's MSA meeting to discuss the headworks project. Mr. Schilling noted that he will set up a meeting.

Mr. Scheri left the meeting at 8:24 PM.

Motion made by Mr. Pucilowski, seconded by Mrs. Michetti and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:25 PM:

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9) permits the exclusion of the public from meeting in certain circumstances;

WHEREAS, the Commissioners of the Musconetcong Sewerage Authority are of the opinion that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Musconetcong Sewerage Authority as follows:

1. The public shall be excluded from discussion and action of the closed session of the Musconetcong Sewerage Authority;

2. The general nature of the subject matter to be discussed is as follows: Personnel

The above subject matter will be made public once the personnel matters are concluded and it is deemed to be in the public interest.

Motion to reopen the meeting to the public at 8:53 PM was offered by Mr. McNeilly, seconded by Mr. Schwab and the affirmative roll call vote of members present.

Motion made by Mr. McNeilly, seconded by Mr. Grogan and the affirmative vote of members present, Chairman Rattner adjourned the meeting at 8:54 PM.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Susan Grebe".

Susan Grebe,
Administrative Assistant