

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
February 24, 2022

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

Chairman Rattner called the meeting to order at 7:48 PM immediately following the 2022 MSA Annual Re-Organization Meeting. Chairman Rattner forewent the Pledge of Allegiance to the Flag as it had been done previously at the Annual Re-Organization Meeting, announcement was made that adequate notice of this meeting had been provided for as defined by the "Open Public Meetings Act".

Members Present: Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Thomas Romano, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent: James Benson, Andrew Cangiano, Michael Grogan, Richard Schindelar

Others Present: Pat Dwyer - Esq., James Schilling - MSA Director, Jilliam Martucci - Administrative, Jim Wancho – PE

Attendance Roll Call:

Mr. Benson	Absent	Chairman Rattner	Present
Mr. Cangiano	Absent	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	Present

Date/Time Call to Order: Thursday February 24, 2022 – 7:30PM
Others Present: Tom Carroll, Patrick Dwyer, Jim Wancho, James Schilling, Jilliam Martucci

Motion / Resolution	Benson	Cangiano	Grogan	McNeilly	Michetti	Pucilowski	Rattner	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Absent	Absent	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present
Regular Meeting Minutes: January 27, 2022 ALL IN FAVOR	Absent	Absent	Absent	Aye	Aye	Aye	Second Aye	Motion Aye	Absent	Abstain	Aye	Abstain
2021 Budget vs Actual ROLL CALL	Absent	Absent	Absent	Yes	Yes	Yes	Yes	Second Yes	Absent	Motion Yes	Yes	Yes
December 31, 2021 Balance Sheet ROLL CALL	Absent	Absent	Absent	Yes	Yes	Yes	Yes	Second Yes	Absent	Motion Yes	Yes	Yes
2022 Budget vs Actual ROLL CALL	Absent	Absent	Absent	Yes	Yes	Yes	Yes	Second Yes	Absent	Motion Yes	Yes	Yes
January 31, 2022 Balance Sheet ROLL CALL	Absent	Absent	Absent	Yes	Yes	Yes	Yes	Second Yes	Absent	Motion Yes	Yes	Yes
Pending Vouchers; February 17, 2022 ROLL CALL	Absent	Absent	Absent	Yes	Yes	Yes	Yes	Motion Yes	Absent	Second Yes	Yes	Yes
Correspondence ROLL CALL	Absent	Absent	Absent	Aye	Aye	Aye	Aye	Aye	Absent	Second Aye	Motion Aye	Aye
Directors Report, Maintenance & Repairs February, 2022 Flow Data - Jan, 2022 ALL IN FAVOR	Absent	Absent	Absent	Aye	Aye	Second Aye	Aye	Motion Aye	Absent	Aye	Aye	Aye
Engineers Report- February, 2022 ALL IN FAVOR	Absent	Absent	Absent	Aye	Aye	Aye	Aye	Aye	Absent	Motion Aye	Second Aye	Aye
New Business:												
Resolution # 22-05 ROLL CALL	Absent	Absent	Absent	Yes	Second Yes	Motion Yes	Yes	Yes	Absent	Yes	Yes	Yes
Resolution # 22-06 ROLL CALL - TABLED	Absent	Absent	Absent	Tabled	Tabled	Tabled	Tabled	Tabled	Absent	Tabled	Tabled	Tabled
Old Business:												
Closed Session: 08:29 pm ALL IN FAVOR	Absent	Absent	Absent	Aye	Second Aye	Motion Aye	Aye	Aye	Absent	Aye	Aye	Aye
Open Session: 08:53 pm ALL IN FAVOR	Absent	Absent	Absent	Aye	Aye	Aye	Aye	Motion Aye	Absent	Second Aye	Aye	Aye
Adjournment 08:54 pm ALL IN FAVOR	Absent	Absent	Absent	Aye	Aye	Aye	Aye	Second Aye	Absent	Motion Aye	Aye	Aye

Chairman Rattner open and closed the meeting to the public.

The “Regular” meeting minutes of January 27, 2022 accepted on a motion offered by Mr. Romano, seconded by Mr. Rattner and the affirmative roll call vote of members present. Roll Call Vote:

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

Comments:

- None

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

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

Comments:

- N/A

Financial Reports – 2021

1:38 PM

02/16/22

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	1,077,362.95
PR 3717 · Payroll Account TD - 3717	4,259.19
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	3,216,092.69
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	6,306,707.68
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	30,511,997.48
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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02/16/22
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	172,409.59
Total Equity	17,415,478.77
TOTAL LIABILITIES & EQUITY	30,511,997.48

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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	630,118.21	668,000.00	-37,881.79	94.3%
Total Personnel Services	786,186.39	839,640.00	-53,453.61	93.6%
Employee Benefits				
B-9 · Pension	96,343.08	105,000.00	-8,656.92	91.8%
B-8 · Social Security	58,470.42	66,458.00	-7,987.58	88.0%
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	340,702.53	388,458.00	-47,755.47	87.7%
Administration Expenses				
B-2 · Administrative-OE	15,733.04	40,000.00	-24,266.96	39.3%
Total Administration Expenses	15,733.04	40,000.00	-24,266.96	39.3%
Operations and Maintenance				
B-3 · Legal	35,018.00	35,000.00	18.00	100.1%
B-4 · Audit	15,680.00	20,000.00	-4,320.00	78.4%
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	352,575.85	487,500.00	-134,924.15	72.3%
B-17 · Propane/Fuel Oil	31,989.26	29,000.00	2,989.26	110.3%
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	25,361.56	30,000.00	-4,638.44	84.5%
B-31 · External Services	53,986.48	75,000.00	-21,013.52	72.0%
B-28 · Education/Training	8,051.76	28,000.00	-19,948.24	28.8%
B-25 · Laboratory Fees	13,607.44	30,000.00	-16,392.56	45.4%
B-19 · Maintenance/Repairs	180,576.57	204,000.00	-23,423.43	88.5%
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	27,186.34	25,000.00	2,186.34	108.7%
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	2,127,856.84	2,200,500.00	-72,643.16	96.7%
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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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	4,398,858.59	4,592,111.00	-193,252.41	95.8%
Net Ordinary Income	1,235,934.00	-4,592,111.00	5,828,045.00	-26.9%
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	1,242,399.95	-4,592,111.00	5,834,510.95	-27.1%

The Financial Reports for 2022 were accepted on a motion offered by Mr. Schwab, seconded by Mr. Romano and the affirmative roll call vote of members present. Roll Call Vote:

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

Comments:

- N/A

Financial Reports – 2022

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Accrual Basis

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January 2022

	Jan 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
Personnel Services				
B-1 · Administrative-S&W	13,747.05	171,640.00	-157,892.95	8.0%
B-14 · Operating-S&W	54,655.49	668,000.00	-613,344.51	8.2%
Total Personnel Services	68,402.54	839,640.00	-771,237.46	8.1%
Employee Benefits				
B-9 · Pension	0.00	105,000.00	-105,000.00	0.0%
B-8 · Social Security	4,860.29	66,458.00	-61,597.71	7.3%
B-10 · Hosp	15,838.36	200,000.00	-184,161.64	7.9%
B-11 · Disability Insurance	0.00	10,000.00	-10,000.00	0.0%
B-6 · Unemployment	879.59	7,000.00	-6,120.41	12.6%
Total Employee Benefits	21,578.24	388,458.00	-366,879.76	5.6%
Administration Expenses				
B-2 · Administrative-OE	5,253.00	40,000.00	-34,747.00	13.1%
Total Administration Expenses	5,253.00	40,000.00	-34,747.00	13.1%
Operations and Maintenance				
B-3 · Legal	0.00	35,000.00	-35,000.00	0.0%
B-4 · Audit	0.00	20,000.00	-20,000.00	0.0%
B-5 · Engineer	0.00	35,000.00	-35,000.00	0.0%
B-15 · Telephone	652.06	25,000.00	-24,347.94	2.6%
B-16 · Electric	0.00	460,000.00	-460,000.00	0.0%
B-17 · Propane/Fuel Oil	2,116.86	30,000.00	-27,883.14	7.1%
B-18 · Supplies/Chemicals	20,646.95	200,000.00	-179,353.05	10.3%
B-27 · Laboratory Supplies	505.65	8,000.00	-7,494.35	6.3%
B-13 · Office	3,024.18	30,000.00	-26,975.82	10.1%
B-31 · External Services	2,728.12	75,000.00	-72,271.88	3.6%
B-28 · Education/Training	117.00	12,000.00	-11,883.00	1.0%
B-25 · Laboratory Fees	494.40	20,000.00	-19,505.60	2.5%
B-19 · Maintenance/Repairs	2,307.70	204,000.00	-201,692.30	1.1%
B-20 · Insurance	64,951.00	120,000.00	-55,049.00	54.1%
B-24 · NJDEP Fees	200.00	25,000.00	-24,800.00	0.8%
B-12 · Trustee Admin Fee	0.00	25,000.00	-25,000.00	0.0%
B-23 · Permit Appl/Compliance Fees	214.00	25,000.00	-24,786.00	0.9%
B-21 · Equipment	2,139.73	70,000.00	-67,860.27	3.1%
B-26 · Sludge Disposal	2,723.20	810,000.00	-807,276.80	0.3%
B-22 · Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Operations and Maintenance	102,820.85	2,254,000.00	-2,151,179.15	4.6%
Debt Service	0.00	724,723.00	-724,723.00	0.0%
Reserves				
B-29 · Capital Improvement	67,254.48	200,000.00	-132,745.52	33.6%
B-30 · Renewal & Replacement	16,793.65	200,000.00	-183,206.35	8.4%
Total Reserves	84,048.13	400,000.00	-315,951.87	21.0%
Operating Refund	-101.49			
Total Expense	282,001.27	4,646,821.00	-4,364,819.73	6.1%
Net Ordinary Income	-282,001.27	-4,646,821.00	4,364,819.73	6.1%
Other Income/Expense				
Other Income				
Short Term Disability Reimburse	10,203.50			
Total Other Income	10,203.50			
Net Other Income	10,203.50			
Net Income	-271,797.77	-4,646,821.00	4,375,023.23	5.8%

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
OA 8169 · Operating Acct TD - 8169	1,161,635.22
PR 3717 · Payroll Account TD - 3717	9,815.30
CI 5030 · Capital Improvement TD - 5030	1,529,558.37
Es 3226 · Escrow Account TD Bank - 3226	8,061.74
RR 1360 · Renewal & Replacement TD -1360	509,462.65
Petty Cash	150.00
Total Checking/Savings	3,218,683.28
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	6,309,298.27
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	30,514,588.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-44,485.76
Total Accounts Payable	-44,485.76
Other Current Liabilities	
NJIB Note Payable	8,349,331.00
Accrued Payroll Liabilities	
Garnishment	302.14
VALIC	-450.00
PERS - Contributions	79,068.12
PERS - Loans	85,449.81
PERS - Insurance	10,612.29
Union Dues	-1,016.41
Accrued Payroll Liabilities - Other	-47,699.60
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As of January 31, 2022

	Jan 31, 22
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Accrued Interest Payable	26,072.79
Accounts Payable - Pension	-20,401.86
Accrued Liabilities	47,771.68
Total Other Current Liabilities	8,600,283.92
Total Current Liabilities	8,555,798.16
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
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Total Liabilities	13,097,118.54
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	
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300 Cop - Contract 300 Infl Scr - Coppola	135,842.90
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330 - Contract 330 GT 1	9,776.65
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Telecommunications Project	4,760.00
305 - Contract 305 NJIB Application	753.82
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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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02/16/22
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of January 31, 2022

	Jan 31, 22
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	-2,819,685.81
Net Income	1,990.76
Total Equity	17,417,469.53
TOTAL LIABILITIES & EQUITY	30,514,588.07

The **Pending Vouchers** through February 17, 2022 were approved for payment on a motion offered by Mr. Romano, seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call Vote:

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

Comments:

- None

Musconetcong Sewerage Authority Through February 17, 2022

OPERATING:	American Aquatic Testing, Invoice 11747 - 01.25.2022 - 7 B-25 · Laboratory Fees	1,000.00
	American Wear Uniform Service 01.25.22-02.1 B-31 · External Service	593.38
	AmeriGas Propane Invoice 3132053011 - Propane B-17 · Propane/Fuel Oi	1,782.28
	AmeriGas Propane Invoice 3132610376 - Propane B-17 · Propane/Fuel Oi	2,740.82
	Aqua Pro-Tech Laboratories Invoice 2010203M - Effluent/in B-25 · Laboratory Fees	1,369.90
	ASAP Container Services, Invoice 5289754 B-26 · Sludge Disposal	2,723.20
	Blue Diamond Disposal, Inc Invoice 631314 - Monthly Tras B-31 · External Service	328.00
	Cintas First Aid & Safety Invoice 5093710538 - First Aid B-31 · External Service	425.45
	Classic Bagel & Deli 02.16.22 Engineer Committee B-28 · Education/Traini	41.50
	Cleary Giacobbe Alfieri Jac Invoice 103808 - Through 01.3 B-3 · Legal	1,216.20
	Dell EMC Invoice 2008442152741 Admin B-21 · Equipment	2,139.73
	Dell EMC Invoice 2008466560860 Direc B-21 · Equipment	1,382.71
	EcoMaids Sanitation Cleaning & Fogging B-31 · External Service	1,255.00
	Franks Trattoria Safety Meeting 02.10.2022 B-28 · Education/Traini	381.77
	Iron Hills Construction, Inc Invoice 1157 & 1158 B-19 · Maintenance/Re	19,212.00
	JCP&L Invoice # 95009456400 - Pum B-16 · Electric	6,298.10
	JCP&L Invoice # 95009498310 - Pum B-16 · Electric	16,253.94
	Jilliam Martucci Mileage Reimbursement B-13 · Office	32.20
	Keller Welding Invoice # 2279 B-19 · Maintenance/Re	845.00
	Lawson Products Invoice 9309255372 B-19 · Maintenance/Re	468.90
	Longo Electrical-Mechanic Invoice 72225 B-19 · Maintenance/Re	1,360.00
	Main Pool & Chemical Con Invoice 2193149 B-18 · Supplies/Chemik	4,681.20
	Maryland Biochemical Co., Invoice 1QQ1017 B-18 · Supplies/Chemik	5,619.61
	Musconetcong Watershed 2022 Annual Sponsorship B-28 · Education/Traini	250.00
	Najarian Assoc. Invoice 39804 Consulting 11.2 B-23 · Permit Appl/Con	3,190.00
	Napa Auto Parts Invoice 558375 559311 55934 B-19 · Maintenance/Re	435.81
	NJ American Water Co. Account # 1018-21002373369 B-31 · External Service	750.28
	Nouve Energie Cartidge for Safety Strainer B-19 · Maintenance/Re	590.00
	Nusbaum, Stein,Goldstein, Invoice 32618, 32617 - Januar B-3, B23	2,514.60
	Office Concepts Group Invoice 1055865-0,1,2 B-13 · Office	665.61
	Passaic Valley Sewerage C Invoice 520044 - Liquid Waste B-26 · Sludge Disposal	36,444.60
	PMZ Landscaping Invoice # 17662 B-18 · Supplies/Chemik	1,250.00
	PS&S Invoice 150949 - NJPDES thrc B-23 · Permit Appl/Con	550.00
	PS&S Invoice 151300 - General Con: B-5 Engineer	4,995.00
	Quadiant Invoice # 59038352- Postage I B-13 · Office	86.25
	Quinn's Consulting, LLC Invoice 20422 - Admin Office f B-21 · Equipment	3,495.00
	Quinn, Shane Dental Reimbursement B-10	72.00
	R&J Control, Inc. Invoice E2101849, 845, 846, 8 B-31 · External Service	2,831.62
	R&J Control, Inc. Invoice E2101911, E2101818, B-31 · External Service	9,730.56
	R&J Control, Inc. Invoice E2002096 B-31 · External Service	745.00
	Raritan Group, Branch 100 Invoice 1130344, 1130598, 11 B-19 · Maintenance/Re	6,888.92
	RingCentral Invoice CD_000349195 - Mont B-15 · Telephone	312.54
	Russell Reid Invoice 0006401556- Sludge f B-26 · Sludge Disposal	26,440.20
	Schilling, James 01/2022 - Mileage & Dental Re B-2, B-10	622.41
	SEM/BDS Stroudsburg Ele Invoice 2450571 B-19 · Maintenance/Re	2,053.45
	State Chemical Solutions Invoice 902296200 - Custome B-18 · Supplies/Chemik	287.10
	Times Herald Record Invoice 11037321 - PC22 Bid , B-2 · Administrative-OE	51.30
	Tractor Supply Company Account # 6035 3012 0511 34 B-19 · Maintenance/Re	129.98

	Travis Inc.	Invoice # 2955 - Emergnecy S	B-19 · Maintenance/Re	14,668.76
	USALCO	Invoice 2021824	B-18 · Supplies/Chemik	9,128.00
	USALCO	Invoice 20221069	B-18 · Supplies/Chemik	8,672.00
	Water Environment Federa	2022 Annual Memberships: 01	B-28 · Education/Traini	299.00
	Water Environment Federa	2022 Annual Memberships: 01	B-28 · Education/Traini	182.00
	Wielkots & Company LLC	Professional Services 2020 A	B-4 · Audit	2,701.25
			TOTAL:	213,184.13
<u>PAYROLL:</u>	Primepoint Payroll	MSA Payroll 02.04.2022	B-1, B-14	32,282.18
	Primepoint Payroll	MSA Payroll 02.18.2022	B-1, B-14	31,709.67
			TOTAL:	63,991.85
<u>CAPITAL:</u>	Iron Hills Construction, Inc	Contract 295 - Pay Application 295	IHC · Contract 295	442,960.00
	PS&S	Invoice 150947 - Contract 300	300 PSS · Contract 300	6,826.16
	PS&S	Invoice 150950 - Contract AS	AS · Air Sampling	3,052.50
	PS&S	Invoice 150948 - Contract 295	295 PSS · Contract 295	17,232.25
			TOTAL:	470,070.91
<u>ONLINE & MANUAL</u>	Local 32	Union Dues	Payroll Liability: Union	312.00
<u>CHECKS:</u>	NJ Division of Pensions & I	Reference # 0188766	Payroll Liability: Pensio	3,920.36
	Primepoint LLC	Payroll Processing 02.04.2022	B-31 External Services	45.50
	VALIC	Payroll Processing 02.04.2022	Payroll Liability: VALIC	500.00
	Lowe's	Reference # 618021242	B-19 · Maintenance/Re	10.79
	US Bank	Wire Transfer 20220203MMQI	NJEIT	4,814.92
	US Bank	Wire Transfer 20220203MMQI	NJEIT	21,969.91
	US Bank	Wire Transfer 20220203MMQI	NJEIT	8,114.22
	TD Bank	Wire Transfer 20220203MMQI	NJEIT	15,514.18
	JCP&L	Confirm # 85402905	B-16 · Electric	9,277.68
	NJSHBP	Reference # 03870264	B-10	13,434.70
	Altice/Optimum	Payment # 817312642	B-15 · Telephone	339.52
	Quadient	Confirm # BH3751278980 - Pc	B-13 · Office	109.20
	Direct Energy	Confirm # 2099536	B-16 · Electric	18,465.71
	Primepoint LLC	Payroll Processing 02.04.2022	B-31 External Services	127.50
			TOTAL:	96,956.19
<u>ESCROW:</u>			TOTAL:	0.00
<u>RENEWAL & REPLACE:</u>			TOTAL:	0.00

The following **correspondence** for the February, 2022 was received and filed on a motion offered by Mr. Still, seconded by Mr. Schwab and the affirmative roll call vote of members present. All in Favor Vote:

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

Comments:

- None

• **Correspondence:**

- A. NJ Ibank Payment Requisition No. S340384-09-SC-14, \$113,222.00
- B. NJ Ibank Accrued Interest Monthly Statement as of 01.31.2022
- C. Odor Complaint received via email – email/name redacted, 02.03.2022
- D. Township of Roxbury: Ordinance to amend Chapter XIII of the revised General Ordinances of the Township of Roxbury, Land Development Ordinance, Article VII, Zoning Regulations, Section 13-7.5, Zoning Map
- E. 2021 Annual Survey of Local Government Finances: F-32 Special Agencies
- F. PS&S: Report on MSA Building Rcofs & Service Building HVAC System – Work Items PS&S Job#: 04967.0025.050

Monthly Reports:

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

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

Comments:

- Mr. Schilling advised that on 02.23.2022 he submitted the compliance schedule report for the NJPDES Permit, there is a current stay in place for Nitrates however the Annual Compliance was submitted with supporting documentation.
 - Annual DRBC report was submitted electronically.
 - Generator maintenance crew was on site for two days completing annual maintenance, report received 02.23.2022 he will review and advise if anything is needed.
 - Personnel policies were submitted to the Personnel Committee which was handed down by JIF, he will review to make sure it coincides with the union agreement and make any necessary revisions, one major change is appointing an Affirmative Action Officer, Mr. Schilling offered to take on this appointment.
 - Mr. Schilling stated that he would like set up a Finance Committee, date decided at 03.07.2022 at 5pm.
 - Engineer Committee met on 02.16.2022, everything is detailed between the Director & Engineer reports.
- Mr. Pucilowski stated the Engineer Committee meeting was very productive.
 - Mr. Pucilowski asked if there is any education or certification required with regard to the Affirmative Action Rep.
 - Chairman Rattner suggested having the Personnel Committee appoint someone.
 - Mr. Schilling stated that he will speak further with the Risk Manager with regard to requirements.
 - Mr. Dwyer, Esq. also suggested speaking with Labor Counsel.

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

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

Comments:

- Mr. Wanch, PE stated that the additional information requested by DEP for Odor Control Management Plan has been submitted.
 - Influent Screening Project heaters have arrived and been installed, start up is scheduled for 03.14.2022.
 - There is one concern to be addressed in Instrument Air in the control panel due to the upstairs of the building being a classified space, we have to maintain a positive pressure in the control panel, attempting to determine the best long-term solution. Short term in order to implement the start up an air canister may be used, however long term may require a compressor installed below so it doesn't have to be explosion proof.
 - Mr. Schwab asked why this wasn't included in the original design. Mr. Wanch advised that it should have been part of the panel, one option is to go back to the manufacturer for the best option. Mr. Schwab asked why it wasn't done, Mr. Wanch advised it was missed in the specifications. Mr. Schwab asked for approximate cost. Mr. Wanch advised maybe a couple thousand dollars but he is not sure, he further stated one option is to use canister air.
 - Mr. Schilling advised that because it is a Hazardous Environmental it requires the cabinet is a NEMA Class 4 pressurized cabinet, he stated that he does not want pressurized canisters in his buildings which is why they are looking at compressed air. Mr. Schwab verified that yes there are options, Mr. Wanch confirmed yes and that another option is to put it downstairs in the unclassified space and run the tubing up through the floor. Mr. Wanch also stated that this would be a corrosive issue over time nothing catastrophic. Mr. Schwab stated that he just wanted to scope of the items missed on this project.
- Mr. Pucilowski spoke about the roof and HVAC issues. Mr. Schilling stated the roofs on Plant 1 an admin building are 30 years old and at their EOL (end of life), Plant 2 is from 1995, 27 years old. The roofs are leaking throughout the facility including through sky lights, and in some instances electrical switches & outlets which causes not only safety issues and concerns but also structural integrity issues. This has been spoken about for a while; however, the pricing has set it back at this point it must be brought in front of the board.
 - Mr. Pucilowski stated that one of the suggestions discussed was any sky lights not needed could be removed.
 - The HVAC will have to stay on the roof, however convert the heating into electric. Mr. Schwab asked if natural gas is an option. Mr. Schilling referenced his monthly report where we did have some issues with AmeriGas not abiding to our auto delivery, the propane is only for the heating in the admin building. Mr. Schilling did submit a survey to NJ Natural Gas as an option for long term.
 - Mr. Schilling also stated that if we went the route of natural gas, we may want to convert the generators to natural gas as well.
 - Mr. Pucilowski stated with regard to roof we need to abide by current energy efficient standards & regulations. Mr. Schilling stated they are also looking at 20- or 30-years warranties.
 - Mr. Sylvester asked if we had spoken to a roofer, Mr. Schilling advised that there was an estimate from a roofer as well. Engineer estimate is approximately \$1.5 million.
 - Mr. Pucilowski stated that this would be up to the Finance Committee. Mr. Schwab asked if bringing the roofs up to standard would be a full rip? Mr. Wanch advised that yes, the roofs would be replacement according to the current energy codes additionally where there are roof hatches there need to be safety provisions and brought to code.
 - Mr. Schilling advised the estimate includes the roofs and HVAC.
 - Mr. Schwab asked Mr. Schilling to forward necessary documents for the Finance Committee Meeting.

New Business:

Resolution No. 22-05 was offered on a motion by Mr. Pucilowski seconded by Mrs. Michetti and the affirmative roll call vote of members present. Roll Call Vote:

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

*See attached resolution

Comments:

- Mr. Dwyer, Esq. stated that Mr. Schilling had requested an estimate for Najarian to provide services with regard to NJPDES. Mr. Schilling advised that this is an amount not exceed in the event their services are needed.

Resolution No. 22-06 was tabled on a motion by Mr. Pucilowski seconded by Mr. Romano and the affirmative all-in favor of members present. Roll Call Vote:

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

Comments:

- The Board discussed the pros and cons of conducting a study of plant processes. After discussion the matter was tabled for further review/action at a later date.

Closed Session:

Entered Closed Session on a motion made by Mr. Pucilowski, seconded by Mrs. Michetti at 08:29pm and the affirmative all in favor vote of members present. All In Favor Vote:

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

Open Session:

Entered Open Session on a motion made by Mr. Romano, seconded by Mr. Schwab at 08:53pm by an all-in favor Vote of members present. All In Favor Vote:

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

Comments:

Additional Comments Resolution 22-06:

- Mr. Pucilowski made the motion to table resolution 22-06.

New Business:

Comments:

- None

Old Business:

Comments:

- None

Adjournment:

Motion made by Mr. Schwab, seconded by Mr. Romano at 08:54pm and the all-in favor Vote of members present, Chairman Rattner adjourned the meeting at 08:54pm. All In Favor Vote:

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

Respectfully Submitted:
Jilliam Martucci - Administrative Assistant

RESOLUTION NO. 22-05

**Resolution of the Musconetcong Sewerage Authority ("MSA")
Awarding a Contract for Additional Professional Services to Najarian Associates for
Work Related to MSA's NJPDES Permit Renewal**

WHEREAS, Najarian Associates has served as environmental consultant to MSA for many years and is familiar with MSA's NJPDES permit renewal process; and

WHEREAS, by Najarian has participated and advised MSA on the ongoing 2020 NJPDES Permit renewal and appeal; and

WHEREAS, Najarian has submitted a Proposal dated January 21, 2022 to provide additional services as the process continues;

WHEREAS, the Musconetcong Sewerage Authority has need for continued environmental services in connection with this process and has benefitted from the services of Najarian in the past; and;

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

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a contract is awarded to Najarian Associates for additional work as needed in an amount not to exceed \$25,000.00; and be it

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

FURTHER RESOLVED that the Treasurer has confirmed funds for such work is available in the Budget for 2022 (Budget line B-23 Compliance); 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.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:



Joseph Schwab, Secretary-Treasurer



Steven Rattner, Chairman

DATED: February 24, 2022