

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
January 27, 2022

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY 110 CONTINENTAL DRIVE BUDD LAKE, NJ 07828

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: Andrew Cangiano, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Thomas Romano, Richard Schindelar, Elmer Still

Members Absent: James Benson, Michael Grogan, Joseph Schwab, Jack Sylvester

Others Present: Pat Dwyer - Esq., James Schilling - MSA Director, Jilliam Martucci - Administrative, Jim Wancho - PE, Tom Carroll - QPA, Frank Covelli

Attendance Roll Call:

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

Date/Time Call to Order: Thursday January 27, 2022 - 7:30PM

Others Present: Tom Carroll, Frank Covelli Patrick Dwyer, Jim Wancho, James Schilling, Jilliam Martucci

Motion / Resolution	Benson	Cangiano	Grogan	McNeilly	Michetti	Pucilowski	Rattner	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Absent	Present	Absent	Present	Present	Present	Present	Present	Present	Absent	Present	Absent
Regular Meeting Minutes: December 16, 2021	Absent	Yes	Absent	Yes	Yes	Motion Yes	Yes	Yes	Second Yes	Absent	Yes	Absent
2021 Budget vs Actual	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Motion Yes	Second Yes	Absent	Yes	Absent
December 31, 2021 Balance Sheet	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Motion Yes	Second Yes	Absent	Yes	Absent
ROLL CALL												
Pending Vouchers; January 20, 2022	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Motion Yes	Second Yes	Absent	Yes	Absent
ROLL CALL												
Correspondence All IN FAVOR	Absent	Yes	Absent	Motion Yes	Yes	Yes	Yes	Yes	Second Yes	Absent	Yes	Absent
Directors Report, Maintenance & Repairs January, 2022	Absent	Second Aye	Absent	Aye	Motion Aye	Aye	Aye	Aye	Aye	Absent	Aye	Absent
Flow Data - Dec, 2021												
ROLL CALL												
Engineers Report- January, 2022	Absent	Aye	Absent	Aye	Aye	Aye	Aye	Motion Aye	Second Aye	Absent	Aye	Absent
ALL IN FAVOR												
New Business:												
Resolution # 22-01	Absent	Yes	Absent	Yes	Yes	Motion Yes	Yes	Yes	Second Yes	Absent	Yes	Absent
ROLL CALL												
Resolution # 22-02	Absent	Yes	Absent	Motion Yes	Yes	Yes	Yes	Yes	Second Yes	Absent	Yes	Absent
ROLL CALL												
Resolution # 22-03	Absent	Yes	Absent	Yes	Yes	Second Yes	Yes	Motion Yes	Yes	Absent	Yes	Absent
ROLL CALL												
Resolution # 22-04	Absent	Yes	Absent	Yes	Motion Yes	Second Yes	Yes	Yes	Yes	Absent	Yes	Absent
ROLL CALL												
Old Business:												
Closed Session: 08:27 pm	Absent	Aye	Absent	Aye	Aye	Aye	Second Aye	Aye	Motion Aye	Absent	Aye	Absent
ALL IN FAVOR												
Open Session: 08:34 pm	Absent	Aye	Absent	Aye	Aye	Aye	Aye	Motion Aye	Second Aye	Absent	Aye	Absent
ALL IN FAVOR												
Adjournment 08:35 pm	Absent	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Second Aye	Absent	Motion Aye	Absent
ALL IN FAVOR												

Chairman Rattner opened the meeting to the public at 07:33pm

- Mr. Schilling introduced Mr. Frank Covelli for consideration as a Risk Management Consultant at the 2022 Re-Organization Meeting on 02.24.2022.
 - Mr. Covelli of Professional Insurance Associates introduced himself and spoke in detail on their firm and the services they offer as well as what services his company can offer to the MSA.
 - Mr. Schilling asked Mr. Covelli to share with the Board that he is a Commissioner on a Board.
 - Mr. Covelli shared details that he is the Chairman Wanaque Valley Regional Sewerage Authority, Passaic County, NJ.
 - Mr. Pucilowski asked if it was shared why we are looking for a new firm, Mr. Covelli advised that Mr. Schilling expressed a need for a more involved firm.
 - Mr. McNeilly stated that he has known Mr. Covelli for many years and he would be an asset to the MSA.
 - Chairman Rattner stated that we are looking for someone to help us along.
 - Mr. Covelli signed off at 07:46pm

Chairman Rattner closed the meeting to the public 07:46pm

The “Regular” meeting minutes of December 16, 2021 accepted on a motion offered by Mr. Pucilowski, seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call Vote:

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

Comments:

- None

The Financial Reports for 2021 were accepted on a motion offered by Mr. Romano, seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call Vote:

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

Comments:

- Mr. Pucilowski asked the over budget items will be handled through the Operating Budget
 - Chairman Rattner advised these details are under the Directors Report. Further commended the handling of the budget during such a tough year.
 - Mr. Schilling advised that he plans to correspond with Finance Committee to perform some budget transfers as they have been done in the past.

Financial Reports – 2021

11:53 AM

01/20/22

Accrual Basis

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	17,042.51			
trustee passdown	5,617,750.08			
Total Income	5,634,792.59			
Gross Profit	5,634,792.59			
Expense				
66900 · Reconciliation Discrepancies	-276.54			
Personnel Services				
B-1 · Administrative-S&W	156,068.18	171,640.00	-15,571.82	90.9%
B-14 · Operating-S&W	629,512.49	668,000.00	-38,487.51	94.2%
Total Personnel Services	785,580.67	839,640.00	-54,059.33	93.6%
Employee Benefits				
B-9 · Pension	96,343.08	105,000.00	-8,656.92	91.8%
B-8 · Social Security	58,424.09	66,458.00	-8,033.91	87.9%
B-10 · Hosp				
Dental/Vision	4,048.31			
Hospitalization	1,200.00			
B-10 · Hosp - Other	165,842.59	200,000.00	-34,157.41	82.9%
Total B-10 · Hosp	171,090.90	200,000.00	-28,909.10	85.5%
B-11 · Disability Insurance	8,924.55	10,000.00	-1,075.45	89.2%
B-6 · Unemployment	5,873.58	7,000.00	-1,126.42	83.9%
Total Employee Benefits	340,656.20	388,458.00	-47,801.80	87.7%
Administration Expenses				
B-2 · Administrative-OE	15,681.74	40,000.00	-24,318.26	39.2%
Total Administration Expenses	15,681.74	40,000.00	-24,318.26	39.2%
Operations and Maintenance				
B-3 · Legal	35,018.00	35,000.00	18.00	100.1%
B-4 · Audit	12,978.75	20,000.00	-7,021.25	64.9%
B-5 · Engineer	45,385.29	30,000.00	15,385.29	151.3%
B-15 · Telephone	13,175.56	25,000.00	-11,824.44	52.7%
B-16 · Electric	327,812.04	487,500.00	-159,687.96	67.2%
B-17 · Propane/Fuel Oil	32,289.26	29,000.00	3,289.26	111.3%
B-18 · Supplies/Chemicals	229,273.92	200,000.00	29,273.92	114.6%
B-27 · Laboratory Supplies	5,137.96	12,000.00	-6,862.04	42.8%
B-13 · Office	25,268.46	30,000.00	-4,731.54	84.2%
B-31 · External Services	41,424.30	75,000.00	-33,575.70	55.2%
B-28 · Education/Training	8,077.07	28,000.00	-19,922.93	28.8%
B-25 · Laboratory Fees	13,607.44	30,000.00	-16,392.56	45.4%
B-19 · Maintenance/Repairs	164,547.81	204,000.00	-39,452.19	80.7%
B-20 · Insurance	109,640.00	110,000.00	-360.00	99.7%
B-24 · NJDEP Fees	20,189.00	25,000.00	-4,811.00	80.8%
B-12 · Trustee Admin Fee	20,225.00	20,000.00	225.00	101.1%
B-23 · Permit Appl/Compliance Fees	23,996.34	25,000.00	-1,003.66	96.0%
B-21 · Equipment	59,721.78	70,000.00	-10,278.22	85.3%
B-26 · Sludge Disposal	881,075.07	720,000.00	161,075.07	122.4%
B-22 · Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Operations and Maintenance	2,068,843.05	2,200,500.00	-131,656.95	94.0%
Debt Service				
Debt Svs - Principal Payment	419,166.59			
Debt Svs - Interest Payment	371,653.68			
Debt Service - Other	0.00	723,513.00	-723,513.00	0.0%
Total Debt Service	790,820.27	723,513.00	67,307.27	109.3%
Reserves				
B-29 · Capital Improvement	200,000.00	200,000.00	0.00	100.0%
B-30 · Renewal & Replacement	200,000.00	200,000.00	0.00	100.0%
Total Reserves	400,000.00	400,000.00	0.00	100.0%
Misc. Income	-21,899.05			
Operating Refund	-39,362.98			

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01/20/22

Accrual Basis

Musconetcong Sewerage Authority
Budget vs. Actual Expenditure Report
 January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Pension Reimbursement	-901.91			
Total Expense	4,339,141.45	4,592,111.00	-252,969.55	94.5%
Net Ordinary Income	1,295,651.14	-4,592,111.00	5,887,762.14	-28.2%
Other Income/Expense				
Other Income				
Short Term Disability Reimburse	6,650.95			
Total Other Income	6,650.95			
Other Expense				
Bank Fee	185.00			
Total Other Expense	185.00			
Net Other Income	6,465.95			
Net Income	1,302,117.09	-4,592,111.00	5,894,228.09	-28.4%

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01/20/22
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
OA 8169 · Operating Acct TD - 8169	1,095,098.66
PR 3717 · Payroll Account TD - 3717	4,911.24
CI 5030 · Capital Improvement TD - 5030	1,600,002.51
Es 3226 · Escrow Account TD Bank - 3226	8,061.74
RR 1360 · Renewal & Replacement TD -1360	526,256.30
Petty Cash	150.00
Total Checking/Savings	3,234,480.45
Other Current Assets	
NJIB Note Receivable	3,090,435.00
Prepaid Expenses	179.99
Total Other Current Assets	3,090,614.99
Total Current Assets	6,325,095.44
Fixed Assets	
Construction in Progress	1,609,092.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,592.62
Land	505,700.00
Total Fixed Assets	23,875,337.80
Other Assets	
Def. Pension Outflows	329,952.00
Total Other Assets	329,952.00
TOTAL ASSETS	30,530,385.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	72,332.98
Total Accounts Payable	72,332.98
Other Current Liabilities	
NJIB Note Payable	8,236,109.00
Accrued Payroll Liabilities	
Garnishment	302.14
VALIC	-450.00
PERS - Contributions	75,378.62
PERS - Loans	82,514.55
PERS - Insurance	10,381.43
Union Dues	-1,016.41
Accrued Payroll Liabilities - Other	-47,699.60
Total Accrued Payroll Liabilities	119,410.73
Escrow Deposits Payable	
271 KH · 271 Kings Hwy - Adler WH	961.25
40 · Bank Street Crown Walk Urban Re	1,825.00
34 · Bnk Street Urban Renewal LLC	12.50
QC · QuickChek Roxbury	210.00
Waterloo Valley Road Sewer Ext.	100.75
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	5,548.49
Total Escrow Deposits Payable	9,562.24

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2021

	Dec 31, 21
Compensated Absences Payable	61,681.72
Accrued Interest Payable	24,811.48
Accounts Payable - Pension	-16,481.50
Accrued Liabilities	47,771.68
Total Other Current Liabilities	8,482,865.35
Total Current Liabilities	8,555,198.33
Long Term Liabilities	
Net Pension Liability	1,394,376.00
Loans Payable	2,145,402.38
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	10,200.00
Def. Pension Inflows	991,342.00
Total Def. Inflows of Resources	1,001,542.00
Total Long Term Liabilities	4,541,320.38
Total Liabilities	13,096,518.71
Equity	
Net Investment in Capital Asset	22,689,413.56
Restricted	
Current Debt Service	29,252.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
Contract 295 - Tertiary Tmt	
295 PSS · Contract 295 TT - PS&S	38,708.81
295 IHC · Contract 295 TT - IHC	540,645.50
295 - Misc (Permit, Legal)	104.00
Total Contract 295 - Tertiary Tmt	579,458.31
Contract 300 Influent Screening	
300 PSS · Contract 300 Infl Scr - PSS	13,998.44
300 Cop · Contract 300 Infl Scr - Coppola	135,842.90
300 - Misc (Permit, Legal)	1,668.00
Total Contract 300 Influent Screening	151,509.34
AS · Air Sampling	8,119.76
350 · Contract 350 - PCSIU	1,122.50
325 · Contract 325 - SC 3&4	11,694.10
330 · Contract 330 GT 1	9,776.65
310 · Contract 310 Phase III Air Perm	1,460.92
Telecommunications Project	4,760.00
305 · Contract 305 NJIB Application	753.82
285 · Contract 285 - SC #1 & 2	93,801.49
270 · Contract 270 Thickeners	8,843.08
280 · Contract 280 PC #2	21,342.49
B-29 Capital Improvements - Other	262,912.53
Total B-29 Capital Improvements	1,155,554.99
B-30 Renewal and Replacement	
335 · Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	690,687.83
Total B-30 Renewal and Replacement	719,721.50
Operations	50,000.00
Total Restricted	2,004,528.49

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2021

	Dec 31, 21
Unrestricted	
Designated	-107,978.00
Undesignated	835,952.10
Total Unrestricted	727,974.10
3000 · Opening Bal Equity	-5,186,751.57
32000 · Retained Earnings	-2,992,095.40
Net Income	190,797.35
Total Equity	17,433,866.53
TOTAL LIABILITIES & EQUITY	30,530,385.24

The **Pending Vouchers** through January 20, 2022 were approved for payment on a motion offered by Mr. Romano, seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call Vote:

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

Comments:

- Chairman Rattner asked if the sludge bills are through 2021.
 - Mr. Schilling & Mrs. Martucci confirmed sludge are to date for 2021.

Musconetcong Sewerage Authority
Through January 20, 2022

	Name	Memo	Split	Amount
<u>OPERATING:</u>	Allied Oil LLC	Invoice 16597370, 16597368, 16597369	B-17 · Propane/Fuel Oil	6,408.54
	Allmax Software, Inc.	Invoice 25290	B-25 · Laboratory Fees	935.00
	American Wear	Uniform Service 12.14.21-12.28.21	B-31 · External Services	421.68
	American Wear	Uniform Service 01.04.22-.01.11.22	B-31 · External Services	281.12
	AmeriGas Propane	Invoice 3130870971 - Propane D	B-17 · Propane/Fuel Oil	2,160.40
	AmeriGas Propane	Invoice 3129727391 - Propane D	B-17 · Propane/Fuel Oil	2,116.86
	Aqua Pro-Tech Laborato	Invoice # 1120130M	B-25 · Laboratory Fees	494.40
	Aqua Pro-Tech Laborato	Invoice # 1110233M	B-25 · Laboratory Fees	1,148.45
	ASAP Container Service	Invoice 5277021	B-26 · Sludge Disposal	3,496.08
	Assoc. of Environmental	2022 Authority/Municipal Dues	B-2 · Administrative-OE	4,003.00
	Blue Diamond Disposal,	Invoice 625170 - Monthly Trash S	B-31 · External Services	312.37
	Business Machine Techr	Invoice 2365313 & 2363514	B-31 · External Services	744.50
	Business Machine Techr	Invoice 2363834 & 2363835 - 02	B-31 · External Services	729.50
	Classic Bagel & Deli	11.22.21 PS&S/PCS Meeting	B-28 · Education/Training	46.00
	Cleary Giacobbe Alfieri J	Invoice 101818 - Through 11.30.21	B-3 · Legal	332.50
	Cleary Giacobbe Alfieri J	Invoice 102478 - Through 12.31.21	B-3 · Legal	746.00
	Colabella, Robert	Boot, Vision, Dental Reimburseme	B-18, B-10	649.14
	EcoMaids	Sanitation Cleaning & Fogging S	B-31 · External Services	1,410.00
	Fisch Solutions	Invoice 9883 - Annual Service	B-13 · Office	396.00
	Fisher Scientific	Invoice A20043767	B-27 · Laboratory Supplie	362.87
	Franks Trattoria	Safety Meeting 12.28.21	B-28 · Education/Training	381.77
	Grainger	Invoice # 9135378553 - Account	B-18 · Supplies/Chemical	442.79
	Grainger	Invoice # 9156424641 & 9156111	B-18 · Supplies/Chemical	172.44
	Grainger	Invoice # 9160765856 - Account	B-18 · Supplies/Chemical	134.56
	Grainger	Invoice # 9167929885 - Account	B-18 · Supplies/Chemical	68.24
	Grainger	Invoice # 9169954675 - Account	B-27 · Laboratory Supplie	142.78
	JCP&L	Invoice # 95009415130 - Pump S	B-16 · Electric	3,281.64
	Jilliam Martucci	Mileage & Postage Reimburseme	B-13 · Office	19.24
	Lawson Products	Invoice 9309160254	B-19 · Maintenance/Repa	376.80
	Main Pool & Chemical C	Invoice 2193149 - Delivery 11.16	B-18 · Supplies/Chemical	4,395.00
	Main Pool & Chemical C	Invoice 2193149 & 2193650 Deli	B-18 · Supplies/Chemical	8,588.85
	Najarian Assoc.	Invoice 39652 Consulting 10.23.21	B-23 · Permit Appl/Comp	2,175.00
	Netcong Hardware Co.	Invoice B186764	B-19 · Maintenance/Repa	2.69
	Netcong Hardware Co.	Invoice A287224 & A287272	B-19 · Maintenance/Repa	24.99
	Netcong Hardware Co.	Invoice B187509	B-18 · Supplies/Chemical	11.21
	Netcong Hardware Co.	Invoice A287742	B-19 · Maintenance/Repa	42.29
	NJ American Water Co.	Account # 1018-210023733698 -	B-31 · External Services	677.56
	NJ American Water Co.	Account # 1018-210023733698 -	B-31 · External Services	691.79
	NJ Utility Authorities JIF	Invoice # NJUA249-2022	B-20 · Insurance	64,951.00
	Nusbaum, Stein, Goldstei	Invoice 32574B - December 2021	B-3, B-23	3,607.00

Name	Memo	Split	Amount
Nusbaum, Stein,Goldstein	Invoice 32573A - November 2021	B-3, B-23	7,031.80
Office Concepts Group	Invoice 1050141-2, 1050141-3, 1	B-13 · Office	835.37
Office Concepts Group	Invoice 1054406-0, 1, 2	B-13 · Office	714.81
Office Concepts Group	Invoice 1050141-1	B-13 · Office	93.10
Passaic Valley Sewerage	Invoice 519932 - Liquid Waste Ac	B-26 · Sludge Disposal	41,150.00
PMZ Landscaping	Invoice 17487 - Road Salt	B-19 · Maintenance/Repa	1,250.00
PS&S	Invoice 150864 - General Consul	B-5 · Engineer	1,236.25
Pumping Services	Invocie 1127287	B-19 · Maintenance/Repa	4,776.66
Randolph Township	2022 MCCPC Membership Fee	B-2 · Administrative-OE	1,250.00
RingCentral	Invoice CD_000336360 - Monthly	B-15 · Telephone	314.08
Russell Reid	Invoice 0006358694 - Sludge Ha	B-26 · Sludge Disposal	30,451.00
Smart Water Inc.	Invoice 41096	B-31 · External Services	600.00
Twp of Mt Olive, Office o	Inv #: Inv-21-00566 - 2022 Annu	B-23 · Permit Appl/Comp	214.00
State Chemical	Invoice 902256291 & 902256290	B-18 · Supplies/Chemical	2,556.10
USA Bluebook	Invoice 830998 & 831074	B-18 · Supplies/Chemical	877.55
USALCO	Invoice 20216595	B-18 · Supplies/Chemical	7,126.49
Water Environment Fede	2022 Annual Memberships: V. B	B-28 · Education/Training	117.00
Wielkotz & Company LLC	Professional Services 09/2021-1	B-4 · Audit	2,701.25
Zoom Video Communica	Invoice 122876710 - 12.14.21-01	B-13 · Office	229.90
TOTAL:			220,907.41

<u>RENEWAL & REPLACEMENT</u>	PCS Pump and Process Invoice 6982	B-30 · Renewal & Replac	16,793.65
TOTAL:			16,793.65

<u>CAPITAL:</u>	Coppola Services Invoice # 10	B-29: C: 300	86,867.20
	PCS Pump and Process Invoice 8152 & 8153	B-29: res 21-33, B-29: Re	67,254.48
	PS&S Invoice 150861 - Contract 300 th 300 PSS · Contract 300 I		9,295.94
	PS&S Invoice 150680 - Contract 305 th 305 · Contract 305 NJIB ,		615.00
	PS&S Invoice 150682 - Contract 295 th 295 PSS · Contract 295 T		6,170.88
	PS&S Invoice 150863 - Contract AS thr AS · Air Sampling		2,574.64
	PS&S Invoice 149395 - Contract 300 th 300 PSS · Contract 300 I		10,888.00
TOTAL:			183,666.14

<u>PAYROLL:</u>	MSA Payroll/PrimePoint Payroll 12.22.2021	B-1, B-14	31,675.61
	MSA Payroll/PrimePoint Payroll 01.07.2022 Regular Payr	B-1, B-14	31,240.22
	MSA Payroll/PrimePoint Payroll 01.07.2022 Annual Licen	B-28	3,250.00
	MSA Payroll/PrimePoint Payroll 01.07.2022 Sick Time Bu	B-1, B-14	2,989.39
	MSA Payroll/PrimePoint Payroll 01.07.2022 Retro Pay	B-1, B-14	652.05
	MSA Payroll/PrimePoint Payroll 01.21.2022 Retro Pay	B-1, B-14	36,662.99
TOTAL:			106,470.26

<u>ONLINE PYMT</u>	NJ Division of Pensions : Ref # 34733256 - Estimated Mon Pension		3,920.36
<u>MANUAL CKS</u>	Quadient Confirmation # BH3750101364 -	B-13 · Office	241.09

Name	Memo	Split	Amount
NJ Division of Pensions	Ref # 34950258 - Q4 2021 PERC Pension		9,990.90
UNUM	Billing # 0590889-001 2 - 01.01.21 B-11 · Disability Insurance		1,426.75
VALIC	Confirmation # 209056 - 12.22.21 VALIC		500.00
PrimePoint	Inv 494890 - Payroll Processing (B-31 · External Services		31.88
Local 32	Union Dues - 12.01.21-12.31.21 Union Dues		273.00
NJ Division of Pensions	Ref # 35400968 - Estimated Mon Pension		3,920.36
PrimePoint	Inv 497517 - Payroll Processing (B-31 · External Services		33.13
PrimePoint	Inv 497523 - Payroll Processing (B-31 · External Services		31.50
PrimePoint	Inv 497521 - Payroll Processing (B-31 · External Services		22.50
VALIC	Confirmation # 210572 - 01.06.21 VALIC		500.00
NJSHBP	Ref # 00331026 B-10 Hospitalization		17,726.26
JCP&L	Confirm # 84715294 B-16 Electric		8,151.39
Altice	Confirm # 813487379 B-15 · Telephone		339.52
Direct Energy	Confirm # 2072546 B-16 Electric		15,221.03
NJDEP	Confirm # 30301-452151592 - R6 B-24		200.00
VALIC	Confirmation # 211950 - 01.21.21 VALIC		500.00
PrimePoint	Inv 49956 - Payroll Processing (B-31 · External Services		37.50
Shell/WEX	Confirm # 816901242022 B-17 · Propane/Fuel Oil		<u>432.89</u>
TOTAL:			63,500.06

The following **correspondence** for the January, 2022 was received and filed on a motion offered by Mr. McNeilly, seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call Vote:

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

- **Correspondence:**

- A. Change Order Request: Contract 300
- B. State of New Jersey, DEP: NJ IBank Payment Requisition NO. S340384-09-SC-13
- C. NJUA JIF 2022 Assessment Bill – MSA
- D. Gabel Associates: Market Overview for Upcoming Electric Power Supply Bid
- E. NJ Ibank: Construction Loan Accrued Interest Monthly Statement as of 12.31.2021, Project No. S340384-09
- F. Professional Insurance Associates: Submission of Qualifications and Credentials, Risk Management Services – Property & Casualty Coverages
- G. *State of New Jersey, DEP: FY2022 Annual Fee Report and Assessment of Fees for NJPDES 07.01.2021-06.30.2022 - Public Hearing 02.17.2022 at 9:00am held virtually, link to follow.
- H. *Patwood Roofing: Pump Room Roof Replacement Budget Quote
- I. *Patwood Roofing: Main Office Roof Replacement Budget Quote
- J. *Najarian Associates: Proposal for 2022 NJPDES Permit Support

Comments:

- None

Monthly Reports:

The Director's Report, and Maintenance and Repairs Report, for the month of January, 2022 and Flow Data for December, 2021 was accepted on a motion offered by Mrs. Michetti and seconded by Mr. Cangiano and the affirmative all-in favor vote of members present. All In Favor Vote:

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

Comments:

- Mr. Schilling advised the annual Boiler Inspection was canceled; no reason provided.
- Mr. Schilling stated that he is joining the NJPDES Committee which is through the Association of Environmental Authorities, current topics include Nitrate & PFAS, he has already attended a meeting earlier in the week.
- Mr. Schilling advised during his meeting with AEA, many Authorities have begun sampling now for PFAS, AEA is asking for Members to share their information.
 - Mr. Pucilowski asked the Engineer Committee to discuss this as Roxbury was in the newspaper with regard to PFAS
 - Mr. Dwyer, Esq. asked if the meeting regarding Nitrate Limits was scheduled
 - Mr. Schilling advised the meeting has not been scheduled as of yet.
- Mr. Schilling asked Mr. Dwyer, Esq. to address the information from the DOL: deferred to Mr. Wancho, PE as he has been in touch with the DOL.
 - Mr. Wancho, PE advised that there was likely a complaint from an employee of Iron Hills Construction, DOL was put in touch with us regarding contract specifications. Mr. Wancho, PE spoke with representative from the DOL and answered the questions he was able to answer however also directed him to the Ibank and DEP. Mr. Dwyer, Esq. reached out to Labor Counsel and put them in touch with Mr. Wancho, PE in which they spoke and provided the DOL with the document he was requesting
 - Mr. Pucilowski asked if we have the copies of payrolls, Mr. Wancho, PE advised that DOL was requesting specifics with regard to holiday and sick pay. Mr. Carroll, QPA advised that we are not required to maintain those specifics, we are only required to obtain & retain certified payrolls.
- Mr. Pucilowski asked about the HVAC issues we have been having.

- Mr. Schilling advised that one of the issues is a Propane issue, we are on an autofill program and have been for quite some time, there was an issue where we were not auto-filled and ran out of Propane.
- MSA Maintenance staff was able to work on and get the base board heating operational.
- The forced hot air system has duct work issues, an HVAC company is coming on Tuesday to evaluate the system.
- Mr. Schilling advised that he has several proposals for the roofing issues and they are in line with the Engineers estimate. Following up on commercial quotes as well.
- Mr. Schilling met with PS&S to re-evaluate. Mr. Wancho, PE advised they are currently reviewing the duct work and they plan to get back to Mr. Schilling with proposals

The Engineer's Report for the month of January, 2022 was accepted on a motion offered by Mr. Romano, seconded by Mr. Schindelar and the affirmative all-in favor of members present. All In Favor Vote:

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

Comments:

- Mr. Wancho, PE stated that he attended the grant presentation regarding the Water Quality Grant, he will submit a summary to the Board in order to understand if there are grant funds for a project to improve the Watershed which includes the Musconetcong River.

New Business:

Resolution No. 22-01 was offered on a motion by Mr. Pucilowski seconded by Mr. Schindelar and the affirmative all-in-favor of members present Roll Call Vote:

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

*See attached resolution

Comments:

- Mr. Schilling stated that the Najarian proposal did not make the agenda for this meeting however will be on the February Agenda for consideration which will also require additional funding with regard to NJPDES Permit.

Resolution No. 22-02 was offered on a motion by Mr. McNeilly seconded by Mr. Schindelar and the affirmative all-in favor of members present Roll Call Vote:

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

*See attached resolution

Comments:

- None

Resolution No. 22-03 was offered on a motion by Mr. Romano seconded by Mr. Pucilowski and the affirmative all-in favor of members present Roll Call Vote:

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

*See attached resolution

Comments:

- None

Resolution No. 22-04 was offered on a motion by Mrs. Michetti seconded by Mr. Pucilowski and the affirmative roll call vote of members present Roll Call Vote:

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

*See attached resolution

Comments:

- **None**

New Business:

Comments:

- Mr. Schilling stated that we are working on more permanent documents for the MSA and the website related to residential lateral connections into MSA interceptors however recently we realized through a project Roxbury has been working on since 2006 that we need something more comprehensive. PS&S has been working with Roxbury and the developer to get the tie in that was scheduled however they ran into some issues.
 - Going forward we will have more permanent records with regard to tying into any MSA manholes, interceptors or laterals.
 - Mrs. Michetti advised that this was the Villages at Roxbury dates back to 2008
- Chairman Rattner spoke about the ice rescue on Lake Musconetcong a few weeks ago, DEP is concerned with the oil and gasoline that may leak from the motorcycle. There is a statement that the NJ State Police may have interest in extracting the unit for drill purposes. As of today, there was an email stating that Hazmat & DEP have decided it will not be removed until spring.

Old Business:

Comments:

- Tom Carroll, QPA left meeting 08:25pm
- Mr. Wancho, PE left meeting 08:26pm

Closed Session:

Entered Closed Session on a motion made by Mr. Schindelar, seconded by Mr. Rattner at 08:27pm and the affirmative roll call vote of members present All In Favor Vote:

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

Open Session:

Entered Open Session on a motion made by Mr. Romano, seconded by Mr. Schindelar at 08:34pm by an all-in favor Vote of members present. All In Favor Vote:

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

Comments:

- None

Adjournment:

Motion made by Mr. Still, seconded by Mr. Still at 08:35pm and the all-in favor Vote of members present, Chairman Rattner adjourned the meeting at 08:35pm. All In Favor Vote:

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

Respectfully Submitted:
Jilliam Martucci - Administrative Assistant

RESOLUTION NO. 22-01

Resolution of the Musconetcong Sewerage Authority
Authorizing the Award of a Contract for Additional Professional Services to
Paulus Sokolowski & Sartor ("PS&S") as a Non-Fair and Open Contract
Pursuant to the Provisions of N.J.S.A. 19:44A-20.4 or 20.5
Without Public Advertising as a Professional Service

WHEREAS, on October 24, 2019 by Resolution No. 19-53 the MSA awarded a contract in the amount of \$13,300.00 to PS&S for engineering services in connection with an application by MSA for renewal of its NJPDES permit; and

WHEREAS, a renewal permit application prepared by PS&S was submitted on December 31, 2019; and

WHEREAS, the MSA received a pre-Draft Permit on July 31, 2020 and PS&S assisted in the review and submission of comments to the NJDEP; and

WHEREAS, the original Proposal from PS&S included an allowance for review, coordination and interaction with NJDEP which could not be defined at that time; and

WHEREAS, the MSA received a Draft Permit on September 17, 2020; and

WHEREAS, additional work was needed for the preparation and submission of comments to NJDEP on the Draft Permit; and

WHEREAS, PS&S submitted a Proposal dated September 17, 2020 requesting additional funds in the amount of \$7,500.00; and

WHEREAS, by Resolution No. 20-38 MSA awarded funds for additional services by PS&S in the amount of \$7,500.00; and

WHEREAS, PS&S has continued to assist the Authority in the litigation with DEP including the Request for an Adjudicatory Hearing, Request for Alternate Dispute Resolution, Request for a Stay and related matters; and

WHEREAS, MSA is presently involved in exchanging discovery information with DEP, and it is anticipated that motion practice and a hearing will require continued assistance from PS&S; and

WHEREAS, PS&S has submitted a Proposal for additional services dated December 3, 2021 requesting an increase in the budgetary allowance for this matter in the amount of \$7,500.00; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that additional funding is hereby awarded to PS&S for engineering services in connection with the ongoing litigation regarding the NJPDES Permit; and

WHEREAS, the cost of the services to be performed by PS&S will be based on a time and material basis at a sum not to exceed Seven Thousand Five Hundred and no/100 (\$7,500.00) Dollars; and

WHEREAS, the Secretary/Treasurer of the MSA has certified that funds are available in the annual budget under line B-23 Compliance Fees;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the MSA that additional funds in the amount of \$7,500.00 shall be made available for additional work by PS&S; and be it

FURTHER RESOLVED, that the amount of this award shall not exceed Seven Thousand Five Hundred and no/100 (\$7,500.00) Dollars without further authorization from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that the MSA publish in the official newspaper of publication a legal advertisement 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: January 27, 2022

RESOLUTION NO. 22-02

**RESOLUTION OF THE MUSCONETCONG SEWERAGE AUTHORITY
AUTHORIZING THE DIRECTOR TO HIRE MICHAEL P. KUNKEL AS OPERATOR
TRAINEE AT THE WASTEWATER TREATMENT PLANT**

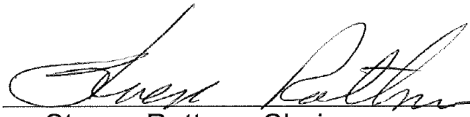
WHEREAS, the Musconetcong Sewerage Authority ("MSA") is in need of hiring an Operator to facilitate the efficient operation of its wastewater treatment facility; and

WHEREAS, the Director has advertised for and screened candidates and having done so has offered the job to a specific candidate named Michael P. Kunkel;

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority ("MSA"):

- 1) The MSA Director is hereby authorized to hire Michael P. Kunkel for the position of Operator Trainee.
- 2) The terms of employment shall be as set forth in the collective bargaining agreement and attached letter dated December 3, 2021.

MUSCONETCONG SEWERAGE AUTHORITY

by: 
Steven Rattner, Chairman

ATTEST:


Joseph Schwab, Secretary-Treasurer

Adopted: January 27, 2022

RESOLUTION NO. 22-03

Resolution of the Musconetcong Sewerage Authority
Authorizing Director James Schilling to Submit the 2021 Annual
Effluent Monitoring Report to the Delaware River Basin Commission

WHEREAS, the Musconetcong Sewerage Authority ("MSA") has been issued a docket regarding its operations (Docket No. D-2002-40 CP) by the Delaware River Basin Commission ("DRBC"); and

WHEREAS, pursuant to said Docket the MSA is required to submit Effluent Monitoring Reports to the DRBC; and

WHEREAS, the DRBC has requested that the Effluent Monitoring Reports be submitted on an annual basis;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Director James Schilling is authorized to sign and submit the Annual Effluent Monitoring Report for the Year 2021 to the Delaware River Basin Commission; and

BE IT FURTHER RESOLVED, that the Annual Effluent Monitoring Report submitted to the DRBC shall accurately reflect the results of MSA's effluent monitoring for the parameters set forth in its Docket for calendar year 2021; and

BE IT FURTHER RESOLVED, that the MSA is presently in litigation with the New Jersey Department of Environmental Protection regarding the effluent limit for nitrate, and awaits resolution of the pending litigation to determine the measure of its compliance.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

Dated: January 27, 2022

RESOLUTION NO. 22-04

RESOLUTION OF THE MUSCONETCONG SEWERAGE AUTHORITY AUTHORIZING AN ENERGY AGENT CONTRACT WITH GABEL ASSOCIATES, INC., AND AUTHORIZING THE DIRECTOR OR IN HIS ABSENCE THE CHAIRMAN TO AWARD A CONTRACT AND/OR REJECT BIDS IN RESPONSE TO THE REQUEST FOR BIDS FOR ELECTRIC GENERATION SERVICE ISSUED ON BEHALF OF THE NEW JERSEY SEWERAGE AND MUNICIPAL UTILITY AUTHORITY ELECTRICAL SUPPLY AGGREGATION

WHEREAS, the Musconetcong Sewerage Authority ("Authority") has participated in the formation and implementation of the New Jersey Sewerage and Municipal Utility Authority Electrical Supply Aggregation ("NJSMUAESA"), which is a consortium of New Jersey Sewerage and Municipal Utility Authorities formed for the purpose of soliciting and securing bids on an aggregated basis for electric generation service from licensed electric power suppliers pursuant to the provisions of the "Electric Discount and Energy Competition Act" (P.L. 1999, c.23, N.J.S.A. 48:3-49 *et. seq.*, "the Act"), and thereby and thereby enjoying the benefits of joint purchasing and bulk power purchasing discounts; and

WHEREAS, the existing electric power supply contract(s) for the Authority's electric accounts, awarded and entered as a result of a bid conducted by the NJSMUAESA in December 2019, will expire upon the meter read dates in May 2022 for each Authority electric account; and

WHEREAS, the Authority desires to continue its purchase of electric generation service for its electric accounts as a participant in the NJSMUAESA to derive the benefits of bulk purchasing discounts; and

WHEREAS, the NJSMUAESA intends to issue a Request for Bids ("RFB") on or about February 8, 2022 for the purpose of seeking bids for electric generation service from licensed electric power suppliers to replace the current supply contract(s) scheduled to expire in May 2022; and

WHEREAS, as a participant in the NJSMUAESA the Authority requires the services of an "Energy Agent," as defined in the "Electric Discount and Energy Competition Act," to administer the bid process and arrange for the sale of retail electric generation service by a licensed retail electric power supplier to the Authority; and

WHEREAS, the Energy Agent shall provide the Authority with services, including but not limited to, analyzing the Authority's energy needs, quantifying the Authority's load profile, developing an energy plan for the Authority, preparing bid specifications and, upon

approval of the bid specifications, bidding a contract for the supply of electric generation service to the Authority; and

WHEREAS, the Energy Agent shall not receive and monetary compensation directly from the Authority for the services to be provided; and

WHEREAS, the Authority and the Energy Agent agree that the electricity supply contract(s) ("ESC") between the Authority and the awarded supplier(s) shall provide that the awarded supplier pay the Energy Agent a monthly administrative fee for each account served at a rate of \$.0005 per kilowatt-hour for all months of the ESC; and

WHEREAS, Gabel Associates, Inc., with a principal place of business located at 417 Denison Street, Highland Park, New Jersey 08904, is a duly registered Energy Agent pursuant to the Act; and

WHEREAS, the Authority is desirous of authorizing the award of a contract to Gabel Associates, Inc. to serve as Energy Agent in connection with the bid for electric generation service through the NJSMUAESA, as an extraordinary, unspecifiable service without competitive bidding pursuant to N.J.S.A. 40A:11.1 *et. seq.*; and

WHEREAS, it is the NJSMUAESA's intent to receive bid price submittals on or about March 8, 2022 in response to the RFB to be issued on or about February 8, 2022; and

WHEREAS, due to the fact that the electricity market is highly volatile and bid prices will not be guaranteed past 3:00 p.m. on the day that bids are accepted, the award or rejection of bid(s) must be made on the Authority's behalf by its designated representative by no later than 3:00 p.m. on bid day;

NOW, THEREFORE, BE IT RESOLVED that the Musconetcong Sewerage Authority ("Authority") is hereby authorized to participate with the NJSMUAESA for the purpose of securing bids for electric generation service from licensed electric power suppliers for a contract to replace the existing electricity supply contract(s) expiring in May 2022, pursuant to the "Electric Discount and Energy Competition Act" (P.L. 1999, c.23, N.J.S.A. 48:3-49 *et. seq.*, "the Act"), Local Public Contracts Law, N.J.S.A. 40A:11-1 *et. seq.*, and applicable regulations.

BE IT FURTHER RESOLVED that the Authority hereby approves the retention of Gabel Associates, Inc. as the Authority's Energy Agent in connection with the procurement of electricity supply for the Authority's electric accounts.

BE IT FURTHER RESOLVED that the Director James Schilling is hereby authorized and directed to execute any documents reasonably required to effectuate the retention of Gabel Associates, Inc. as the Authority's Energy Agent.

BE IT FURTHER RESOLVED that the Authority's Chairman Steven Rattner, in the absence of the Director, is hereby authorized to act in his sole discretion as the Authority's designated representative to award a contract for the applicable Bid Group(s) to the low, qualified bidder for the contract term and pricing product deemed most beneficial to the Authority, by executing an Award Letter on the day of bid receipt and subsequently executing the Model Supply Contract, or reject an electricity bid, in conjunction with the NJSMUAESA Request for Bids to be issued on or about March 8, 2022. Such authorization to award a contract to the low bidder as the Authority's designated representative is subject to the low bid being equal to or less than the Trigger Price(s) to be established for the applicable Bid Group(s) containing the Authority's accounts prior to the data of receipt of bids by the NJSMUAESA, under the advisement of the Energy Agent.

BE IT FURTHER RESOLVED that, notwithstanding the foregoing, the Authority's Director or in his absence the Chairman, may reject any bid, including, if necessary, all bids (and not award a contract), and if desirable, to authorize the NJSMUAESA to rebid the contract, provided that such rejection is in accordance with the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et. seq.*

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:



Joseph Schwab, Secretary-Treasurer



Steven Rattner, Chairman

DATED: January 27, 2022