

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
March 26, 2020

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

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: James Benson, Andrew Cangiano, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Thomas Romano, Richard Schindelar, Joseph Schwab, Jack Sylvester

Members Absent: Steven Rattner, Elmer Still

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
pMr. Grogan	Present	Mr. Schindelar	Present
Mr. McNeilly	Absent	Mr. Schwab	Present
Mrs. Michetti	Present	Mr. Still	Absent
Mr. Pucilowski	Present	Mr. Sylvester	Present

Chairman Sylvester opened and closed the meeting to the public.

The "Reorganization" meeting minutes of February 27, 2020 were moved "as amended" on a motion offered by Mr. Cangiano, seconded by Mr. Romano. Roll Call Vote:

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

COMMENTS:

- Pat Dwyer commented that on Page 2, the vote should be modified to Aye and not marked as Present.
- Mr. Schwab inquired about prior month resolutions to be modified to reflect only firms not individuals.
- Director Schilling agreed that this should have been handled by counsel.
- Mr. Dwyer agreed to these modifications and advised to approve minutes as amended.

At 5:39 minutes into the meeting Mr. McNeilly arrived to the tele-meeting

The "Regular" meeting minutes of February 27, 2020 were moved on a motion offered by Mr. Schwab, seconded by Mr. McNeilly. Roll Call Vote:

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

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

Roll Call Vote:

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

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

Roll Call Vote:

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

The Financial Reports as of February 29, 2020 was accepted on a motion offered by Mr. Schwab, seconded by Mr. Romano. Roll Call Vote:

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

Financial Report – December 31, 2019

3:13 PM

03/20/20

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	21,081.17			
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	94.8%
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	57,627.01	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	369,567.65	477,500.00	-107,932.35	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	26,305.45	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	175,539.76	200,000.00	-24,460.24	87.8%
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	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	1,755,693.18	2,148,500.00	-392,806.82	81.7%
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	3,963,816.37	4,535,380.00	-571,563.63	87.4%

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03/20/20

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	592,524.97	0.00	592,524.97	100.0%
Other Income/Expense				
Other Income				
OPRA request	28.00			
Total Other Income	28.00			
Net Other Income	28.00			
Net Income	592,552.97	0.00	592,552.97	100.0%

Financial Report – February 27, 2020

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03/20/20

Accrual Basis

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

	Jan - Feb 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	1,115,350.49	4,427,402.00	-3,312,051.51	25.2%
Total Income	1,124,978.97	4,535,380.00	-3,410,401.03	24.8%
Gross Profit	1,124,978.97	4,535,380.00	-3,410,401.03	24.8%
Expense				
Personnel Services				
B-1 - Administrative-S&W	24,250.04	165,068.00	-141,099.16	14.6%
B-14 - Operating-S&W	105,734.82	667,500.00	-561,765.18	15.8%
Total Personnel Services	129,993.66	833,458.00	-703,464.34	15.6%
Employee Benefits				
B-9 - Pension	0.00	102,000.00	-102,000.00	0.0%
B-8 - Social Security	9,780.20	65,500.00	-55,719.80	14.9%
B-10 - Hosp				
Dental/Eyeglass	1,617.40			
Hospitalization	18,395.80	200,000.00	-181,604.20	9.2%
Total B-10 - Hosp	20,013.20	200,000.00	-179,986.80	10.0%
B-11 - Disability Insurance	0.00	10,000.00	-10,000.00	0.0%
B-6 - Unemployment	1,884.92	7,000.00	-5,115.08	26.9%
Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total Employee Benefits	31,678.32	384,500.00	-352,821.68	8.2%
Administration Expenses				
B-2 - Administrative-OE	7,510.50	40,000.00	-32,489.50	18.8%
Administration Expenses - Other	0.00	0.00	0.00	0.0%
Total Administration Expenses	7,510.50	40,000.00	-32,489.50	18.8%
Operations and Maintenance				
B-3 - Legal	7,906.50	30,000.00	-22,093.50	26.4%
B-4 - Audit	0.00	15,000.00	-15,000.00	0.0%
B-5 - Engineer	2,745.03	30,000.00	-27,254.97	9.2%
B-15 - Telephone	4,242.18	20,000.00	-15,757.82	21.2%
B-16 - Electric	38,000.78	482,500.00	-444,499.22	7.5%
B-17 - Propane/Fuel Oil	2,202.42	29,000.00	-26,797.58	7.6%
B-18 - Supplies/Chemicals	11,246.33	200,000.00	-188,753.67	5.6%
B-27 - Laboratory Supplies	762.58	12,000.00	-11,237.42	6.5%
B-13 - Office	10,259.91	30,000.00	-19,740.09	34.2%
B-31 - External Services	4,641.03	70,000.00	-65,358.97	6.6%
B-28 - Education/Training	4,400.95	20,000.00	-15,599.05	22.0%
B-25 - Laboratory Fees	1,325.95	30,000.00	-28,674.05	4.4%
B-19 - Maintenance/Repairs	49,215.68	200,000.00	-150,784.32	24.6%
B-20 - Insurance	46,509.00	110,000.00	-63,491.00	42.3%
B-24 - NJDEP Fees	4,260.00	25,000.00	-20,740.00	17.0%
B-12 - Trustee Admin Fee	7,515.00	20,000.00	-12,485.00	37.6%
B-23 - Permit Appl/Compliance Fees	810.00	25,000.00	-24,190.00	3.2%
B-21 - Equipment	0.00	70,000.00	-70,000.00	0.0%
B-26 - Sludge Disposal	48,745.80	720,000.00	-671,254.20	6.8%
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	242,818.14	2,163,500.00	-1,920,681.86	11.2%
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	75,000.00	300,000.00	-225,000.00	25.0%
B-30 - Renewal & Replacement	25,000.00	100,000.00	-75,000.00	25.0%
Total Reserves	100,000.00	400,000.00	-300,000.00	25.0%
Total Expense	583,264.09	4,535,380.00	-3,952,115.91	12.9%

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Accrual Basis

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

	Jan - Feb 20	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	541,714.88	0.00	541,714.88	100.0%
Net Income	541,714.88	0.00	541,714.88	100.0%

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03/20/20
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of February 29, 2020

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
Operating Acct TD - 8169	1,965,731.63
Payroll Account TD 2014 - 3717	11,310.21
Capital Improvement TD - 6030	959,940.05
Escrow Account TD Bank	8,915.49
Renewal & Replacement TD -1360	415,335.55
Petty Cash	150.00
Total Checking/Savings	3,361,382.93
Other Current Assets	
Prepaid Expenses	179.99
Total Other Current Assets	179.99
Total Current Assets	3,361,562.92
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	29,659,944.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-56,255.13
Total Accounts Payable	-56,255.13
Other Current Liabilities	
Accrued Payroll Liabilities	
VALIC	-450.00
PERS - Contributions	-9,537.67
PERS - Loans	21,769.22
PERS - Insurance	631.65
Union Dues	253.50
Accrued Payroll Liabilities - Other	10,364.37
Total Accrued Payroll Liabilities	23,031.07
Escrow Deposits Payable	
40 - Bank Street Crown Walk Urban Re	440.00
34 Bnk Street Urban Renewal LLC	12.50
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	7,911.49

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03/20/20
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of February 29, 2020

	Feb 29, 20
Due to Municipalities	1.00
Compensated Absences Payable	57,504.16
Accrued Interest Payable	38,431.25
Accounts Payable - Pension	86,046.00
Accrued Liabilities	8,550.22
Total Other Current Liabilities	231,475.19
Total Current Liabilities	175,220.06
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	5,756,745.44
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	150,000.00
330 - Contract 330 GT 1	122,000.00
Contract 310 Phase III Air Pemt	-1,794.08
Contract 305 NJIB Application	284.44
Contract 300 Influent Screening	103,045.53
Contract 295 Tertiary Trtmt	292,076.88
B-29 Capital Improvements - Other	484,340.60
Total B-29 Capital Improvements	1,149,953.37
B-30 Renewal and Replacement	415,335.98
Operations	50,000.00
Total Restricted	1,697,962.35
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	434,712.75
Total Equity	23,903,198.72
TOTAL LIABILITIES & EQUITY	29,659,944.16

The Pending Vouchers for the month of March, 2020 were approved for payment on a motion offered 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	Yes	Mr. Schindelar	Yes
Mr. McNeilly	Yes	Mr. Schwab	Yes
Mrs. Michetti	Yes	Mr. Still	Absent
Mr. Pucilowski	Yes	Mr. Sylvester	Yes

Musconetcong Sewerage Authority				11:35 AM
Transaction List by Date				43,913.00
March 23, 2020				
	Name	Memo	Split	Amount
OPERATING:	ADP, LLC	Payroll Processing 01.31.20 - 03.06.20	B-2 · Administrative-OE	735.25
	American Wear	Uniforms 02.25.20 - 03.17.20	B-31 · External Services	607.28
	AmeriGas Propane	Inv 3103100763 - 02.20.2020/1010.9 ga	B-17 · Propane/Fuel Oil	1,766.39
	Aqua Pro-Tech Laboratories	Inv# 0010336M 01.09.20-01.29.20 & 00	B-25 · Laboratory Fees	1,102.10
	ATS Environmental Services	Annual	B-31 · External Services	1,575.00
	Barbato, Nicholas	Dental Reimbursement - 02.27.20	Dental/Eyeglass	90.00
	Blackwire Consulting	Inv # 4840002398 - Telephone System	B-15 · Telephone	3,475.00
	Certified Laboratories	Inv 3844765 Aqua SOL, Lok Cease	B-18 · Supplies/Chemic	414.89
	Cintas First Aid & Safety	Inv 5016155246 - First Aid Supplies	B-31 · External Services	74.20
	Cit-e-Net, LLC	Inv MUSWEB2020 - Website Application	B-31 · External Services	1,500.00
	Cleary Jacobbe Alfieri Jacot	File 4524	B-3 · Legal	17.50
	Constellation New Energy Inc	Inv 7285915-6 - Main Plant 01.28.20-02	B-16 · Electric	23,074.09
	Daily Record	Inv # 4121267 - Virtual Meeting Notifica	B-2 · Administrative-OE	44.46
	Delaware River Basin Commi	Inv ID 202346 - Customer ID 175 Docke	B-24 · NJDEP Fees	858.00
	Franks Trattoria	Safety Meeting 03.17.2020	B-28 · Education/Trainir	390.21
	GP Jager, Inc.	Inv 197-022820 - RDCER Assy, Cpling	B-19 · Maintenance/Ref	2,763.84
	Grainger	Inv 9449211664 9448508391 94651966	B-19 · Maintenance/Ref	598.48
	Hach Company	Inv 11822319 PH Probe & 11827525 MI	B-27 · Laboratory Suppl	415.47
	JCP&L	Account 100 106 039 077 01.28.20-02.2	B-16 · Electric	13,675.53
	Lackawanna Computer Repa	Inv 2020-12017 - IT, Computer Onsite	B-31 · External Services	1,477.42
	Lawson Products	Inv 9307412247 - Nuts, Bolts, Washers	B-19 · Maintenance/Ref	1,421.42
	Lincoln Communications	eFax - 1 Year Service - Inv # 36473	B-15 · Telephone	221.26
	Lowe's Companies, Inc.	Account # 99002310680 - Shop Supplie	B-19 · Maintenance/Ref	18.27
	Maryland Biochemical Co., In	Bacteria Wastewater Treatment - Inv 11	B-18 · Supplies/Chemic	4,479.04
	McMaster-Carr Supply Co.	Inv 36606563 - Distilled Water	B-19 · Maintenance/Ref	263.10
	Netcong Hardware Co.	Invoice # A261597 - Shop Supplies	B-19 · Maintenance/Ref	36.87
	NJ American Water Co.	Water Service 02.11.20 - 03.09.20 Acct	B-31 · External Services	652.26
	Office Concepts Group	Inv 940488-0 - Office Supplies	B-13 · Office	736.89
	One Call Concepts, Inc.	February Service - 49 Markouts - Inv 00	B-2 · Administrative-OE	61.20
	Passaic Valley Sewerage Co	Inv 517367 - Liquid Waste Acceptance	B-26 · Sludge Disposal	27,165.60
	PS&S	Engineering Services through 02.28.20	B-23 · Permit Appl/Com	2,857.38
	Pumping Service, Inc.	Inv 1113700 - Order # S64866	B-19 · Maintenance/Ref	4,640.20
	Russell Reid	Inv 5850957 02.03.20-02.28.20 Sludge	B-26 · Sludge Disposal	19,681.20
	Schilling, James	Dental & Mileage Reimbursement	B-10, B-2	436.52
	Tritec Office Equipment	Quarterly Copy Care Contract 11.22.19	B-13 · Office	77.53
	USALCO	Inv 1363139 & 1365102 - DelPAC 1525	B-18 · Supplies/Chemic	13,493.09
	Verizon	Inv # 542023849-0001 Wireless Hotspo	B-15 · Telephone	757.11
	Verizon	Phone & Internet Service - February 202	B-15 · Telephone	139.41
	Verizon	Phone & Internet Service	B-15 · Telephone	338.50
	Water Environment Federati	Annual Membership Renewal (Benson)	B-28 · Education/Trainir	585.00
	Wex Bank	Inv 63796004 - Fuel Purchases Februar	B-17 · Propane/Fuel Oil	381.38
	Wielkottz & Company LLC	February 2020 Audit Services	B-4 · Audit	1,704.45
	Zep Sales & Service	Inv 9004921910 - Applaud AB, Hand Cl	B-18 · Supplies/Chemic	283.84
		TOTAL:		135,086.63
CAPITAL:	PS&S	Engineering Services Influent Screening	B-29 / Contract 300	1,843.17
	Pumping Services Inc.	PS #4 12.18.2019	B-29	8,549.40
		TOTAL:		10,392.57

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	Name	Memo	Split	Amount
ESCROW:	PS&S	Engineering Services - Sewer Connecti	Escrow	425.00
	PS&S	Engineering Services - Sewer Connecti	Escrow	592.50
		TOTAL:		1,017.50
ONLINE PYMTS:	Local 32	Union Dues - January, February, March	Union Dues	1,404.00
	MSA/ADP	Payroll 03.06.2020	B-1, B-14	30,639.39
	MSA/ADP	Payroll 03.20.2020	B-1, B-14	31,084.29
	NJ Health Benefits	03.01.2020 - 03.31.2020	B-10 Hospitalization	10,897.00
	NJ Division of Pensions & Bei	Quarterly IROC		9,097.83
	NJ Division of Pensions & Bei	Estimated Monthly Payment		7,409.16
	NJ Division of Pensions & Bei	Annual Employer Appropriation		101,018.00
	NJ DEP	Environmental Lab Cert Program		1,375.00
	NJDEP	Water Pollution Preconstruction Permit		640.00
	UNUM	03.19.2020		1,440.03
	VALIC	03.03.2020		450.00
	VALIC	03.17.2020		450.00
		TOTAL:		195,904.70
RENEWAL & REPLACEMENT				TOTAL:
				0.00

COMMENTS:

Mr. Schwab commented that he reviewed all pending vouchers "everything looked in order"

At 11:09 minutes in the meeting Mr. Benson entered the meeting and is now in attendance.

The following correspondence for the month of March, 2020 was received and filed on a motion offered by Mr. Pucilowski, seconded by Mrs. Michetti. Roll Call Vote:

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

Correspondence:

- A. NJ Environmental Laboratory Certification Program Renewal Application
 - B. Wastewater Treatment Plant Improvements – Contract 295
 - C. Hawkins, Delafield & Wood Influent/Effluent Facilities Project
 - D. State of NJ DEP – Roxbury Certificate of Completion
 - E. NJEIFP Wastewater Treatment Plant Improvements State Project No. S340384-09
 - F. Transfer of Title of Sanitary Sewer Main
 - G. PS&S Contract 300 – Influent Screening Facilities – Additional Services Proposal
 - H. *2019 Unmetered Flow Adjustments – Roxbury Township & Mount Arlington Borough
 - I. *PS&S Proposal – Secondary Clarifier # 3 & 4 Drive Replacement – Engineering Services
 - J. *PS&S Proposal – thickener Rehabilitation/Drive No. 1 Replacement – Engineering Services
 - K. * MSA, Morris County, Project No. S340384-09 – Tertiary Treatment Replacement Project
-

COMMENTS:

- Director Schilling advises that he & Mrs. Michetti discussed the issue regarding the Hopatcong State Park, Counsel Pat Dwyer is reviewing documents dating back to 2015, he has highlighted some historical provisions
- Mr. Dwyer reiterated that this does date back to 2015, the state, county & Roxbury are all looking into this.

A motion was offered by Mr. Schwab, and seconded by Mr. Pucilowski to request additional \$500.00 in Escrow for the Hopatcong State Park. Roll Call Vote:

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

COMMENTS:

- Mr. Schwab speaks on Hopatcong State Park sewer tie in
- Jim Wancho, advises additional escrow amount \$500.00, Mr. Schwab & Mr. McNeilly agree
- Chairman Sylvester addresses if a Resolution is needed
- Mrs. Michetti advises that the tie occurring at manhole and not MSA interceptor.
- Mr. Schwab inquired if there is any money remaining in initial escrow.
- Director Schilling advises balance in original Escrow is \$792.50

Monthly Reports:

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

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

COMMENTS:

- Mr. Pucilowski inquired about the Spring NJWEA Conference. Director Schilling advised that all casinos are closed & all Water & Waste Water Functions have been canceled, however we do not have official word on that.

The Engineer's Report for the month of March, 2020 was accepted on a motion offered by Mr. Schindelar, seconded by Mrs. Michetti. Roll Call Vote:

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

COMMENTS:

- Jim Wancho, final comments submitted for Air Permit on 03.24.2020
- Mrs. Michetti asked if rebid request sent to DEP, Mr. Wancho advised that they have submitted & received a response from the DEP concurring the rejection of the bids. Upon receipt of resolution bidders will be notified and the revised docs must be resent to DEP

New Business:

- Resolution 20-19, Awarding Contract for Professional Services to PS&S for Engineering Services in connection with Contract # 330 Installation & Replacement Drive for Gravity Thickener #1
- Resolution 20-20, Awarding Contract for Professional Services to PS&S for Engineering Services in connection with Contract # 325 Installation of Replacement Drive Units for Secondary Clarifiers 3 & 4.
- Discuss MSA issued devices for Commissioners.
 - Lenovo Tab E8 - \$119.00 per device (minimum 5 required) through Lackawanna Computer
 - Lenovo Tab E8 - \$133.98 per device
<http://www.tigerdirect.com/applications/SearchTools/item-details.asp?EdpNo=6027950&CatId=11943>
 - Galaxy Tab A 8.0" - \$229.98 per device
<http://www.tigerdirect.com/applications/SearchTools/item-details.asp?EdpNo=5994442&CatId=11943>
- Discuss MSA issued email addresses for Commissioners.
- Resolution 20-22, Awarding Contract for Professional Services to PS&S for Engineering Services in Connection with Re-Bid of Contract No. 300 for New Headworks Facility
- *Financial Disclosure Statements (FDS) due 04.30.2020

1. Resolution No. 20-19 was offered on a motion by Mr. Cangiano seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call:

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

See attached resolution

2. Resolution No. 20-20 was offered on a motion by Mr. Schwab, seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call:

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

See attached resolution

3. Approval of MSA Issued devices due to COVID-19 was offered on a motion “as amended” by Mr. Pucilowski, seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call:

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

4. Roll Call Vote for acquiring MSA issued device:

Mr. Benson	Accepting Device	Mr. Rattner	Absent
Mr. Cangiano	Not Accepting Device	Mr. Romano	Not Accepting Device
Mr. Grogan	Accepting Device	Mr. Schindelar	Accepting Device
Mr. McNeilly	Not Accepting Device	Mr. Schwab	Accepting Device
Mrs. Michetti	Accepting Device	Mr. Still	Absent
Mr. Pucilowski	Accepting Device	Mr. Sylvester	Accepting Device

COMMENTS:

- Mr. Schindelar asked if the tablets would be equipped with cameras to do virtual meetings.
- Mr. Sylvester asked Mr. McNeilly how they are handling virtual meetings.
- Mr. McNeilly advised that they have not made a decision as of yet, they are exploring various platforms.
- Director Schilling reviewed communication he has had with counsel Pat Dwyer with regards to OPRA concerns.
- Mr. Schwab asked that we explore larger device options, 10 inch tablets & have protective cases.
- Mr. Pucilowski also requests larger screen size also if any other devices are under State Contract.
- Mrs. Michetti questioned storage capacity.
- Mr. Romano states that the screen size or storage capability should not be taken into part of the decision.
- Jilliam Martucci, Administrator advised that the current teleconference program we are using could run in the background while you view the documents on the screen.
- Mr. McNeilly inquired about the lead time.

5. MSA issued emails, Roll Call Vote:

Mr. Benson	Accepting Email	Mr. Rattner	Absent
Mr. Cangiano	Not Accepting Email	Mr. Romano	Not Accepting Email
Mr. Grogan	Accepting Email	Mr. Schindelar	Not Accepting Email
Mr. McNeilly	Not Accepting Email	Mr. Schwab	Accepting Email
Mrs. Michetti	Accepting Email	Mr. Still	Absent
Mr. Pucilowski	Already holds MSA Email	Mr. Sylvester	Not Accepting Email

Old Business:

- Resolution 20-23 was memorialized & handled as discussed and handled at February, 2020 meeting.
- Annual FDS reports due April 30, 2020
- Mr. Schwab asks that a link for the FDS reports be forwarded.

COMMENTS:

- Mr. Schwab asks about Resolution 20-21. Mr. Dwyer advises this is the resolution for 19 pumps. Director Schilling advises we did not receive it in time to make the agenda.
- Mr. Schwab moved Resolution 20-22, Mr. Pucilowski seconded. Roll Call Vote:

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

Adjournment:

Motion made by Mr. Schindelar, seconded by Mr. Romano and the All In Favor Vote of members present, Chairman Sylvester adjourned the meeting at 8:33PM.

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

Respectfully Submitted:
Jilliam Martucci
Administrative Assistant

Date/Time Call to Order: Thursday March 26, 2020 – 7:30PM
Others Present: Patrick Dwyer, Jim Wancho, James Schilling, Jilliam Martucci

Motion / Resolution	Benson	Cangiano	Grogan	McNeilly	Michetti	Pucilowski	Ratner	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	ABSENT	PRESENT	PRESENT	PRESENT	PRESENT	PRESENT	ABSENT	PRESENT	PRESENT	PRESENT	ABSENT	PRESENT
Re-Organization Meeting Minutes: February 27, 2020 AS AMENDED ROLL CALL	ABSENT	MOTION YES	YES	YES	YES	YES	ABSENT	SECOND YES	YES	YES	ABSENT	YES
Regular Meeting Minutes: February 27, 2020 ROLL CALL	ABSENT	YES	YES	SECOND YES	YES	YES	ABSENT	YES	YES	MOTION YES	ABSENT	YES
2019 Budget vs Actual ROLL CALL	ABSENT	YES	YES	YES	YES	YES	ABSENT	SECOND YES	YES	MOTION YES	ABSENT	YES
2020 Budget vs Actual ROLL CALL	ABSENT	YES	YES	YES	YES	YES	ABSENT	SECOND YES	YES	MOTION YES	ABSENT	YES
February 29, 2020 Balance Sheet ROLL CALL	ABSENT	YES	YES	YES	YES	YES	ABSENT	SECOND YES	YES	MOTION YES	ABSENT	YES
Pending Vouchers; March 20, 2020 ROLL CALL	ABSENT	YES	YES	YES	YES	SECOND YES	ABSENT	YES	YES	MOTION YES	ABSENT	YES
Correspondence ROLL CALL	YES	YES	YES	YES	SECOND YES	MOTION YES	ABSENT	YES	YES	YES	ABSENT	YES
Directors Report, Maint. & Repairs - March, 2020 Flow Data - February, 2020 ROLL CALL	YES	MOTION YES	YES	SECOND YES	YES	YES	ABSENT	YES	YES	YES	ABSENT	YES
Engineers Report- March, 2020 ROLL CALL	YES	YES	YES	YES	SECOND YES	YES	ABSENT	YES	MOTION YES	YES	ABSENT	YES
New Business:							ABSENT				ABSENT	
Resolution # 20-19 ROLL CALL	YES	MOTION YES	YES	YES	YES	YES	ABSENT	YES	YES	SECOND YES	ABSENT	YES
Resolution # 20-20 ROLL CALL	YES	YES	YES	YES	YES	YES	ABSENT	YES	SECOND YES	MOTION YES	ABSENT	YES
MSA issued devices AS AMENDED TO 10 INCH DEVICES	YES	YES	YES	YES	YES	MOTION YES	ABSENT	YES	YES	SECOND YES	ABSENT	YES
MSA issued Emails	YES	NO	YES	NO	YES	YES	ABSENT	NO	NO	YES	ABSENT	NO
Old Business: Resolution 20-23							ABSENT				ABSENT	
Adjournment PM ALL IN FAVOR	AYE	AYE	AYE	AYE	AYE	AYE	ABSENT	SECOND AYE	MOTION AYE	AYE	ABSENT	AYE

RESOLUTION NO. 20-19

Resolution of the Musconetcong Sewerage Authority
Awarding Contract for Professional Services to
Paulus, Sokolowski & Sartor, LLC ("PS&S") for
Engineering Services in Connection with Contract #330
Installation of Replacement Drive Unit for Gravity Thickener #1

WHEREAS by Resolution adopted on February 27, 2020 (Resolution #20-18) the MSA awarded Contract #330 to GMH Associates, Inc. to remove the existing unit and supply and install one (1) DBS S25-AE Drive Unit (the "Unit") for Gravity Thickener #1; and

WHEREAS, the Musconetcong Sewerage Authority requires consulting engineering services in connection with the review and oversight of Contract #330;

WHEREAS, N.J.S.A. 40A:11-5 permits the award of a contract for professional services without public advertising or bidding; and

WHEREAS PS&S has submitted a Proposal dated February 20, 2020 to render certain professional services in connection with the installation of the Unit (the "Proposal"); and

WHEREAS, the Musconetcong Sewerage Authority is desirous of engaging PS&S to perform said work; and

WHEREAS PS&S has estimated the amount of time and cost for each phase of its services; and

WHEREAS PS&S estimates that it will spend 18 hours on Construction Phase Office Engineering at a fee of \$2,700.00, plus 30 hours on Construction Phase Field Engineering at a cost of \$4,500; plus Other Direct Costs of \$300, for a Total of \$7,500.00; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a contract is hereby awarded to PS&S to provide engineering services in connection with the construction phases of Contract #330 in an amount not to exceed \$7,500; and be it

FURTHER RESOLVED that the above total amount shall not be increased without further authorization by the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that James Schilling, as Director of the Musconetcong Sewerage Authority is hereby authorized to sign an Agreement between PS&S and the Musconetcong Sewerage Authority if required; and be it

FURTHER RESOLVED that the Treasurer has confirmed funds for such work is available in the Budget for 2020 (Budget line B29); and

FURTHER RESOLVED, that the Musconetcong Sewerage Authority publish a legal advertisement in the official newspaper of publication of the Authority advising of the award as required by N.J.S.A. 40A:11-5.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:

Joseph Schwab, Secretary-Treasurer Steven Rattner, Chairman

DATED: March 26, 2020

RESOLUTION NO. 20-20

Resolution of the Musconetcong Sewerage Authority
Awarding Contract for Professional Services to
Paulus, Sokolowski & Sartor, LLC ("PS&S") for
Engineering Services in Connection with Contract #325
Installation of Replacement Drive Units for Secondary Clarifiers Nos. 3 # 4

WHEREAS by Resolution adopted on February 27, 2020 (Resolution #20-17) the MSA awarded a contract to GMH Associates, Inc. for the supply and installation of two (2) DBS D30-AE Drive Units (the "Units"); and

WHEREAS, the Musconetcong Sewerage Authority requires consulting engineering services in connection with the review and oversight of Contract #325;

WHEREAS, N.J.S.A. 40A:11-5 permits the award of a contract for professional services without public advertising or bidding; and

WHEREAS PS&S has submitted a Proposal dated March 2, 2020 to render certain professional services in connection with the installation of the Units (the "Proposal"); and

WHEREAS, the Musconetcong Sewerage Authority is desirous of engaging PS&S to perform said work; and

WHEREAS PS&S has estimated the amount of time and cost for each phase of its services; and

WHEREAS PS&S estimates that it will spend 32 hours on Construction Phase Office Engineering at a fee of \$4,800.00, plus 48 hours on Construction Phase Field Engineering at a cost of \$7,200; plus Other Direct Costs of \$500, for a Total of \$12,500;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a contract is hereby awarded to PS&S to

provide engineering services in connection with the construction phases of Contract #325 in an amount not to exceed \$4,800 for Construction Phase Office Engineering, and in an amount not to exceed \$7,200 for Construction Phase Field Engineering, and \$500 for Other Direct Costs, pursuant to the Proposal from PS&S ; and be it

FURTHER RESOLVED that the above total amount shall not be increased without further authorization by the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that James Schilling, as Director of the Musconetcong Sewerage Authority is hereby authorized to sign the Agreement between PS&S and the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED that the Treasurer has confirmed funds for such work is available in the Budget for 2020 (Budget line B29); and

FURTHER RESOLVED, that the Musconetcong Sewerage Authority publish a legal advertisement in the official newspaper of publication of the Authority advising of the award as required by N.J.S.A. 40A:11-5.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:

Joseph Schwab, Secretary-Treasurer Steven Rattner, Chairman

DATED: March 26,2020

WHEREAS, N.J.S.A. §40A:11-5 permits the award of a contract for professional services without public advertising or bidding; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a contract is hereby awarded to PS&S in the amount of \$12,500.00 to provide engineering services in connection with the re-bid of Contract No. 300 as outlined in the Proposal from PS&S dated March 19, 2020; and be it

FURTHER RESOLVED that the above amount shall not be increased without further authorization by the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that James Schilling, as Director of the Musconetcong Sewerage Authority is hereby authorized to sign an agreement, if needed, between PS&S and the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED that the Treasurer has confirmed funds for such work is available in the Budget for 2020 (Budget line B29); and

FURTHER RESOLVED, that the Musconetcong Sewerage Authority publish a legal advertisement in the official newspaper of publication of the Authority advising of the award as required by N.J.S.A. 40A:11-5.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:

Joseph Schwab, Secretary-Treasurer

Steven Rattner, Chairman

DATED: March 26, 2020

RESOLUTION NO. 20-23

**Resolution of the Musconetcong Sewerage Authority
Rejecting Bids for Contract No. 300**

WHEREAS the Musconetcong Sewerage Authority ("MSA" or the "Authority") determined a need for a new headworks facility at its sewerage treatment plant; and

WHEREAS the Authority prepared a public bid for this project which it identifies as Contract No. 300 for the construction of such facility; and

WHEREAS, the Authority received five (5) bids for Contract No. 300; and

WHEREAS on February 13, 2020 five (5) public bids were opened and read aloud; and

WHEREAS the five (5) bidders and their bids were as follows:

JEV Construction, LLC	\$2,848,000
Scafar Contracting, Inc.	\$2,497,230
Ferraro Construction Corp.	\$4,135,000
Allied Construction Group, Inc.	\$2,663,000
Railroad Construction Co., Inc.	\$3,550,000; and

WHEREAS, the Authority's engineer's estimate for the project was \$1,810,000; and

WHEREAS, New Jersey Local Public Contracts Law (N.J.S.A. §40A:11-13.2) permits a public body to reject all bids if the lowest bid substantially exceeds the cost estimate; and

WHEREAS in this case the lowest bid of \$2,497,230 substantially exceeded the cost estimate of \$1,810,000;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the bids received for Contract No. 300 on February 13, 2020 are hereby rejected; and be it

FURTHER RESOLVED that the Director or Engineer is hereby authorized to advise all bidders that their bids have been rejected for the reasons set forth herein.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:

Joseph Schwab, Secretary-Treasurer

Steven Rattner, Chairman

Dated: as of February 27, 2020