

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: Thomas Bruno, Andrew Cangiano, Brian McNeilly, Melanie Michetti, Steven Rattner, Richard Schindelar, Joseph Schwab, John Sylvester

MEMBERS ABSENT: Donald Bates, James Benson, Michael Grogan, Michael Pucilowski

OTHERS PRESENT: Patrick Dwyer Esq., Jim Wancho PE, Debbie Palma QPA, James Schilling MSA Director, Susan Grebe Administrative Assistant

Chairman Rattner opened and closed the meeting to the public.

Andrew Holt, PE and Cody Biondi from Suburban Consulting Engineers were present. They gave a presentation regarding a GIS proposal for the Authority. Mr. Holt and Mr. Biondi explained the technology used for the development of the GIS program along with the various benefits and uses of the GIS data that would be processed and accessible for the Authority.

Mr. McNeilly asked when the work on developing the program would start. Mr. Holt estimated that the Suburban would start work in about 2 weeks. Training for the MSA Staff was briefly discussed.

Resolution No. 18-17 Authorizing the Award of a Contract to Suburban Consulting Engineers for Professional Engineering Services to Develop a GIS Program for the MSA was moved by Mr. Schwab, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

RESOLUTION NO. 18-17
Resolution of the Musconetcong Sewerage Authority
Authorizing the Award of a Contract for Professional
Services to Suburban Consulting Engineers, Inc. for Engineering
Services Pursuant to the Provisions of N.J.S.A. 40A:11-5
and without Public Advertising as a Professional Service

WHEREAS, the Musconetcong Sewerage Authority has a need for professional engineering services to develop a GIS Data Base and Asset Management Plan as a non-fair and open contract pursuant to the provisions of N.J.S.A. 40A:11-5; and

WHEREAS the MSA received three (3) proposals as follows:

<u>Proposer</u>	<u>Quote</u>
Suburban Consulting Engineers, Inc.	
GIS and Field Survey	\$15,500
Manhole Inspections	<u>\$14,500</u>
TOTAL	\$30,000
PS&S	
GIS and Field Survey	\$22,700
Manhole Inspections	<u>\$15,800</u>
TOTAL	\$38,500
Mott MacDonald	
GIS and Field Survey	\$32,500
Manhole Inspections	<u>\$26,500</u>
TOTAL	\$59,000; and

WHEREAS MSA has examined the three (3) proposals including the options for additional work contained therein, and has determined that the proposal submitted by Suburban Consulting Engineers, Inc. best meets the Authority's needs, that the proposer is well qualified to provide these services, and that their proposal was the lowest price received; and

WHEREAS, funds are available in the annual budget of the Musconetcong Sewerage Authority;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Chairman is hereby authorized to enter into an agreement with Suburban Consulting Engineers, Inc. ("SCE") for the services of developing a GIS database, Field Survey and Topside Manhole Inspection Services, as described in the Revised Proposal by SCE dated January 5, 2018, for the total sum of \$30,000; and be it

FURTHER RESOLVED, that the contract shall be subject to the attached Business Entity Disclosure Certification being signed by Suburban Consulting Engineers, Inc., and be it FURTHER RESOLVED, that the Contract shall not exceed Thirty Thousand (\$30,000.00) Dollars without further authorization from the Commissioners of the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that the Chairman is authorized to execute the Revised Proposal subject to any revisions recommended by counsel for MSA; and be it

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

The commissioners thanked Mr. Holt and Mr. Biondi for their presentation.

The reorganization meeting minutes of February 22, 2018 were approved on a motion offered by Mr. McNeilly, seconded by Mr. Sylvester. Roll Call:

Mr. Bates	Absent	Mrs. Michetti	Abstain
Mr. Benson	Absent	Mr. Pucilowski	Absent
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 regular meeting minutes of February 22, 2018 were approved on a motion offered by Mr. McNeilly, seconded by Mr. Bruno. Roll Call:

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

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

Treasurer's Report- March 1, 2018
Operating Account

Balance as of February 1, 2018:		<u>\$1,432,442.63</u>
Receipts (February):		
Hospitalization	2,218.70	
Municipal Revenue	500,551.54	
Qual-Lynx (workers comp)	1,172.93	
Total Receipts:	<u>503,943.17</u>	
Total Disbursements for February:		<u>\$ 193,116.67</u>
Balance as of March 1, 2018:		<u>\$ 1,743,269.13</u>

RENEWAL & REPLACEMENT ACCOUNT

Balance as of February 1, 2018:		<u>\$ 287,838.26</u>
Receipts:		0.00
Disbursements:	Nusbaum Stein (Contracts #260 #265)	<u>413.60</u>
Balance as of March 1, 2018:		<u>\$ 287,424.66</u>

ESCROW ACCOUNT

Balance as of February 1, 2018:		<u>\$ 4,482.76</u>
Receipts:	Crownpoint Development (Netcong, Bank St.)	2,518.48
Disbursements:		0.00
Balance as of March 1, 2018:		<u>\$ 7,001.24</u>

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of February 1, 2018:		\$ 1,327,819.43
Receipts:	Plans & Specs for Contract #270	75.00
Disbursements:	Nusbaum Stein (Contract #270)	319.00
Balance as of March 1, 2018:		<u>\$ 1,327,575.43</u>

ANALYSIS OF BALANCES:

Capital Improvement	\$ 1,277,575.43
Reserve for Retirement	\$ 50,000.00

**EXPENDITURES REPORT – 2017 BUDGET
MARCH 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	\$34,076.43	\$5,923.57	14.81%
Legal	\$30,000.00	\$24,978.10	\$5,021.90	16.74%
Audit	\$10,000.00	\$0.00	\$10,000.00	100.00%
Engineer	\$30,000.00	\$10,456.59	\$19,543.41	65.14%
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	\$17,914.14	\$2,085.86	10.43%
Electric **	\$500,000.00	\$410,567.43	\$89,432.57	17.89%
Propane/Fuel Oil/ Gasoline	\$40,000.00	\$13,349.56	\$26,650.44	66.63%
Supplies/Chemicals	\$160,000.00	\$145,912.00	\$14,088.00	8.81%
Laboratory Supplies	\$12,000.00	\$8,215.65	\$3,784.35	31.54%
Office	\$25,000.00	\$18,857.86	\$6,142.14	24.57%
External Services	\$70,000.00	\$65,224.76	\$4,775.24	6.82%
Education/Training	\$20,000.00	\$6,913.30	\$13,086.70	65.43%
Laboratory Fees	\$30,000.00	\$13,990.86	\$16,009.14	53.36%
Maintenance/Repairs **	\$150,000.00	\$145,029.79	\$4,970.21	3.31%
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	\$632,061.09	\$67,938.91	9.71%
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	\$3,770,500.00	\$3,191,004.27	\$579,495.73	15.37%

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

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

**EXPENDITURES REPORT – 2018 BUDGET
MARCH 1, 2018**

	2018	YEAR-TO-DATE	BALANCE	%
	BUDGET	EXPENDITURES		REMAINING
Admin - Salaries and Wages	\$165,000.00	\$24,352.72	\$140,647.28	85.24%
Trustee Admin Fees	\$20,000.00	\$7,515.00	\$12,485.00	62.43%
Administrative - Other Expenses	\$40,000.00	\$7,027.13	\$32,972.87	82.43%
Legal	\$30,000.00	\$1,693.10	\$28,306.90	94.36%
Audit	\$15,000.00	\$0.00	\$15,000.00	100.00%
Engineer	\$30,000.00	\$350.00	\$29,650.00	98.83%
Pension	\$100,000.00	\$0.00	\$100,000.00	100.00%
Social Security	\$65,500.00	\$9,716.62	\$55,783.38	85.17%
Unemployment	\$7,000.00	\$1,824.80	\$5,175.20	73.93%
Hospitalization	\$220,000.00	\$36,793.18	\$183,206.82	83.28%
Disability Insurance	\$10,000.00	\$1,336.12	\$8,663.88	86.64%

Operating - Salaries & Wages	\$684,500.00	\$100,851.27	\$583,648.73	85.27%
Reserve for Future Retirement	\$0.00	\$0.00	\$0.00	100.00%
Telephone	\$20,000.00	\$1,867.02	\$18,132.98	90.66%
Electric	\$482,500.00	\$22,302.66	\$460,197.34	95.38%
Propane/Fuel Oil/ Gasoline	\$29,000.00	\$6,704.04	\$22,295.96	76.88%
Supplies/Chemicals	\$170,000.00	\$18,208.32	\$151,791.68	89.29%
Laboratory Supplies	\$12,000.00	\$85.51	\$11,914.49	99.29%
Office	\$25,000.00	\$7,029.98	\$17,970.02	71.88%
External Services	\$70,000.00	\$3,843.95	\$66,156.05	94.51%
Education/Training	\$20,000.00	\$214.00	\$19,786.00	98.93%
Laboratory Fees	\$30,000.00	\$1,293.56	\$28,706.44	95.69%
Maintenance/Repairs	\$180,000.00	\$22,679.41	\$157,320.59	87.40%
Insurance	\$110,000.00	\$42,287.72	\$67,712.28	61.56%
NJDEP Fees	\$25,000.00	\$0.00	\$25,000.00	100.00%
Permit/Compliance Fees	\$5,000.00	\$429.00	\$4,571.00	91.42%
Equipment	\$60,000.00	\$1,328.55	\$58,671.45	97.79%
Sludge Removal	\$720,000.00	\$42,656.00	\$677,344.00	94.08%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$100,000.00	\$0.00	\$100,000.00	100.00%
Renewal and Replacement	\$300,000.00	\$0.00	\$300,000.00	100.00%
TOTAL	\$3,770,500.00	\$362,389.66	\$3,408,110.34	90.39%

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

CAPITAL IMPROVEMENT ACCOUNT:

Daily Record	\$	150.24
Mott MacDonald	\$	1,723.50
Nusbaum Stein	\$	1,892.00
Star Ledger	\$	444.20

ESCROW ACCOUNT:

Nusbaum Stein	\$	253.00
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OPERATING ACCOUNT:

ADP	\$	693.95
Accurate Waste Services	\$	8,760.00
Advanced Card Systems	\$	155.00
American Wear	\$	455.46
AmeriGas Propane	\$	1,394.34
Aqua Pro-Tech Labs	\$	2,080.00
Cintas First Aid	\$	151.32
Cit-E-Net	\$	1,500.00
Cleary Giacobbe	\$	70.00
Constellation New Energy	\$	22,746.72
Daily Record	\$	35.26
Fisher Scientific	\$	227.38
Grainger	\$	529.50
Horizon Tool & Mold	\$	3,340.00
JCP&L	\$	9,213.83
J.W. Topping	\$	950.00
Lowe's	\$	102.05
MGL Printing Solutions	\$	195.00
MSA Payroll 2/23/18	\$	33,737.17
MSA Payroll 3/9/18	\$	40,189.46
Maryland Biochemical	\$	4,185.22
NJSHBP	\$	13,688.06
NJ American Water	\$	714.05
Netcong Hardware	\$	18.87
Nusbaum Stein	\$	2,323.20
Office Concepts Group	\$	607.83
One Call	\$	41.25
PERS	\$	97,822.24
Passaic Valley Sewerage Commission	\$	28,576.00
Peter & Sons Tree Service	\$	1,200.00
Roxbury Twp Water Dept	\$	134.94
James Schilling	\$	636.88
Shell Fleet	\$	275.88
St. Jude Tribute Program	\$	100.00
Treasurer State of NJ	\$	1,375.00
Tritech Office Equipment	\$	7,100.00
USALCO (delpac 1525)	\$	5,829.58
USA Blue Book	\$	92.14
Verizon	\$	750.77

Verizon Communications	\$	74.79
Verizon Wireless	\$	225.20
WEF	\$	535.00

Mrs. Palma left the meeting at 8:01.

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

A. 2/28/18 NJDEP – Audit of Financial Statements, Loan Information Confirmation

Mr. Schilling asked if the commissioners had any questions regarding his monthly report. Mr. Schilling updated the commissioners regarding a meeting scheduled with Steve Donati, PE from CP Engineering on March 29th to have an exploratory discussion regarding the Lake Rogerine section of Mount Arlington in terms of whether it makes sense to tie into the MSA, Roxbury or Suez. Mr. Cangiano further explained about the Lake Rogerine section. It is a section in the Borough of Mount Arlington that does not presently have sewer service, so the Borough has engaged in having their sewer consults do an exploratory search to see if that section of the Borough can be connected to sewers. Mrs. Michetti indicated that Roxbury does not have the sewer capacity for the project. Mr. Rattner suggested that Mount Arlington contact Virginia Michelin at Morris County Planning Board to inquire about a wastewater management plan amendment. Mr. Schilling noted that he will update the commissioners on the discussion after the meeting on March 29th.

Mr. Schilling also reported that he went to the Passaic Valley Sewerage Commission to join the AEA along with fellow municipal directors to discuss Senate Bill 848. He previously discussed the Bill with Mr. Dwyer. Mr. Dwyer suggested that a meeting be held to discuss the Bill with MSA Auditor, Paul Cuva and MSA Bond Counsel, Bob Beinfeld. They will be discussing the municipal service agreements, the Authority's bond obligations, and how flow may or may not be contributing to additional revenues. The main reason for the meeting is to understand how Senate Bill 848 is impacting authorities' potential service contract agreements and bond obligations. He further explained about the conference at the PVSC. There were large authorities at the conferences with their attorneys present. All authorities generate revenue and bill their municipalities or residents differently. The AEA will be sending out a survey to their AEA members to understand how all the different authorities process their billing. Senate Bill 848 may have consequences or impact on how everything is processed by authorities. Mr. Schilling noted that the MSA consultants will be meeting on April 3rd to discuss the Bill. He will update the commissioners after the meeting.

Mr. Schilling reported that Contract #265 is nearly complete. He discussed the rag issue. Over 4 tons of rags were removed from the one basin involved in the project. The rags bent a two and half inch steel shaft and pushed the quill out of the motor on Aerator #4. The shaft has been removed. He has ordered a new shaft and suggested a change order to Contract #265 should be approved for the work so the aeration basin can be repaired and put back online.

Mr. Schilling noted that if Resolution No. 18-18 is approved he will be attending his second JIF Fund Commissioner Meeting on March 28th.

Mr. Schwab asked about the cost estimate from JEV Construction for the change order needed for Contract #265. Mr. Schilling responded that the extra cost was anticipated between \$11,000.00 and \$13,000.00. Mr. Schwab noted he would like to move forward on the extra repairs as soon as possible. The extra repairs needed were discussed. A motion was made by Mr. Schwab to approve a change order to Contract #265 for an amount not to exceed \$14,000.00, seconded by Mr. Schindelar and the affirmative vote of members present.

RESOLUTION NO. 18-20

**Resolution of the Musconetcong Sewerage Authority
To Award a Change Order for Contract No. 265 to JEV Construction LLC
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 #1 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, which Change Order #1 was authorized by Resolution dated October 26, 2017 in the amount of \$32,500; and

WHEREAS, during the performance of the work it was discovered that further additional repairs were needed due to damage caused by rags in the system necessitating replacement of a drive shaft; and

WHEREAS a request for a Change Order to Contract No. 265 was received by MSA from JEV to replace a drive shaft at a cost between \$11,000 and \$13,000; 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 for additional work in connection with Contract No. 265.
2. Change Order #2 has been reviewed by Mott MacDonald, MSA's Consulting Engineer, which has recommended that Change Order #2 dated be executed.
3. That the Change Order request would increase Contract No. 265 by an amount not to exceed \$14,000 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 #2 for Contract No. 265 is awarded to JEV Construction, LLC; and be it

FURTHER RESOLVED, that the amount of the Change Order #2 shall not exceed \$14,000 without further approval from the Musconetcong Sewerage Authority, and the Musconetcong Sewerage Authority shall not be liable to pay any amount over and above \$14,000 without its prior written approval; and be it

FURTHER RESOLVED, that James Schilling as Director is hereby authorized to sign and award Change Order #2 for Contract No. 265 to JEV Construction, LLC in the amount not to exceed \$14,000 on behalf of the Musconetcong Sewerage Authority.

Mr. Schilling will forward the information to Mott MacDonald so that they can review and prepare the necessary information for the change order.

Mr. Schilling reported on a computer virus that affected the MSA's server and office computers. He explained about the virus and warnings about virus attacks. Some of the commissioners discussed their own experiences. Mr. Schilling informed the commissioners that the MSA's IT person is restoring the lost documents and data, and better security and backup systems are being reviewed and installed. Chairman Rattner talked about ransom ware viruses and what to beware of. He suggested that a report be made to the proper officials and local police department. Mr. McNeilly indicated that the MEL JIF should be notified as soon as possible of the virus attack.

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

Mr. Wancho thanked the commissioners for PS&S's appointment to the MSA as consulting engineers for 2018. He noted that PS&S is currently working on a couple of projects for the Authority that are listed in his report.

Mr. Wancho updated the commissioners on the NOV from the DEP. PS&S is diligently working the air permit application for the sludge tanks so that they can use the application as a response to the Notice of Violation. PS&S has been communicating with the DEP and they are willing to accept a draft. Once the application is submitted, there will be a negotiation of what the permit requirements will be. The MSA Staff and Director have been working with PS&S to get all the data that is needed to support the application. PS&S will have a draft to Mr. Schilling prior to submitting it to the DEP.

Mr. Wancho also reported on Contract #270 for the sludge thickeners. Three bids were received on March 15th. The low bidder was GMH Associates. GMH intends to supply the specified equipment and he was hopeful that the work will be completed quickly. Mr. Schwab asked that Mr. Wancho supply the Authority with an estimate for the engineering inspections. Mr. Wancho will forward that information to Mr. Schilling.

Mr. Schilling noted that he has been updating Mr. Wancho with information regarding the headworks facilities planning and tertiary treatment, so that he can catch up with the Engineering Committee and the projects can move forward. Mr. Wancho will be preparing some cost estimates so that funding for the projects can be discussed.

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

Chairman Rattner discussed the NY Folding Box Company property and a request from an engineering firm for sewer service. The property is not in the sewer service area. The sewer service area would have to be expanded to serve the property and there is no way to construct a pipe across the bridge. There was discussion regarding past requests for the same property. If the sewer service area is extended to the property, a wastewater management plan amendment to Morris County's WQMP would also be required.

Availability of gallonage from the municipalities was discussed. Mr. Schilling expressed his concerns, as he has in the past, regarding gallonage that has been promised to future developments by the seven municipalities served by the MSA. He suggested that the MSA commissioners should have some visibility to those allocations and hoped that the municipalities are tracking how much gallonage they are actually utilizing and what they are allocating to future developments.

Resolution No. 18-16 Authorizing Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund was moved by Mr. Bruno, seconded by Mr. Sylvester and the affirmative roll call vote of members present.

**RESOLUTION NO. 18-16
RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE
NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

WHEREAS, the Musconetcong Sewerage Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2017 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Musconetcong Sewerage Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body and/or its duly authorized representative shall be and hereby is authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

Resolution No. 18-18 Appointing James Schilling as a Commissioner to the New Jersey Utility Authorities Joint Insurance Fund was moved by Mr. McNeilly, seconded by Mr. Schindelar and the affirmative roll call vote of members present.

**RESOLUTION NO. 18-18
RESOLUTION APPOINTING JAMES SCHILLING AS A COMMISSIONER TO THE
NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

WHEREAS, the Musconetcong Sewerage Authority ("MSA") is a member of the New Jersey Utility Authorities Joint Insurance Fund ("JIF"); and

WHEREAS, pursuant to its By-Laws each member of the JIF shall appoint a Commissioner to the JIF;

WHEREAS Article III, Par. 1(a) of the By-Laws reads as follows:

Commissioners: In the manner generally prescribed by law, each participating utility authority shall appoint one (1) commissioner to the Fund. Each participating utility authority shall select either a member of its governing body or one of its employees; and

WHEREAS pursuant to Article III, Par. 2(c) of the By-Laws the term of office for an employee / commissioner is as follows:

Commissioners who are employees of the appointing utility authority shall hold office at the discretion of the utility authority and can be removed by the utility authority at any time without cause.

BE IT HEREBY RESOLVED:

1. The MSA hereby appoints Director James Schilling as its Commissioner to the New Jersey Utility Authorities Joint Insurance Fund effective March 22, 2018. Director Schilling is an employee of the Musconetcong Sewerage Authority.
2. The term of office shall be until such time as he is replaced by the MSA.
3. A copy of this Resolution shall be transmitted to the JIF for their records.

Mr. Schwab asked about the low bidder for Contract #270 and the equipment specified. Mr. Schilling indicated that the representative for GMH Associates is also a sales rep for a drive called DBS drives that are in the Passaic Valley Coop. The MSA specified Ovivo drives in the bid documents. GMH provided a bid for the Ovivo drives as specified, but they also entered an alternate bid for the DBS drives for less money. The MSA is not considering the alternate bid for DBS drives.

Resolution No. 18-19 Authorizing was moved by Mr. Sylvester, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

RESOLUTION NO. 18-19
Resolution of the Musconetcong Sewerage Authority
Awarding Contract No. 270 for Sludge Thickener Drives Replacement
to GMH Associates of America, Inc.

WHEREAS, on March 15, 2018 the Musconetcong Sewerage Authority ("MSA") received bids for Contract No. 270 for Sludge Thickener Drives Replacement in accordance Project Specifications dated February, 2018; and

WHEREAS, the following bids were received:

<u>Contractor</u>	<u>Bid Price</u>
1. JEV Construction LLC 16 West Main Street Clinton, NJ 08809	\$227,600.00
2. Rapid Pump & Meter Service Co, Inc. 285 Straight Street Paterson, NJ 07509	\$189,780.00
3. GMH Associates of America, Inc. 5 Chelton Way, Building 15 Trenton, NJ 08638	\$179,999.99

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

6. GMH Associates of America, Inc. (hereinafter "GMH") submitted the lowest bid for the contract, which bid is in the amount of \$179,999.99.
7. GMH complied with the following requirements of the Project Specifications:
 - a. Bid Guarantee
 - b. Certificate from Surety Company
 - c. Statement of Corporate Ownership
 - d. List of Subcontractors
 - e. Bid Price
 - f. Affirmative Action Requirements
 - g. New Jersey Business Registration
 - h. Non-Collusion Statement
 - i. Disclosure of Investment Activity in Iran
 - j. Certification of Bidder's Status on State Treasurer's List; and
 - k. Resolution Authorizing Bid.
8. GMH is the lowest responsible bidder.
9. The Treasurer of the Musconetcong Sewerage Authority has certified that funds are available;
10. The Commissioners of the Authority believe that it is in the best interest of the Authority to accept the bid of GMH to perform the labor and provide the materials for Sludge Thickener Drives Replacement in accordance with the Project Specifications.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Contract No. 270 for Sludge Thickener Drives Replacement be awarded to GMH Associates of America, Inc. and be it

FURTHER RESOLVED, that James Schilling as Director or Steven Rattner as Chairman is hereby authorized to award the Contract to GMH on behalf of the Musconetcong Sewerage Authority.

Mr. McNeilly discussed issues in Stanhope regarding peaks of high flows. He explained some of Stanhope's past concerns, along with inspections, televiewing and repairs performed. He talked about a telemetry sewer flow meter system that is being utilized to capture data. He asked if Mr. Schilling could look into the issue further regarding the peak flow to see where the problem is coming from. Mr. Schilling explained about the meter calibrations for the Authority. He explained that the problem is from infiltration and inflow. He discussed the total monthly gallonage for the plant and made comparisons in conjunction with the rainfall amounts. He noted that all the towns are being affected by the rainfall amounts. Mr. McNeilly noted the flows have to be coming from somewhere and that is what the Borough is trying to find out.

The commissioners discussed the high flows compared to the rainfalls, along with past experiences. Mr. Schilling indicated that the MSA is reviewing past data to see where the peak flows in Stanhope could be coming from.

Mrs. Michetti asked Mr. Schilling when the annual report for unmetered flow adjustment for Roxbury Township and Mount Arlington would be needed for MSA billing and auditing purposes. The 2017 audit services were briefly discussed. Due to the passing of Vinny Montanino, RMA, the MSA would be using a new Auditor from his firm, Mr. Paul Cuva, to conduct the 2017 Audit. Mr. Schilling would find out when the unmetered flow adjustments report would be needed from Roxbury Township.

Mr. Wancho left the meeting at 8:55 PM.

Motion made by Mrs. Michetti, seconded by Mr. Schindelar and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:56 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 negotiations are complete and it is deemed to be in the public interest.

Motion to reopen the meeting to the public at 9:24 PM was offered by Mr. Schindelar, seconded by Mr. McNeilly and the affirmative vote of members present.

No action was taken during the closed session. The matter would be carried until next month. Rice notices will need to be resent to Mr. Schilling and Ms. Grebe. Mr. Sylvester asked that Mr. Schilling prepare an outline for the commissioners explaining what is needed to obtain the UST License and how many tanks the MSA currently has.

Motion made by Mr. Schindelar, seconded by Mr. Sylvester and the affirmative vote of members present, Chairman Rattner adjourned the meeting at 9:25 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant