

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY

Vice 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: Thomas Bruno, Andrew Cangiano, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Richard Schindelar, Joseph Schwab, Elmer Still, John Sylvester

MEMBERS ABSENT: James Benson, Steven Rattner

OTHERS PRESENT: Patrick Dwyer Esq., James Wancho PE, James Schilling MSA Director, Sandra Smith PE of PS&S, Susan Grebe Administrative Assistant

Vice Chairman Sylvester opened and closed the meeting to the public.

Sandra Smith, PE of PS&S was in attendance to give a presentation regarding NJ I Bank (NJIB) application procedures and requirements. Mr. Wancho introduced Mrs. Smith. He noted that Mrs. Smith had extensive experience dealing with the NJ Environmental Infrastructure Trust, now known as the NJ I Bank, for the last 10 years. Mrs. Smith prepared a slide presentation for the commissioners to view. She explained that the presentation pertained to the basics of what is entailed in the clean water programs for the two proposed projects that were going to be discussed that evening. She identified the projects as the headworks improvements and replacement of tertiary screens. She explained about the objectives for clean water facilities through the NJIB financing program. She discussed the different loan options for the projects. Mrs. Smith also discussed timelines for submitting applications. Time schedules are very flexible. She advised that the first step should be a pre-planning meeting with the NJIB. The NJDEP will also be involved because they do the reviews for the NJIB. The MSA representative, Mr. Schilling, and the consulting engineer will have to explain the details of the projects. The required first step would be to create the project on H2 loans. Mrs. Smith noted that the projects will require a Level 1 environmental review and explained what is involved with a Level 1 environmental review. The next step would be the actual loan application with the plans, specifications and engineers estimate, which is done on H2 loans and uploaded on H2 loans. The specifications will have to comply with the NJDEP requirements for NJIB funding. Once the environmental review is complete, the NJDEP will issue the environmental decision document. Authorization will then be received to bid and award the project. When the Authority is ready for construction the short term loans will be closed and a long term loan can be obtained for up to 30 years. Mrs. Smith discussed the actual projects that the MSA will be submitting the application for, along with the different phases, costs, interest rates, total costs, and time frames. Interest rates were discussed further by the commissioners. Environmental requirements and concerns were also discussed. Mrs. Smith summarized the projects with handouts that she had prepared for the commissioners.

Mr. Schilling explained about the Authority's current debt service to the commissioners. He advised that it would be nice to wait to take a loan until the current debt service is paid down in 2022, but the projects being considered are too critical to hold off. He also noted that the Authority needs to invest smartly in capital infrastructure while stabilizing member town rates. The commissioners briefly discussed off-set savings upon the project completions. Mr. Schilling reiterated about the rag accumulation issues which would be resolved.

Time frames were briefly discussed. Mrs. Smith estimated that the completion time to prepare the design of both projects would be approximately 3 to 4 months. Construction could start in the spring. A TWA will be needed for the headworks improvement project, which will take about 90 days to obtain. She reiterated that a pre-planning meeting should be scheduled with the NJIB and NJDEP. The commissioners thanked Mrs. Smith for her very informative presentation.

The regular meeting minutes of August 23, 2018 were approved on a motion offered by Mr. Schwab, seconded by Mr. Bruno. Roll Call:

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

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

Treasurer's Report- September 1, 2018
Operating Account

Balance as of August 1, 2018: \$ 987,653.66

Receipts (August):		
	Hospitalization	2,218.70
	Municipal Revenue	119,367.40
	Keith DeFazio (dental reimbursement)	341.00
	Total Receipts:	<u>121,927.10</u>

Disbursements (August):

	\$2,527.00
Treasurer, State of NJ	\$2,527.00
NJSHBP (August Health Ins.)	\$13,688.06
Administrative Salaries	\$6,206.04
Operating Salaries	\$24,130.72
Unemployment	\$93.42
Social Security	\$2,258.24
Administrative Salaries	\$6,206.04
Operating Salaries	\$24,495.02
Unemployment	\$82.22
Social Security	\$2,286.12
Accurate Waste	\$24,640.00
ADP	\$442.53
American Wear	\$607.28
Aqua Pro-Tech Labs	\$255.00
Nicholas Barbato (dental & work boots)	\$483.40
Vince Barbato (work boots)	\$149.96
Blue Diamond Disposal	\$297.70
Cintas First Aid	\$111.45
Coburn Chemicals	\$7,604.30
Robert Colabella (work boots)	\$59.76
Constellation New Energy	\$27,215.17
D&V Landscaping	\$2,500.00
Daily Record	\$18.06
Keith DeFazio (mileage)	\$76.33
E&G Exterminators	\$230.00
Fisher Scientific	\$1,332.74
Grainger	\$3,321.40
Susan Grebe (mileage & petty cash)	\$76.90
Industrial Controls	\$3,078.00
JCP&L	\$22,310.61
Keller Welding	\$225.00
Kenvil Power Mower	\$60.96
Konecranes, Inc.	\$2,875.00
Lowe's	\$247.53
Maryland Biochemical	\$1,540.52
Netcong Hardware	\$50.37
NJ American Water	\$839.44
Nusbaum Stein	\$2,177.60
Office Concepts Group	\$559.96
One Call	\$76.25
PCS Pump	\$3,268.30
Polydyne	\$1,562.40
PS&S	\$4,668.92
James Schilling (mileage)	\$68.23
Service Experts	\$1,089.00
Shell Fleet	\$378.48
State Industrial Products	\$8,889.84
Suburban Consulting	\$5,000.00
Treasurer, State of NJ (PS#1 air pmt)	\$820.00
Treasurer, State of NJ (Barbato Lic.)	\$50.00
Treasurer, State of NJ (Schilling Lic.)	\$100.00
USA Blue Book	\$1,117.39
United Federated Systems	\$132.50
USALCO	\$17,283.31
Verizon	\$761.81
Verizon Communications	\$79.18
Verizon Wireless	\$225.20

Total Disbursements for August: \$ 230,930.66
 Balance as of September 1, 2018: \$ 878,650.10

RENEWAL & REPLACEMENT ACCOUNT

Balance as of August 1, 2018: \$ 420,065.26
 Receipts: 0.00
 Disbursements: 0.00
 Balance as of September 1, 2018: \$ 420,065.26

ESCROW ACCOUNT

Balance as of August 1, 2018: \$ 8,644.24
 Receipts: 0.00
 Disbursements: PS&S (Waterloo Rd. ESA waiver) 2,091.25
 Balance as of September 1, 2018: \$ 6,552.99

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of August 1, 2018: \$ 1,248,454.77
 Receipts: 0.00
 Disbursements: GMH Associates (Contracts #275) 35,645.41
 Nusbbaum Stein (Contracts #295, #285, #290, #280) 1,210.00
 PS&S (Contracts #285 & 295, Micro screens) 15,904.04
 Suburban Consulting (GIS Project) 3,192.50
 Balance as of September 1, 2018: \$ 1,192,502.82

ANALYSIS OF BALANCES:

Capital Improvement \$ 1,142,502.82
 Reserve for Retirement \$ 50,000.00

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

	2018	YEAR-TO-DATE		%
	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>REMAINING</u>
Admin - Salaries and Wages	\$165,000.00	\$114,039.84	\$50,960.16	30.88%
Trustee Admin Fees	\$20,000.00	\$15,030.00	\$4,970.00	24.85%
Administrative - Other Expenses	\$40,000.00	\$14,050.32	\$25,949.68	64.87%
Legal	\$30,000.00	\$13,856.30	\$16,143.70	53.81%
Audit	\$15,000.00	\$1,875.00	\$13,125.00	87.50%
Engineer	\$30,000.00	\$20,749.26	\$9,250.74	30.84%
Pension	\$100,000.00	\$1,363.00	\$98,637.00	98.64%
Social Security	\$65,500.00	\$43,597.17	\$21,902.83	33.44%
Unemployment	\$7,000.00	\$5,559.34	\$1,440.66	20.58%
Hospitalization	\$220,000.00	\$122,952.25	\$97,047.75	44.11%
Disability Insurance	\$10,000.00	\$4,816.88	\$5,183.12	51.83%
Operating - Salaries & Wages	\$684,500.00	\$444,581.81	\$239,918.19	35.05%
Reserve for Future Retirement	\$0.00	\$0.00	\$0.00	100.00%
Telephone	\$20,000.00	\$12,021.69	\$7,978.31	39.89%
Electric	\$482,500.00	\$218,206.42	\$264,293.58	54.78%
Propane/Fuel Oil/ Gasoline	\$29,000.00	\$12,775.75	\$16,224.25	55.95%
Supplies/Chemicals	\$170,000.00	\$144,588.63	\$25,411.37	14.95%
Laboratory Supplies	\$12,000.00	\$6,419.95	\$5,580.05	46.50%
Office	\$25,000.00	\$22,544.39	\$2,455.61	9.82%
External Services	\$70,000.00	\$41,802.41	\$28,197.59	40.28%
Education/Training	\$20,000.00	\$11,982.80	\$8,017.20	40.09%
Laboratory Fees	\$30,000.00	\$6,157.33	\$23,842.67	79.48%
Maintenance/Repairs	\$180,000.00	\$135,935.53	\$44,064.47	24.48%
Insurance	\$110,000.00	\$99,774.53	\$10,225.47	9.30%
NJDEP Fees	\$25,000.00	\$10,676.00	\$14,324.00	57.30%
Permit/Compliance Fees	\$5,000.00	\$27,524.79	-\$22,524.79	-450.50%
Equipment	\$60,000.00	\$56,514.72	\$3,485.28	5.81%
Sludge Removal	\$720,000.00	\$368,829.78	\$351,170.22	48.77%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$100,000.00	\$75,000.00	\$25,000.00	25.00%
Renewal and Replacement	\$300,000.00	\$225,000.00	\$75,000.00	25.00%
TOTAL	\$3,770,500.00	\$2,278,225.89	\$1,492,274.11	39.58%

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

CAPITAL IMPROVEMENT ACCOUNT:	
GMH Associates (Contract #270)	\$70,395.50
GMH Associates (Contract #275)	\$83,743.00
GMH Associates (Contract #285)	\$44,908.66
Nusbaum Stein	\$220.00
PS&S	\$29,197.89
Suburban Consulting Engineers	\$3,007.50
OPERATING ACCOUNT:	
Accurate Waste Services	\$25,760.00
Adapco	\$5,372.55
ADP	\$443.19
Scott Allen (mileage)	\$81.42
American Wear	\$759.10
Aqua Pro-Tech Labs	\$2,115.00
Vince Barbato (dental reimbursement)	\$200.00
Blue Diamond Disposai	\$297.70
Bio Triad (odor control)	\$10,650.00
Anthony Chaaya (disability reimbursement)	\$64.03
Cintas First Aid	\$203.25
Coburn Chemicals	\$7,606.53
Robert Colabella (dental reimb)	\$465.30
Constellation New Energy	\$14,829.02
Daily Record	\$129.17
Keith DeFazio (License reimbursement)	\$50.00
EAW Security	\$767.72
Environmental Resource Associates	\$137.72
Ferraioli, Wielkotz, Cerullo & Cuva	\$2,000.00
Fisher Scientific	\$121.51
Frank's Trattoria	\$190.49
GMH Associates	\$2,350.00
Grainger	\$162.01
Susan Grebe (petty cash, mileage & disability reimb)	\$167.64
JCP&L (main plant & pump stations)	\$9,777.15
Corey Jozowski (dental, mileage & disability reimb)	\$1,110.31
Lowes	\$320.40
MSA Payroll 8/24/18	\$31,960.05
MSA Payroll 9/7/18	\$38,396.51
MSA Payroll 9/21/18	\$32,086.35
Netcong Hardware	\$142.70
NJ American Water	\$804.26
NJ Bureau of Fire Code	\$256.01
NJSHBP	\$13,688.06
Nusbaum Stein	\$754.60
Office Concepts Group	\$685.03
One Call	\$53.75
Passaic Valley Sewerage Commission	\$62,510.00
PS&S	\$9,804.35
Roxbury Township Water Department	\$134.94
James Schilling (mileage & dental reimbursement)	\$145.96
Shell Fleet	\$417.69
Sign Connection	\$640.00
SK Paper Shred	\$220.00
Staples	\$166.98
Tractor Supply Store	\$199.99
Tritec Office Equipment	\$71.61
Unum Life Insurance	\$1,464.35
Verizon	\$861.31
Verizon Communications	\$68.22
Verizon Wireless	\$225.20
WEF	\$172.00

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

- A. 8/9/18 USEPA – Compliance Evaluation Inspection conducted on June 27th
- B. 8/20/18 USEPA – Waterloo Valley Road ESA Special Grant Condition Waiver
- C. 9/18/18 Robert Beinfield – NJIB Financing – Influent Screens and Effluent Screens Project

Mr. Schilling asked the commissioners if there were any questions regarding his monthly report.

Mr. Schilling reported that during the sandblasting work, Gravity Thickener #3 influent-stilling well lost a lot more metal than anticipated. Based on a review of the repair versus replacement costs he recommended that the stilling well be replaced rather than repaired. The purchase and installation will be a standard public purchasing contract. Since the Authority obtained multiple proposals the work is not considered as a change order.

Mr. Schilling also updated the commissioners on the report received from the EPA regarding their inspection conducted on June 27th. There were no complaints or violations in the EPA report, but they did make recommendations in the report. A copy of his response was included with his monthly report.

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

Mr. Wancho summarized the status of the NOV and air permitting application submittal to the NJDEP. PS&S was able to get an extension from the NJDEP for the air permit until October 23rd. The permit will be revised based on the air sampling and modeling that was currently being scheduled.

Mr. Wancho also reported on the sludge thickener drive replacements. Thickener #2 has been completed. Work on Thickener #3 began on September 4th and they discovered the issue with the influent well as discussed earlier by Mr. Schilling. Primary Clarifier Drive Unit #1 has been completed. Primary Clarifier Drive Unit #2 has been delivered and will be installed after work on Thickener #3 is completed.

Mr. Wancho also updated the commissioners on the tertiary treatment and micro screen replacement projects. PS&S will be making a submittal to the Director in October for the 30% design phase.

Mr. Wancho also reported that PS&S has been assisting on the application to the NJIB. PS&S also assisted with getting an air permit for the emergency generator at Pump Station #1.

Mr. Pucilowski asked about an alternative solution to the headworks project. Mr. Wancho explained that after reviewing the flow distribution operations for the three plants at the facility, based on PS&S's evaluation, there is a simpler way to distribute the flows to each of the plants. The change is related to the concept of incorporating new flow distribution into the headworks design. Mr. Wancho discussed how the design would work. Hours for construction inspections of the project were also discussed. Mr. Wancho indicated that PS&S inspectors would be there on a regular basis to inspect the contractor's work. They would not be at the site on a constant basis unless there was an issue or concern.

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

Mr. Schwab reported that a Finance Committee meeting is to be scheduled to review the preliminary 2019 Budget numbers submitted by Mr. Schilling. After the meeting is held, the preliminary budget will be distributed to all the commissioners for their review and approval at the October 25th meeting. There will be a slight increase to the budget this year due to the aging of the plant. The 2% cap was tabled for 2019 and will probably take place in 2020.

Resolution No. 18-42, Awarding a Contract to PS&S for Engineering Services in Connection with an Application to the NJIB Financing Program, was moved by Mr. Pucilowski, seconded by Mr. Schwab and the affirmative roll call vote of members present.

RESOLUTION NO. 18-42

Resolution of the Musconetcong Sewerage Authority Awarding Contract for Professional Services to Paulus, Sokolowski & Sartor, LLC ("PS&S") for Engineering Services in Connection with an Application for Financing from the NJ I-Bank Financing Program f/k/a NJ Environmental Infrastructure Financing Program

WHEREAS, the Musconetcong Sewerage Authority ("MSA") requires consulting engineering services in connection with an application for financing for capital improvements, namely, a new headworks/screen facility and the replacement of existing micro-strainers; and

WHEREAS, in order to fund said improvements MSA shall apply for financing through the NJ I-Bank f/k/a the NJ Environmental Infrastructure Financing Program; and

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 August 14, 2018 to render certain professional services in connection with the application for funding and will work to obtain the Environmental Decision Document, approval of the design documents from NJDEP and NJ I-Bank, and obtain approval for bid. PS&S will assemble and submit the required documentation for same; 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 28 hours on Project Management, and 120 hours on NJ I-Bank Application / Coordination, with \$650 in expenses. The Total Estimated Fee is \$19,000.00; 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 an application for funding from NJ I-Bank f/k/a NJ Environmental Infrastructure Financing program for a new headworks/screen facility and for replacement of existing micro-strainers in an amount not to exceed \$19,000.00 consisting of NJ I-Bank Application / Coordination in the amount of \$14,250.00 and Project Management in the amount of \$4,100.00, and expenses in the amount of \$650.00, pursuant to the proposal from PS&S dated August 14, 2018; and be it

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

FURTHER RESOLVED that PS&S shall not submit any applications, forms or material to the NJ I-Bank without the prior review and approval by the Commissioners or their designated committee; and

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 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.

Mr. Schwab suggested that all phases for the new headworks facility listed in Resolution No. 18-44 should not be approved at this time. Only design and bid phases should be considered. Mr. Wancho explained that when the engineer's proposal is submitted to the Trust it may not be acceptable if the proposal is submitted in separate phases broken apart. The commissioners decided that all phases should be approved at this time.

Resolution No. 18-44, Awarding a Contract to PS&S for Design Phase, Bid Phase and Construction Phase Services for a New Headworks Facility, was moved by Mr. Bruno, seconded by Mr. Schindelar and the affirmative roll call vote of members present.

RESOLUTION NO. 18-44
Resolution of the Musconetcong Sewerage Authority ("MSA")
Awarding Contract for Professional Engineering Services to
Paulus, Sokolowski & Sartor, LLC ("PS&S") in Connection
with Design Phase, Bid Phase and Construction Phase
Services for a New Headworks Facility

WHEREAS, the Musconetcong Sewerage Authority requires consulting engineering services in connection with the design, bid and construction phases of a new headworks facility to be installed at the MSA treatment plant; and

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 July 18, 2018 and revised on September 17, 2018 to render certain professional engineering services for the design, bid and construction phases of the project; 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 as follows:

Design Phase Services	\$108,900.00
Bid Phase Services	\$ 11,295.00
Construction Phase Services	\$134,445.00
ODC's	<u>\$ 14,500.00</u>
Total	\$269,140.00

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 design, bid and construction phases of a new headworks facility, in an amount not to exceed \$108,900 for the design phase, \$11,295 for the bid phase, \$134,445 for the construction phase and \$14,500 for other direct costs, pursuant to the proposal from PS&S dated July 18, 2018 last revised September 17, 2018; and be it

FURTHER RESOLVED that the above amounts 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 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.

Resolution No. 18-45, Awarding a Contract to GMH Associates for Installation of the Still Well for Gravity Thickener #3, was moved by Mr. Schwab, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

RESOLUTION NO. 18-45

**Resolution of the Musconetcong Sewerage Authority
Awarding a Contract to GMH Associates of America, Inc.
for Installation of the Still Well for Gravity Thickener #3**

WHEREAS the Musconetcong Sewerage Authority ("MSA") has identified a need to replace the Still Well for Gravity Thickener #3; and

WHEREAS during recent sandblasting to recoat the Still Well it was discovered that it has serious and excessive erosion; and

WHEREAS GMH has provided a Quote (Quote #Q18188TR2) dated September 11, 2018 to provide such services to MSA in the amount of \$14,500.00; and

WHEREAS MSA has obtained a quote from JEV Construction dated September 21, 2018 to provide such services in the amount of \$28,500.00; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Director is hereby authorized to award a contract to GMH for removal and replacement of the Still Well for Gravity Thickener #3;

FURTHER RESOLVED, that the amount of the contract shall not exceed \$14,500.00 without further approval from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that the Treasurer has certified that funds are available to perform this contract; and be it

FURTHER RESOLVED that GMH shall execute MSA's Site Access Agreement; prior to entering MSA's facility; and be it

FURTHER RESOLVED, that James Schilling, as Director, is hereby authorized to execute the contract and take such other actions as are necessary to complete said purchase and services on behalf of the Musconetcong Sewerage Authority.

Vice Chairman Sylvester noted that Resolution 18-46 was added to the agenda late that day after the final agenda was distributed. Copies were distributed at the meeting. Mr. Schilling briefly explained the need to revise the Employee Policies and Procedures Manual as required by the MEL JIF.

Resolution No. 18-46, Adopting a Revised Employee Policies and Procedures Manual and Authorizing Submission of the 2019-2020 MEL Employment Practices Risk Control Update Checklist, was moved by Mr. McNeilly, seconded by Mr. Schindelar and the affirmative roll call vote of members present.

RESOLUTION NO. 18-46

**Resolution of the Musconetcong Sewerage Authority
Adopting a Revised Employee Policies and Procedures Manual and
Authorizing Submission of the 2019-2020 MEL Employment Practices
Risk Control Update Checklist**

WHEREAS, the Musconetcong Sewerage Authority ("MSA") is a member of the Municipal Excess Liability Joint Insurance Fund ("MEL JIF"); and

WHEREAS members of MEL JIF who adopt model employment practices risk control programs are eligible for lower deductibles; and

WHEREAS MSA has updated its Personnel Policies and Procedures Manual to include the most recent revisions from MEL JIF; and

WHEREAS MSA has also undertaken the required elements for the lower deductible incentive program; and

WHEREAS, the Commissioners of the Musconetcong Sewerage Authority desire to adopt said revised Manual;

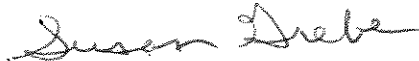
NOW BE IT RESOLVED AS FOLLOWS:

1. The Musconetcong Sewerage Authority hereby adopts the Personnel Policies and Procedures Manual as revised through August 9, 2018 (attached).
2. The MSA has undertaken all of the required elements to qualify for the deductible incentives as outlined in the Memorandum from MEL JIF Executive Director David N. Grubb and hereby authorizes its General Counsel to execute the 2019-2020 MEL Employment Practices Risk Control Update Checklist.

Resolutions to be considered for the October 25th meeting were briefly discussed, which included the renewal of the PVSC contract and authorization to received bids for Polymer. Mrs. Michetti mentioned that the Del Pak will be listed under the Morris County Coop contract.

Motion made by Mr. Still, seconded by Mr. Grogan and the affirmative vote of members present, Vice Chairman Sylvester adjourned the meeting at 8:43 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant