

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: James Benson, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Richard Schindelar, Elmer Still, John Sylvester

MEMBERS ABSENT: Thomas Bruno, Andrew Cangiano, Joseph Schwab,

OTHERS PRESENT: Patrick Dwyer Esq., James Wancho PE, Debbie Palma QPA, James Schilling MSA Director, Marvin Joss Administrative

Chairman Rattner opened and closed the meeting to the public.

The regular meeting minutes of March 28, 2019 were approved on a motion offered by Mr. Sylvester, seconded by Mr. Still. Roll Call:

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

The regular meeting minutes of April 25, 2019 were approved on a motion offered by Mr. Still, seconded by Mr. Grogan and the affirmative roll call vote of members present.

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

The closed session minutes of April 25, 2019 were approved on a motion offered by Mr. Still, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

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

The Expenditures/Treasurer's Report of MAY 2019 was accepted on a motion offered by Mr. McNeilly, seconded by Mr. Still and the affirmative roll call vote of members present.

Treasurer's Report- MAY 2019
Operating Account

Musconetcong Sewerage Authority
Balance Sheet
As of May 20, 2019

	May 20, 19
ASSETS	
Current Assets	
Checking/Savings	
Operating Acct TD Bank	1,598,207.19
Payroll Account TD Bank 2014	2,923.30
Capital Improvement TD Bank	552,568.17
Escrow Account TD Bank	8,722.99
Renewal & Replacement TD Bank	435,476.97
Petty Cash	150.00
Total Checking/Savings	2,598,048.62
Total Current Assets	2,598,048.62
Fixed Assets	
Construction in Progress	140,812.54
Accumulated Depreciation	-34,578,211.27
Capital Assets, Depreciated	60,341,541.86
Land	505,700.00
Total Fixed Assets	26,409,843.13
Other Assets	
Def. Pension Outflows	755,406.00
Total Other Assets	755,406.00
TOTAL ASSETS	29,763,297.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Payroll Liabilities	10,364.37
Escrow Deposits Payable	
QuickChek Roxbury	210.00
700 International Drive	315.00
Woodmont Park at Roxbury	139.80
Waterloo Valley Road Sewer Ext.	100.75
Villages at Roxbury	-585.00
Progressive Properties	-6.60
NJFTZ - Active Adult Community	-450.00
ITC East WQMP Amendment	397.90
Hopatcong State Park WQMP Amend	1,245.00
Fratelli Beretta Facility ITC	300.00
Crownpoint Multifamily Project	1,064.50
Byram-Stanhope Sewer Agreement	126.80
Mount Olive Mews	1,300.00
Pub 199a	707.50
RD Management WQMP	2,191.00
Escrow Deposits Payable - Other	5,561.49
Total Escrow Deposits Payable	12,618.14
Compensated Absenses Payable	50,613.64
Accrued Interest Payable	45,350.00
Accounts Payable - Pension	96,458.00
Accrued Liabilities	8,511.00
Total Other Current Liabilities	223,915.15

Musconetcong Sewerage Authority
Balance Sheet
As of May 20, 2019

	May 20, 19
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	30,600.00
Def. Pension Inflows	486,521.00
Total Def. Inflows of Resources	517,121.00
Total Long Term Liabilities	6,971,757.38
Total Liabilities	7,195,672.53
Equity	
Net Investment in Capital Asset	22,348,403.00
Restricted	
Current Debt Service	81,956.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
Contract 310 Phase III Air Pemt	2,542.17
Contract 305 NJIB Application	14,339.83
Contract 300 Influent Screening	118,489.79
Contract 295 Tertiary Trtmt	445,014.00
B-29 Capital Improvements - Other	979.31
Total B-29 Capital Improvements	581,365.10
B-30 Renewal and Replacement	
Contract 320 #3 & 4 Drive Units	8,700.00
Contract 315 Sludge Pumps Eval	2,673.00
B-30 Renewal and Replacement - Other	683,735.49
Total B-30 Renewal and Replacement	695,108.49
Operations	50,000.00
Total Restricted	1,458,429.59
Unrestricted	
Designated	101,880.00
Undesignated	-1,766,673.71
Total Unrestricted	-1,664,793.71
32000 - Retained Earnings	147,616.41
Net Income	277,969.93
Total Equity	22,567,625.22
TOTAL LIABILITIES & EQUITY	29,763,297.76

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

Musconetcong Sewerage Authority
Monthly Bill List
MAY 2019

12:14 PM
05/20/2019

	Memo	Split	Amount
Accurate Waste Removal Services	March sludge hauling	B-26 · Sludge Disposal	-38,020.50
ADP, Inc.	Payroll service 3/22, 4/19, 5/03	B-2 · Administrative-OE	-922.43
American Aquatic Testing, Inc	7 day chronic bioassay testing	B-25 · Laboratory Fees	-950.00
American Wear	Invoices for 4/30 and 5/7	-SPLIT-	-271.88
Aqua Pro-Tech Laboratories	Lab testing Jan 10	B-25 · Laboratory Fees	-82.40
	Lab testing April 4-24	B-25 · Laboratory Fees	-345.05
atlantic Switch & Gear	Generators preventive maintenance	B-19 · Maintenance/Repairs	-1,113.75
Barbato, E. Vincent	RTT mileage to PSI for training May 15, 16	B-28 · Education/Training	-89.32
Cintas First Aid & Safety	Cabinet restock	20000 · Accounts Payable	-90.43
Cleary Giacobbe Altieri Jacobs	Legal Services	B-3 · Legal	-6,002.50
Communication Systems, Inc.	Phone system support	B-15 · Telephone	-437.50
Constellation New Energy Inc.	Main Plant May 10 bill	B-16 · Electric	-18,395.77
DeFazio, Keith	JIF seminar-Chlorine safety	B-28 · Education/Training	-129.92
Ferraioli, Wielkocz, Cerullo & Cuva, PA	March services	B-4 · Audit	-701.06
Fisher Scientific	Lab supplies	B-25 · Laboratory Fees	-331.29
Horizon Tool & Mold, Inc.	Wheel assembly axles	B-19 · Maintenance/Repairs	-1,375.00
Lackawanna Computer Repair	purchase computer & Software/attend meeting	-SPLIT-	-1,699.00
Napa Auto Parts	Generator Battery	B-19 · Maintenance/Repairs	-214.43
Netcong Hardware Co.		B-19 · Maintenance/Repairs	-33.53
NJ American Water Co	Water bill 4/9 to 5/7 2019	B-31-External Service	-692.51
Nusbaum, Stein,Goldstein, etal	Qtrly retainer & April billings	B-3 · Legal	-3,469.00
Office Concepts Group			

	Memo	Split	Amount
	Office supplies	B-13 · Office	-830.18
One Call Concepts, Inc.			
	April services	B-2 · Administrative-OE	-66.64
Passaic Valley Sewerage Comm			
		B-26 · Sludge Disposal	-30,240.00
PS&S			
	Capital Imp Fund-Contract 300	B-29 · Capital Improvement	-6,800.52
	Review of Quick Chek TWA	QuickChek Roxbury	-170.00
	General Engineering Svcs	B-5 · Engineer	-3,325.16
	Capital Impr fund- Contract 305	B-29 · Capital Improvement	-2,262.50
	Capital Impr fund- Contract 315	B-29 · Capital Improvement	-2,787.96
Pumping Service, Inc.			
	pump 2 repairs	B-19 · Maintenance/Repairs	-1,765.20
	plumbing repairs	B-19 · Maintenance/Repairs	-5,475.00
Russell Reid			
	Vactor services PS #5 April 23rd	B-26 · Sludge Disposal	-4,551.25
State Industrial Products			
	Liquid weed killer & Fragrance burst	B-18 · Supplies/Chemicals	-2,972.38
USA Bluebook			
	1100 gallon tank	B-19 · Maintenance/Repairs	-2,155.25
USALCO			
	DelPac 1525	B-18 · Supplies/Chemicals	-5,808.24
		20000 · Accounts Payable	-17,422.04
Verizon			
	Phone & internet service	B-15 · Telephone	-855.04
Verizon Communications			
	Internet service	B-15 · Telephone	-181.55
Verizon Wireless			
	cell phone service	B-15 · Telephone	-225.18
Water Environmental Federation			
	membership for McNeilly & Grogan	B-28 · Education/Training	-344.00
Wex Bank			
	Shell Fleet Plus- May 6 Stmt	B-17 · Propane/Fuel Oil	-346.79
Payroll May 3, 2019			-29,482.01
Payroll May 17, 2019			-28,970.30
NJSHBP			-14,098.62
	TOTAL PAID.....		-193,433.96

The following **correspondence** for the month of MAY was received and filed on a motion offered by Mr. Pucilowski, seconded by Mr. Still and the affirmative vote of members present.

- A. 5/15/19 - United Site Services letter- Request for Assignment of Contract from Accurate Waste Systems, Inc. to Russell Reid Waste Hauling and Disposal Service Co, Inc. - SH-18
- B. 5/06/19 - Environmental Technology Inc. - Application for Freshwater Wetlands Letter of Interpretation - Line Verification
- C. 5/15/19 - NJDEP - Notice of Administrative Incompleteness, Treatment Works Approval Application No 19-0192
- D. 5/16/19 – Treatment Works Approval No. 19-0096, Port Morris Pump Station Stanhope Borough, Sussex County
- E. 5/20/10 (email) – ADP notice of Equal Employment Opportunity requirements

Discussion regarding assignment of contract SH-18 from AWS to Russell Reid.
A.W.S. dissolution process and meeting the SH-18 contract period.
Sludge hauling pricing and market conditions.
Recommendation to assign SH-18 to Russell Reid upon submission of required documentation.
Counsel updated Board Members regarding conversations and directives to United Site Services.
Chairman Rattner pointed out SH-18 contract assignment language.

Chairman Rattner inquired about the letter of Administrative Incompleteness for the TWA.

Monthly Reports:

Mr. Schilling asked the commissioners if there were any questions regarding his monthly report. Commissioner Pucilowski mentioned that the PVSC Co-Op is in good standing.

Director updated the Commissioners regarding the PVSC contracts and renewals.

Six (6) of the twenty-five (25) pumps needed plant wide have been procured through the Operating Budget. The remaining nineteen (19) pumps may be procured through the NJ I Bank loan utilizing the PVSC Co-Op upon majority vote by members of the Board..

Verizon internet and phone issues being addressed.

Mt. Arlington Blvd water main service. Avoid area if possible.

Upgrade QuickBooks Pro 2016 to 2019 version.

Paying the Annual Permit on line and reflect on the June Pending Vouchers.

Director informed the Board Members that he had listened to the March Meeting minutes and documented the issues.

- Plant Pumps procurement & installation
- Plant #2 Primary Clarifiers.
- Capital Reserve Funds

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

Mr. Wancho asked the commissioners if they had any questions regarding his monthly report.

Commissioner Pucilowski asked about the Air Permit status.

Mr. Wancho informed the Board that there is no new information at this time.

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

New Business:

RESOLUTION NO. 19-35

Resolution of the Musconetcong Sewerage Authority
Authorizing the Execution of a Cash Management Master Agreement With TD Bank

RESOLUTION NO. 19-36

Resolution of the Musconetcong Sewerage Authority
Authorizing the Hiring of Shane Quinn as an Operator

RESOLUTION NO. 19-37

Resolution of the Musconetcong Sewerage Authority
Awarding a Contract to GMH Associates of America, Inc.
To Supply and Install Two (2) S25-AE Bridge Mounted Drive Units on
Primary Clarifiers #3 and #4

RESOLUTION NO. 19-38

Resolution of the Musconetcong Sewerage Authority ("MSA")
Authorizing the Director to Receive Sealed Proposals for
Contract USLS-19 Uniform Supply Services as Described in the Technical
Specifications on July 23, 2019 at 10:00 a.m. in the Office of the MSA's
Water Pollution Control Facility

NUSBAUM, STEIN, GOLDSTEIN, BRONSTEIN & KRON

LEWIS STEIN
RONALD W. BRONSTEIN
PATRICIA E. ROCHE[□]
ROBERT D. KOBIN[□]
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LARRY I. KRON (1968-2014)

CERTIFIED BY THE SUPREME COURT
OF NEW JERSEY AS A
□Matrimonial Law Attorney
^Workers' Compensation Law Attorney
×Civil Trial Attorney

May 20, 2019

VIA EMAIL: sean.mcdowell@unitedsiteservices.com

Mr. Sean McDowell
United Site Services
118 Flanders Road
Westborough, MA 01581

Re: Musconetcong Sewerage Authority
Contract No. SH-18 (Sludge Hauling)

Dear Mr. McDowell:

This firm represents the Musconetcong Sewerage Authority ("MSA"). We are in receipt of your letter dated May 15, 2019 requesting permission for Accurate Waste Systems, Inc. to assign the above referenced contract to Russell Reid Waste Hauling and Disposal Service Co., Inc.

Please note that your request will be placed on the agenda for the next meeting of the Authority which will occur on Thursday May 23, 2019 at 7:30 p.m.

As per your communications with James Schilling the Authority is already receiving invoices from Russell Reid. Please note that these invoices cannot be processed as only Accurate Waste Systems, Inc. is authorized to provide sludge hauling services at this time.

Very truly yours,

Nusbaum, Stein, Goldstein, Bronstein & Kron

By: _____
Patrick J. Dwyer, Esq.

PJD/bmbs
c: Musconetcong Sewerage Authority

Chairman Rattner updated the Board Members regarding the TD Bank Cash Management Platform. Resolution # 19-35

The Chairman stated that the Board will have to appoint an Administrator.

The Chairman pointed out that Counsel reviewed the contract and both felt it was one sided but agreed the exposure was acceptable.

Counsel pointed out that the Director and Administrator had sixty (60) days to report back to the Board regarding the new program.

Chairman Rattner discussed the Administrator role- access, assignments of levels, rights, security tokens and online functions.

Chairman Rattner pointed out that the extra service costs will be offset and cost neutral due the increased earning credits.

Chairman Rattner recommended Commissioner Joseph Schwab (Secretary / Treasurer) be appointed as Administrator of the TD Bank Platform.

- Motion was made to appoint Commissioner Joseph Schwab as the Administrator by Chairman Rattner and affirmative vote.

Resolution #19-37 discussions regarding the project and funding.

Commissioner Pucilowski asked if the Secretary / Treasurer reviewed the Funding.

The Director updated the Board Members of the current funding levels and future recovery considerations thru the NJ I Bank process.

Commissioner asked about the 15% savings regarding approving both drives and mobilization costs.

The Director recommended approving resolution # 19-37.

There were healthy discussions regarding current, short term and long-term finances.

Mr. Wancho outlined potentially when the MSA could begin recovering money previously spent thru the NJ I Bank process.

Chairman Rattner made a motion to assign the SH-18 contract from A.W.S. to Russell Reid. Commissioner Pucilowski and Schindelar pointed out the contract documents required to fulfill the contract.

Healthy discussions regarding insurance, indemnification, contract requirements.

Counsel recited the "motion" of assignment of SH-18, seconded by Commissioner Schindelar. Affirmative roll call.

Closed Session:

Motion made by Mr. McNeilly, seconded by Mr. Pucilowski and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:36 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 negotiations are complete.

Open Session:

Motion to reopen the meeting to the public at 9:03 PM was offered by Mr. McNeilly, seconded by Mr. Pucilowski and the affirmative vote of members present.

Adjournment:

Motion made by Mr. McNeilly, seconded by Mr. Sylvester and the affirmative vote of members present, Chairman Rattner adjourned the meeting at 9:06 PM.

Respectfully Submitted:



James Schilling
Director