

**REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY**

Chairman Rattner called the meeting to order at 7:34 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:** James Benson (arrived 7:54), Thomas Bruno, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Richard Schindelar, Joseph Schwab, John Sylvester

**MEMBERS ABSENT:** Donald Bates, Andrew Cangiano

**OTHERS PRESENT:** Patrick Dwyer Esq., John Scheri PE, Debbie Palma QPA, James Schilling MSA Director, Susan Grebe Administrative Assistant, Christopher Gulics and Mathew Mee of PS&S

Chairman Rattner opened and closed the meeting to the public.

The regular meeting minutes of December 21, 2017 were approved on a motion offered by Mr. Sylvester, seconded by Mr. McNeilly. Roll Call:

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

The Expenditures/Treasurer's Report of January 1, 2018 was accepted on a motion offered by Mr. McNeilly, seconded by Mr. Bruno and the affirmative roll call vote of members present.

**Treasurer's Report- January 1, 2018**  
**Operating Account**

<b>Balance as of December 1, 2017:</b>		<b><u>\$ 1,418,734.21</u></b>
<b>Receipts (December):</b>		
Hospitalization	2,263.76	
Municipal Revenue	369,641.67	
		<b><u>\$ 371,905.43</u></b>
		<b><u>\$ 1,790,639.64</u></b>
<b>Disbursements (December):</b>		
Administrative Salaries	\$6,088.18	
Operating Salaries	\$25,125.68	
Unemployment	\$53.92	
Social Security	\$2,387.86	
NJSHPB (Dec health ins.)	\$14,391.59	
Transfer to Renewal & Replacement	\$50,000.00	
Transfer to Capital Improvement	\$50,000.00	
Administrative Salaries	\$6,088.18	
Operating Salaries	\$24,088.24	
Unemployment	\$57.76	
Social Security	\$2,695.34	
Health Waivers (4th qtr)	\$4,808.74	
Administrative Salaries	\$6,088.18	
Operating Salaries	\$24,439.66	
Unemployment	\$38.58	
Social Security	\$2,273.43	
ADP	\$381.68	
Accurate Waste Systems	\$17,661.09	
Scott Allen (mileage)	\$79.92	
American Wear	\$455.46	
AmeriGas Propane	\$109.98	
Aqua Pro-Tech Labs	\$655.00	
Nicholas Barbato (dental)	\$60.52	
Blue Diamond Disposal	\$372.00	
Patrick Biasi (work boots)	\$144.49	
Cintas First Aid	\$267.21	
Constellation New Energy	\$20,344.29	
Coyne Chemical	\$4,368.04	

Daily Record	\$51.72
Fisher Scientific	\$687.22
Franks Trattoria	\$378.25
Grainger	\$122.46
Susan Grebe (dental/eye/mileage)	\$605.19
Susan Grebe (petty cash)	\$122.47
Hach Co.	\$340.06
Industrial Controls	\$2,218.00
JCP&L	\$8,226.59
Lowe's	\$47.96
Mott MacDonald	\$3,143.50
NJLM	\$130.00
Netcong Hardware	\$35.18
Northeast Industrial Tech	\$1,765.95
Nusbaum Stein	\$1,760.00
Office Concepts Group	\$597.75
One Call	\$41.25
PCS Pump & Process	\$18,864.64
Parkhurst Distributors	\$3,614.80
Passaic Valley Sewerage Commission	\$21,712.00
R-D Trucking	\$20,736.00
Roxbury Township Water Dept	\$134.94
James Schilling (mileage)	\$228.97
Service Experts (Fras-Air)	\$125.00
Shell Fleet	\$265.03
Star Ledger (NJ Advance Media)	\$190.75
David Stracco (dental/work boots)	\$286.99
TJM Controls	\$1,140.00
Treasurer, State of NJ	\$200.00
USA Bluebook	\$244.89
Verizon	\$1,484.88
Verizon Communications	\$69.83
Verizon Wireless	\$225.30
WEF (V. Barbato & Allen)	\$214.00

Total Disbursements for December: \$ 353,536.59  
Balance as of January 1, 2018: \$ 1,437,103.05

**RENEWAL & REPLACEMENT ACCOUNT**

Balance as of December 1, 2017: \$ 527,571.96  
Receipts: Transfer from Operating – 4<sup>th</sup> Quarter 50,000.00  
Disbursements: Mott MacDonald (Contracts #260 & #265) 866.72  
JEV Construction (Contract #260) 11,090.00  
JEV Construction (Contract 265) 119,796.67  
Balance as of January 1, 2018: \$ 445,818.57

**ESCROW ACCOUNT**

Balance as of December 1, 2017: \$ 7,502.30  
Receipts: 0.00  
Disbursements: Mott MacDonald (Crownpoint Development, Netcong) 1,698.81  
Nusbaum Stein (Crownpoint Development, Netcong) 242.00  
Balance as of January 1, 2018: \$ 5,561.49

**CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT**

Balance as of December 1, 2017: \$ 1,277,972.43  
Receipts: Transfer from Operating – 4<sup>th</sup> Quarter 50,000.00  
Disbursements: 0.00  
Balance as of January 1, 2018: \$ 1,327,972.43

**ANALYSIS OF BALANCES:**

Capital Improvement \$ 1,277,972.43  
Reserve for Retirement \$ 50,000.00

**EXPENDITURES REPORT – JANUARY 1, 2018**

	2017	YEAR-TO-DATE	BALANCE	%
	BUDGET	EXPENDITURES		REMAINING
Admin - Salaries and Wages	\$165,000.00	\$158,702.66	\$6,297.34	3.82%
Trustee Admin Fees	\$20,000.00	\$15,030.00	\$4,970.00	24.85%
Administrative - Other Expenses	\$40,000.00	\$33,605.87	\$6,394.13	15.99%
Legal	\$30,000.00	\$24,925.60	\$5,074.40	16.91%
Audit	\$10,000.00	\$0.00	\$10,000.00	100.00%
Engineer	\$30,000.00	\$9,224.59	\$20,775.41	69.25%
Pension **	\$90,000.00	-\$6,989.46	\$96,989.46	107.77%

Social Security	\$68,000.00	\$63,711.42	\$4,288.58	6.31%
Unemployment	\$7,000.00	\$6,033.18	\$966.82	13.81%
Hospitalization **	\$228,500.00	\$173,123.05	\$55,376.95	24.23%
Disability Insurance	\$10,000.00	\$6,617.93	\$3,382.07	33.82%
Operating - Salaries & Wages	\$700,000.00	\$647,992.33	\$52,007.67	7.43%
Reserve for Future Retirement	\$0.00	\$0.00	\$0.00	100.00%
Telephone	\$20,000.00	\$17,693.94	\$2,306.06	11.53%
Electric **	\$500,000.00	\$373,903.31	\$126,096.69	25.22%
Propane/Fuel Oil/ Gasoline	\$40,000.00	\$10,759.75	\$29,240.25	73.10%
Supplies/Chemicals	\$160,000.00	\$144,945.80	\$15,054.20	9.41%
Laboratory Supplies	\$12,000.00	\$6,265.06	\$5,734.94	47.79%
Office	\$25,000.00	\$18,036.17	\$6,963.83	27.86%
External Services	\$70,000.00	\$63,494.15	\$6,505.85	9.29%
Education/Training	\$20,000.00	\$6,913.30	\$13,086.70	65.43%
Laboratory Fees	\$30,000.00	\$13,572.86	\$16,427.14	54.76%
Maintenance/Repairs **	\$150,000.00	\$133,460.20	\$16,539.80	11.03%
Insurance	\$110,000.00	\$97,149.97	\$12,850.03	11.68%
NJDEP Fees	\$25,000.00	\$21,807.07	\$3,192.93	12.77%
Permit/Compliance Fees	\$25,000.00	\$1,820.60	\$23,179.40	92.72%
Equipment	\$60,000.00	\$58,457.96	\$1,542.04	2.57%
Sludge Removal **	\$700,000.00	\$576,957.09	\$123,042.91	17.58%
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%
<b>TOTAL</b>	<b>\$3,770,500.00</b>	<b>\$3,077,214.40</b>	<b>\$693,285.60</b>	<b>18.39%</b>

**\*\*TRANSFERS 11/21/17**

Hospitalization to Pension	\$10,000.00
Electric to Sludge	\$25,000.00
Electric to Maint. & Repairs	\$25,000.00

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

**CAPITAL IMPROVEMENT ACCOUNT**

Mott MacDonald \$153.00

**ESCROW ACCOUNT**

Mott MacDonald \$913.73

Nusbaum Stein \$165.00

**RENEWAL & REPLACEMENT ACCOUNT**

Dave Heiner Associates \$5,904.00

JEV Construction \$100,686.67

JEV Construction \$11,600.00

Longo Electrical Mechanical \$38,544.00

Mott MacDonald \$1,245.64

**OPERATING ACCOUNT**

ADP \$535.96

Accurate Waste \$2,400.00

Scott Allen (mileage reimbursement) \$187.98

American Wear \$759.10

AmeriGas Propane \$2,982.79

Aqua Pro-Tech Labs \$345.00

Atlantic Tomorrow \$51.99

Blue Diamond Disposal \$422.70

Cintas First Aid \$139.71

Cleary Giacobbe \$52.50

Constellation New Energy \$22,525.00

Eurofins QC Labs \$73.00

Fisher Scientific \$873.74

Grainger \$240.68

Susan Grebe (mileage & petty cash) \$88.14

Hach Co. \$61.25

J&M Fuel Oil \$1,682.37

JEV Construction \$3,085.00

JCP&L \$14,139.12

Lackawanna Computer Repair \$5,363.49

Lowe's \$109.24

MSA Payroll 12/29/17 \$31,707.97

MSA Payroll 1/12/18 \$36,298.51

Mott MacDonald \$882.00

NJEIT (loan payment S340 384-06) \$16,499.69

NJEIT (loan payment S340 384-07) \$9,664.22

NJEIT (loan payment S340 384-08) \$24,119.91

NJSHBP \$13,688.06

NJ American Water	\$1,426.97
NJ State Utilities JIF	\$42,287.72
Napa Auto	\$211.25
New Jersey Herald	\$26.70
Office Concepts	\$601.41
One Call	\$26.25
PMZ Landscaping	\$550.00
Pan Metro	\$600.00
Passaic Valley Sewerage Commission	\$28,336.00
Pegasus Electric Motors	\$1,110.00
Pumping Services	\$2,195.00
R-D Trucking	\$17,568.00
R&J Controls	\$466.00
Randolph Township	\$1,100.00
James Schilling (eye care & mileage reimb)	\$448.81
Service Experts (Fras-Air)	\$3,129.84
Shell Fleet	\$236.38
TD Bank NA (NJEIT loan)	\$54,422.14
USA Blue Book	\$409.41
UV Doctor	\$13,000.00
United Federated Systems	\$638.50
Unum Life Insurance	\$1,336.12
Verizon	\$751.00
Verizon Communications	\$69.83
Verizon Wireless	\$225.20
WEF	\$665.00

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

- A. 12/19/17 NJDEP – Permit Applicability Sludge Processing Area
- B. 1/12/18 Ceren Aralp, PE – Contract #265 Payment Application No. 2
- C. 1/17/18 Michelle Masser, Mount Olive Township Clerk – Resolution Reappointing Michael Pucilowski as MSA Commissioner
- D. 1/16/18 Cynthia Eckert, Netcong Borough Clerk – Resolution Reappointing John Sylvester as MSA Commissioner
- E. 1/24/18 Ellen Horak, Stanhope Borough Clerk – Resolution Reappointing James Benson as MSA Commissioner

Mr. Schilling asked if the commissioners had reviewed his monthly report and if anyone had any questions. Chairman Rattner asked about freezing issues at the plant because of the low temperatures. Mr. Schilling explained about the freezing issues regarding Plant #1 to the commissioners. The prolonged low temperatures held up the completion of Contract #265.

Mr. Schilling discussed Resolution #18-02 regarding the Gravity Thickeners #1 and #2. He further discussed the problems with the thickeners and the need to go out to bid to have new thickeners installed. He also discussed the funds budgeted to complete the project. The project will qualify as a Capital Improvement project.

Mr. Schilling reported that the Engineering Committee has received three proposals from qualified firms to complete the GIS project for the Authority. He asked if any of the commissioners would like to suggest an engineering firm to submit a proposal and noted that the Committee would be glad receive additional proposals. If no more proposals are received they will make a recommendation at the next month's meeting. Mr. Schwab asked for the proposals to be forwarded to all the commissioners.

Mr. Pucilowski reported that he was at the JIF meeting on the previous day. The reimbursement for the expenses submitted for the catastrophe that occurred with the water line break at Plant #1 was discussed at the meeting. The JIF Executive Committee wants to get more detail about the occurrence. They will be contacting Mr. Schilling regarding the matter.

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

Mr. Scheri reported that Mr. Schilling forwarded information regarding the original micro screens from the original manufacturer to Mott MacDonald. They are reviewing the information and preparing a more detailed cost estimate for planning purposes.

Mr. Scheri also reported that Contract #265 is put on hold due to the cold weather as mentioned by Mr. Schilling. Mott MacDonald has received the contractor's application for payment. The project is about two-thirds complete and they expect the work to resume as soon as the weather warms up.

Mr. Schilling asked if the splash guards were approved and if JEV could work on installing those while the project is being held up because of the cold weather. Mr. Scheri indicated that he would follow up on that work.

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

**Resolution No. 18-01** Authorizing Change Order No. 2 for Contract #265 in the amount of \$8,200.00, was moved by Mr. Bruno, seconded by Mr. Grogan and the affirmative roll call vote of members present.

**RESOLUTION NO. 18-01**  
**Resolution of the Musconetcong Sewerage Authority**  
**To Award Change Order No. 2 for Contract No. 265 to JEV Construction LLC**  
**for Fabrication and Installation of Splash Shields for**  
**Aeration Basins Nos. 1, 2 & 3 Gate Rehabilitation**  
**Pursuant to N.J.S.A. 40A:11-1, et seq.**

WHEREAS, on June 22, 2017 by Resolution No. 17-27 the Musconetcong Sewerage Authority awarded Contract No. 265 for Aeration Basins No. 1, 2 & 3 Gate Rehabilitation to JEV Construction, LLC ("JEV") in the amount of \$308,000; and

WHEREAS, during the performance of the work it was discovered that additional repairs were needed to MSA's facilities; and

WHEREAS a request for a Change Order to Contract No. 265 was received by MSA from JEV to replace existing beams for baffles discovered to be corroded during construction, and to extend the existing handrails with side-mounted aluminum handrails behind weir gates; and

WHEREAS by Resolution No. 17-38 the MSA did authorize a Change Order in the amount of \$32,550 for Contract No. 265; and

WHEREAS during performance of the work it was subsequently discovered that certain splash shields were defective and Change Order No. 2 was submitted by JEV to fabricate and install four new splash shields for four aeration basins at a cost of \$8,200.00; and

WHEREAS MSA has received a letter from Consulting Engineer Mott MacDonald dated December 15, 2017 recommending that Change Order No. 2 be approved; and

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

1. JEV Construction, Inc. (hereinafter "JEV") has submitted a Change Order request No. 2 dated December 12, 2017 for additional work in connection with Contract No. 265.
2. Change Order No. 2 has been reviewed by Mott MacDonald, MSA's Consulting Engineer, which has recommended that Change Order #2 be executed.
3. That the Change Order request would increase Contract No. 265 by an additional \$8,200.00 for the additional work required.
4. That the additional work is necessary for the proper maintenance and operation of MSA's facilities.
5. The Treasurer of the Musconetcong Sewerage Authority has certified that funds are available.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a Change Order No. 2 for Contract No. 265 is awarded to JEV Construction, LLC in the amount of Eight Thousand Two Hundred and 00/100 (\$8,200.00) Dollars; and be it

FURTHER RESOLVED, that the amount of the Change Order No. 2 shall not exceed \$8,200.00 without further approval from the Musconetcong Sewerage Authority, and the Musconetcong Sewerage Authority shall not be liable to pay any amount over and above \$8,200.00 without its prior written approval; and be it

FURTHER RESOLVED, that Joseph Schwab as Treasurer is hereby authorized to sign and award Change Order No. 2 for Contract No. 265 to JEV Construction, LLC in the amount of \$8,200.00 on behalf of the Musconetcong Sewerage Authority.

Chairman Rattner asked if a bid date had been set regarding Resolution No. 18-02. He noted that the bid date was left blank in the resolution. Mr. Schilling discussed the time lines to prepare the bid documents and the need for the project to be completed as soon as possible. Time frames and bid dates were discussed further by the commissioners. Mr. Dwyer noted that the contract documents and specifications must be completed first. Mr. Schilling explained that the documents are presently being prepared by PS&S. It was decided that bids would be received on Thursday, March 15<sup>th</sup>. Mr. Schilling explained that he wanted to receive approval from the commissioners that evening to receive the bids so that the project can be started as soon as possible and a date could be decided when the specifications are completed. Mr. Schwab asked about the budgeting for the project. The project costs were discussed. Mr. Schilling estimated that the project will probably cost approximately \$125,000.00. The funds would be appropriated out of the Capital Improvement Account.

A motion was made by Mr. Sylvester to recognize the need to replace the mechanical drive systems for Gravity Thickeners #1 and #3 and authorize the MSA Director to obtain proposals for that work. The motion was seconded by Mr. Pucilowski and the affirmative vote of members present.

**RESOLUTION NO. 18-02**

**Resolution of the Musconetcong Sewerage Authority ("MSA")  
Authorizing the Consulting Engineer to Prepare Technical Specifications to Replace the  
Mechanical Drive Systems for Gravity Thickener #1 and Gravity Thickener #3 at the  
Wastewater Treatment Facility at 110 Continental Drive, Budd Lake, NJ 07828**

WHEREAS, in order to maintain the MSA facilities in good repair, a need exists to replace the mechanical drive systems for Gravity Thickener #1 and Gravity Thickener #3; and  
WHEREAS, funds are available for said Work;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Consulting Engineer is hereby authorized to prepare technical specifications describing the labor and materials needed to replace Gravity Thickener #1 and Gravity Thickener #3; and

IT IS FURTHER RESOLVED that upon receipt of the Technical Specifications the Director and Attorney are authorized to review same and to prepare bid proposal documents in anticipation of public bidding.

Chairman Rattner indicated that the next resolution is for authorizing the MSA Director to receive sealed proposals for Contract #270 on March 15, 2018 at 10:00 AM in the office of the Authority's water pollution control facilities to Replace the Mechanical Drive Systems for Gravity Thickeners #1 and #3, Pursuant to the Bid Technical Specifications. Mr. Dwyer noted this would be Resolution No. 18-03.

**Resolution No. 18-03** Authorizing MSA Director to Receive Sealed Proposals for Contract #270 to Replace the Mechanical Drive System for Gravity Thickeners #1 and #3, was moved by Mr. Sylvester, seconded by Mr. Schindelar and the affirmative roll call vote of members present.

**RESOLUTION NO. 18-03**

**Resolution of the Musconetcong Sewerage Authority  
Authorizing the Director to Receive Sealed Proposals for  
Contract No. 270 on March 15, 2018 at 10:00 a.m. in the Office of  
the Authority's Water Pollution Control Facility  
to Replace the Mechanical Drive System for Gravity Thickener #1 and for Gravity  
Thickener #3 Pursuant to the Bid Technical Specifications**

WHEREAS, a need exists to replace the mechanical drive systems for Gravity Thickener #1 and Gravity Thickener #3 as described in the Technical Specifications for Contract No. 270; 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. 270 as described in the Technical Specifications of the Contract Documents on March 15, 2018 at 10:00 a.m. 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 [msa-nj.org](http://msa-nj.org) or by contacting the Authority's Office at 973-347-1525.

Mrs. Palma left the meeting at 8:00 PM.

Motion made by Mr. Schindelar, seconded by Mr. Bruno and the affirmative roll call vote of members present for the commissioners to go into closed session at 7:59 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: Permit Compliance

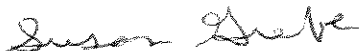
The above subject matter will be made public once the potential threat of litigation is over and it is deemed to be in the public interest.

Motion to reopen the meeting to the public at 8:46 PM was offered by Mr. Schindelar, seconded by Mr. McNeilly and the affirmative vote of members present.

Motion to authorize PS&S to begin work on the MSA's behalf for permit compliance with the NJDEP at a cost not to exceed \$10,000.00 was made by Mr. Schwab, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

Motion made by Mr. Schindelar, seconded by Mr. Schwab and the affirmative vote of members present, Chairman Rattner adjourned the meeting at 8:55 PM.

Respectfully Submitted:



Susan Grebe,  
Administrative Assistant