

**REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY**

Chairman Rattner called the meeting to order at 7:50 PM.

Chairman Rattner advises that as per Patrick Dwyer, Esq there is no need to repeat Pledge of Allegiance to the Flag, nor is it necessary to read the announcement of the "Open Public Meetings Act" as both were completed at the start of the reorganization meeting

MEMBERS PRESENT: Andrew Cangiano, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Thomas Romano, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

MEMBERS ABSENT: James Benson

OTHERS PRESENT: Patrick Dwyer Esq., James Wancho PE, Debbie Palma QPA, James Schilling MSA Director, Jilliam Martucci Administrative Assistant

Attendance Roll Call:

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

Chairman Rattner opened and closed the meeting to the public.

The "Regular" meeting minutes of January 23, 2020 were moved on a motion offered by Mr. McNeilly, seconded by Mr. Schindelar. All in Favor Vote:

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

The meeting minutes were approved as amended.

Comments:

- Mr. Schwab states Page 9, last paragraph, second to last line he would like "at time of installation" added.

The Financial Report for December 31, 2019, was accepted, on a motion offered by Mr. Schwab, seconded by Mr. McNeilly. Roll Call Vote:

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

COMMENTS:

- Chairman Rattner expressed concerns on the different format of the financial reports and asked if anyone else had concerns.
- Mr. Schwab explained that we are working out the reports and that running two budgets and that over the next few months we will get it figured out.
- Chairman Rattner requested the dates be standardized as of previous month.
- Mr. Schilling explained that he wanted the board to have a more detailed report due to significant capital expenditures that will be requested later in the meeting
- Mr. Schwab explains the variation in reports and why there are multiple reports.

**Financial Report- December 31, 2019**  
**Operating Account**

**Musconetcong Sewerage Authority**  
**Balance Sheet**

As of December 31, 2019

	Dec 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Operating Acct TD - 8169	1,655,363.42
Payroll Account TD 2014 - 3717	24,857.24
Capital Improvement TD - 5030	485,447.25
Escrow Account TD Bank	3,552.99
Renewal & Replacement TD -1360	359,123.51
Petty Cash	150.00
<b>Total Checking/Savings</b>	2,583,524.41
<b>Other Current Assets</b>	
Prepaid Expenses	179.99
<b>Total Other Current Assets</b>	179.99
<b>Total Current Assets</b>	2,583,704.40
<b>Fixed Assets</b>	
Construction in Progress	505,067.77
Accumulated Depreciation	-36,329,914.17
Capital Assets, Depreciated	61,039,290.64
Land	565,700.00
<b>Total Fixed Assets</b>	25,719,144.24
<b>Other Assets</b>	
Def. Pension Outflows	579,237.00
<b>Total Other Assets</b>	579,237.00
<b>TOTAL ASSETS</b>	<b>28,882,085.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 - Accounts Payable	70,375.67
<b>Total Accounts Payable</b>	70,375.67
<b>Other Current Liabilities</b>	
<b>Accrued Payroll Liabilities</b>	
VALIC	-450.00
PERS - Contributions	5,985.03
PERS - Loans	15,866.73
PERS - Insurance	787.84
Union Dues	682.50
Accrued Payroll Liabilities - Other	10,364.37
<b>Total Accrued Payroll Liabilities</b>	33,235.52
<b>Escrow Deposits Payable</b>	
40 - Bank Street Crown Walk Urban Re	-1,385.00
34 Bnk Street Urban Renewal LLC	712.50
QuickChek Roxbury	210.00
700 International Drive	-110.00
Waterloo Valley Road Sewer Ext	100.75
Hopatcong State Park WQMP Amend	792.50
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	5,561.49
<b>Total Escrow Deposits Payable</b>	6,766.49

**Musconetcong Sewerage Authority**  
**Balance Sheet**

As of December 31, 2019

	Dec 31, 19
Due to Municipalities	1.00
Compensated Absence Payable	57,504.16
Accrued Interest Payable	33,431.25
Accounts Payable - Pension	55,046.00
Accrued Liabilities	8,550.22
<b>Total Other Current Liabilities</b>	<b>240,557.64</b>
<b>Total Current Liabilities</b>	<b>311,437.31</b>
<b>Long Term Liabilities</b>	
Net Pension Liability	1,901,216.00
Loans Payable	2,784,236.38
<b>Def. Inflows of Resources</b>	
Unamort Gain on Refunding 2007	23,800.00
Def. Pension Inflows	672,269.00
<b>Total Def. Inflows of Resources</b>	<b>696,069.00</b>
<b>Total Long Term Liabilities</b>	<b>5,581,526.38</b>
<b>Total Liabilities</b>	<b>5,892,962.69</b>
<b>Equity</b>	
Net Investment in Capital Asset	22,280,460.00
<b>Restricted</b>	
Current Debt Service	32,573.00
Future Retirement Reserve	50,000.00
<b>B-29 Capital Improvements</b>	
Contract 318 Phase III Air Perm	13.42
Contract 305 NJB Application	284.44
Contract 300 Influent Screening	105,334.17
Contract 295 Tertiary Trtmt	301,651.66
B-29 Capital Improvements - Other	16,056.44
<b>Total B-29 Capital Improvements</b>	<b>423,590.35</b>
<b>B-30 Renewal and Replacement</b>	
Contract 320 #3 & 4 Drive Units	4,016.54
Contract 315 Sludge Pumps Eval	-114.96
B-30 Renewal and Replacement - Other	356,434.40
<b>Total B-30 Renewal and Replacement</b>	<b>350,335.98</b>
<b>Operations</b>	<b>50,000.00</b>
<b>Total Restricted</b>	<b>945,599.33</b>
<b>Unrestricted</b>	
Undesignated	-485,563.70
<b>Total Unrestricted</b>	<b>-485,563.70</b>
32000 - Retained Earnings	-615,257.51
Net Income	663,385.23
<b>Total Equity</b>	<b>22,989,122.95</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>28,882,085.64</b>

Musconetcong Sewerage Authority  
Budget vs. Actual Expenditure Report  
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Net Position Utilized	107,576.00	107,576.00	0.00	100.0%
Budget reimbursement	0.00	0.00	0.00	0.0%
Interest	21,061.17			
Trustee paydown	4,227,382.17	4,227,402.00	-88.83	100.0%
<b>Total Income</b>	<b>4,555,341.34</b>	<b>4,535,380.00</b>	<b>20,561.34</b>	<b>100.5%</b>
<b>Gross Profit</b>	<b>4,555,341.34</b>	<b>4,535,380.00</b>	<b>20,561.34</b>	<b>100.5%</b>
<b>Expense</b>				
<b>Personnel Services</b>				
B-1 - Administrative-S&W	146,892.65	172,000.00	-25,107.35	85.4%
B-14 - Operating-S&W	633,265.25	667,500.00	-34,234.74	94.9%
<b>Total Personnel Services</b>	<b>780,157.91</b>	<b>839,500.00</b>	<b>-59,342.09</b>	<b>92.9%</b>
<b>Employee Benefits</b>				
B-8 - Pension	55,211.73	102,000.00	-46,788.27	54.6%
B-8 - Social Security	58,848.23	65,000.00	-6,151.77	89.8%
B-10 - Hoop				
Dental/Eyeglass	5,372.15			
Hosp/Maltization	73,445.57			
B-10 - Hoop - Other	57,527.01	200,000.00	-142,372.99	28.8%
<b>Total B-10 - Hoop</b>	<b>136,445.74</b>	<b>200,000.00</b>	<b>-63,554.26</b>	<b>68.2%</b>
B-11 - Disability Insurance	7,254.41	10,000.00	-2,745.59	73.5%
B-8 - Unemployment	6,260.00	7,000.00	-739.00	89.6%
<b>Total Employee Benefits</b>	<b>305,336.16</b>	<b>384,000.00</b>	<b>-78,663.84</b>	<b>79.4%</b>
<b>Administration Expenses</b>				
B-2 - Administrative-OE	18,825.37	40,000.00	-21,174.63	47.1%
<b>Total Administration Expenses</b>	<b>18,825.37</b>	<b>40,000.00</b>	<b>-21,174.63</b>	<b>47.1%</b>
<b>Operations and Maintenance</b>				
B-3 - Legal	25,468.30	30,000.00	-4,531.70	84.2%
B-4 - Audit	14,389.05	15,000.00	-610.95	95.4%
B-6 - Engineer	24,479.55	30,000.00	-5,520.45	81.6%
B-16 - Telephones	21,013.21	25,000.00	-3,986.79	84.1%
B-18 - Electric	359,557.65	477,500.00	-117,942.35	77.4%
B-17 - Propane/Fuel Oil	15,335.55	35,000.00	-19,664.45	43.8%
B-18 - Supplies/Chemicals	175,423.15	200,000.00	-24,576.85	87.7%
B-27 - Laboratory Supplies	5,321.54	12,000.00	-6,678.46	52.7%
B-13 - Office	22,302.45	25,000.00	-2,697.55	91.1%
B-31 - External Services	41,225.71	70,000.00	-28,774.29	59.0%
B-28 - Education/Training	15,894.45	20,000.00	-4,105.55	74.5%
B-25 - Laboratory Fees	14,875.32	30,000.00	-15,124.68	49.6%
B-18 - Maintenance/Repair	175,839.75	200,000.00	-24,160.24	87.9%
B-20 - Insurance	55,261.00	110,000.00	-54,739.00	50.3%
B-24 - NJDEP Fees	20,487.15	25,000.00	-4,512.85	81.9%
B-12 - Trustee Admin Fee	15,030.00	20,000.00	-4,970.00	75.2%
B-23 - Permit Appl/Compliance Fees	11,029.50	25,000.00	-13,970.50	44.1%
B-21 - Equipment	43,200.00	60,000.00	-16,800.00	72.0%
B-28 - Sludge Disposal	615,125.55	720,000.00	-104,874.45	85.4%
B-22 - Contingency	18,527.50	25,000.00	-6,472.50	74.1%
<b>Total Operations and Maintenance</b>	<b>1,755,653.18</b>	<b>2,148,000.00</b>	<b>-392,346.82</b>	<b>81.7%</b>
<b>Debt Service</b>				
Debt Svc - Principal Payment	630,644.03	630,644.00	0.03	100.0%
Debt Svc - Interest Payment	73,271.62	52,235.00	21,036.62	79.4%
<b>Total Debt Service</b>	<b>703,915.65</b>	<b>722,880.00</b>	<b>-18,964.35</b>	<b>97.4%</b>
<b>Reserve</b>				
B-28 - Capital Improvement	300,000.00	300,000.00	0.00	100.0%
B-30 - Renewal & Replacement	100,000.00	100,000.00	0.00	100.0%
<b>Total Reserve</b>	<b>400,000.00</b>	<b>400,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>3,893,516.37</b>	<b>4,535,380.00</b>	<b>-641,863.63</b>	<b>87.4%</b>

Musconetcong Sewerage Authority  
Budget vs. Actual Expenditure Report  
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Net Ordinary Income</b>	<b>592,524.57</b>	<b>0.00</b>	<b>592,524.57</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
Other Income				
OPRA request	25.00			
<b>Total Other Income</b>	<b>25.00</b>			
<b>Net Other Income</b>	<b>25.00</b>			
<b>Net Income</b>	<b>592,562.87</b>	<b>0.00</b>	<b>592,562.87</b>	<b>100.0%</b>

The Financial Reports for 2020, were tabled, on a motion offered by Mr. Schwab, unanimous vote by present board members.

COMMENTS:

- Mr. Schwab explained Trust Admin Fees are not in fact over budget, simply categorized incorrectly and will be re-categorized correctly.
- Chairman Rattner references the Trust Admin Fees for 2019, stating that only 51% of the budget was used, he is concerned we missed a payment.
- Mr. Schwab advises 2019 is correct, 2020 will be redistributed to reflect correct categories.
- Mr. Schilling explains that the debt services payments are only made twice a year February & August 2020 budget does not reflect the breakdown. After consulting Rob McNinch, our Auditor we will redistribute accordingly
- Mr. Schwab advises that 2020 was paid correctly and requests that the financials be tabled until corrected, we can revisit at next meeting.

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
As of February 27, 2020

	Feb 27, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Operating Acct TD - 8169	1,955,731.63
Payroll Account TD 2014 - 3717	11,310.21
Capital Improvement TD - 5030	989,946.05
Escrow Account TD Bank	8,915.49
Renewal & Replacement TD -1360	415,336.65
Petty Cash	150.00
<b>Total Checking/Savings</b>	<b>3,381,382.93</b>
<b>Other Current Assets</b>	
Prepaid Expense	179.99
<b>Total Other Current Assets</b>	<b>179.99</b>
<b>Total Current Assets</b>	<b>3,381,562.92</b>
<b>Fixed Assets</b>	
Construction In Progress	505,067.77
Accumulated Depreciation	-38,320,914.17
Capital Assets, Depreciated	61,029,290.64
Land	565,760.00
<b>Total Fixed Assets</b>	<b>25,719,144.24</b>
<b>Other Assets</b>	
Def. Pension Outflows	579,237.00
<b>Total Other Assets</b>	<b>579,237.00</b>
<b>TOTAL ASSETS</b>	<b>29,659,944.16</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 - Accounts Payable	-55,255.13
<b>Total Accounts Payable</b>	<b>-55,255.13</b>
<b>Other Current Liabilities</b>	
Accrued Payroll Liabilities	
VALIC	-450.00
PERS - Contributions	-9,537.67
PERS - Loans	21,769.22
PERS - Insurance	631.65
Union Dues	283.50
Accrued Payroll Liabilities - Other	10,364.37
<b>Total Accrued Payroll Liabilities</b>	<b>23,031.07</b>
<b>Escrow Deposits Payable</b>	
40 - Bank Street Crown Walk Urban Re	-440.00
34 Bank Street Urban Renewal LLC	12.50
QuickChek Roxbury	210.00
700 International Drive	-110.00
Waterloo Valley Road Sewer Ext.	100.75
Hopatcong State Park WQMP Amend	752.50
Crownpoint Multifamily Project	964.25
Escrow Deposits Payable - Other	5,381.49
<b>Total Escrow Deposits Payable</b>	<b>7,911.49</b>

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Annual Basis

Musconetcong Sewerage Authority  
Budget vs. Actual Expenditure Report  
December 31, 2019 through February 27, 2020

	Dec 31, '19 - Feb 27, 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Net Position Utilized	0.00	107,878.00	-107,878.00	0.0%
Interest	9,628.48	0.00	9,628.48	100.0%
Trustee paydown	1,115,350.45	4,427,402.00	-3,312,051.55	25.2%
<b>Total Income</b>	<b>1,124,978.93</b>	<b>4,535,280.00</b>	<b>-3,410,401.07</b>	<b>24.9%</b>
<b>Gross Profit</b>	<b>1,124,978.93</b>	<b>4,535,280.00</b>	<b>-3,410,401.07</b>	<b>24.8%</b>
<b>Expense</b>				
<b>Personnel Services</b>				
B-1 - Administrative-S&W	24,255.54	165,553.00	-141,297.46	14.6%
B-14 - Operating-S&W	105,734.52	667,500.00	-561,765.48	15.8%
<b>Total Personnel Services</b>	<b>129,990.06</b>	<b>833,053.00</b>	<b>-703,062.94</b>	<b>15.5%</b>
<b>Employee Benefits</b>				
B-8 - Pension	0.00	102,000.00	-102,000.00	0.0%
B-9 - Social Security	5,740.20	65,500.00	-59,759.80	14.5%
B-10 - Hoop				
Dental/Eyeglass	1,517.40	0.00	1,517.40	100.0%
Hospitalization	16,395.80	200,000.00	-183,604.20	5.2%
B-10 - Hoop - Other	725.24	0.00	725.24	100.0%
<b>Total B-10 - Hoop</b>	<b>20,738.44</b>	<b>200,000.00</b>	<b>-179,261.56</b>	<b>10.4%</b>
B-11 - Disability Insurance	0.00	10,000.00	-10,000.00	0.0%
B-6 - Unemployment	1,824.92	7,000.00	-5,175.08	25.9%
<b>Total Employee Benefits</b>	<b>32,404.56</b>	<b>384,500.00</b>	<b>-352,095.44</b>	<b>8.4%</b>
<b>Administration Expenses</b>				
B-2 - Administrative-GE	7,782.50	40,000.00	-32,217.50	19.5%
<b>Total Administration Expenses</b>	<b>7,782.50</b>	<b>40,000.00</b>	<b>-32,217.50</b>	<b>19.5%</b>
<b>Operations and Maintenance</b>				
B-3 - Legal	7,505.50	30,000.00	-22,494.50	25.0%
B-4 - Audit	0.00	15,000.00	-15,000.00	0.0%
B-6 - Engineer	2,748.03	30,000.00	-27,251.97	9.2%
B-16 - Telephone	4,242.18	30,161.29	-25,919.11	21.0%
B-16 - Electric	55,167.05	482,323.71	-427,156.66	12.3%
B-17 - Propane/Fuel Oil	3,554.37	35,000.00	-31,445.63	6.5%
B-18 - Supplies/Chemicals	15,275.32	200,000.00	-184,724.68	7.5%
B-27 - Laboratory Supplies	782.55	12,000.00	-11,217.45	6.5%
B-13 - Office	11,375.25	30,000.00	-18,624.75	37.9%
B-31 - External Services	4,541.03	70,000.00	-65,458.97	6.5%
B-28 - Education/Training	4,469.55	30,000.00	-25,530.45	22.0%
B-26 - Laboratory Fees	1,325.55	30,000.00	-28,674.45	4.4%
B-18 - Maintenance/Repairs	55,225.55	200,000.00	-144,774.45	27.6%
B-20 - Insurance	45,502.00	110,000.00	-64,498.00	41.4%
B-24 - NJDEP Fees	4,260.00	25,000.00	-20,740.00	17.1%
B-12 - Trustee Admin Fee	7,515.00	30,000.00	-22,485.00	37.6%
B-23 - Permit Appl/Compliance Fees	810.00	25,000.00	-24,190.00	3.2%
B-21 - Equipment	0.00	70,000.00	-70,000.00	0.0%
B-28 - Budget Disposal	100,751.40	720,000.00	-619,248.60	14.0%
B-22 - Contingency	18,527.50	25,000.00	-6,472.50	74.1%
<b>Total Operations and Maintenance</b>	<b>345,765.10</b>	<b>3,153,000.00</b>	<b>-2,807,234.90</b>	<b>15.3%</b>
<b>Debt Service</b>				
Debt Svc - Principal Payment	41,153.04	638,837.00	-597,683.96	6.4%
Debt Svc - Interest Payment	20,107.57	75,085.00	-54,977.43	40.1%
<b>Total Debt Service</b>	<b>71,260.61</b>	<b>713,922.00</b>	<b>-642,661.39</b>	<b>10.0%</b>
<b>Reserve</b>				
B-38 - Capital Improvement	75,000.00	300,000.00	-225,000.00	25.0%
B-30 - Renewal & Replacement	25,000.00	100,000.00	-75,000.00	25.0%
<b>Total Reserve</b>	<b>100,000.00</b>	<b>400,000.00</b>	<b>-300,000.00</b>	<b>25.0%</b>
<b>Total Expense</b>	<b>591,209.93</b>	<b>4,535,280.00</b>	<b>-3,944,070.07</b>	<b>15.2%</b>
<b>Net Ordinary Income</b>	<b>-433,770.14</b>	<b>0.00</b>	<b>433,770.14</b>	<b>100.0%</b>

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Annual Basis

Musconetcong Sewerage Authority  
Budget vs. Actual Expenditure Report  
December 31, 2019 through February 27, 2020

	Dec 31, '19 - Feb 27, 20	Budget	\$ Over Budget	% of Budget
<b>Net Income</b>	<b>433,770.14</b>	<b>0.00</b>	<b>433,770.14</b>	<b>100.0%</b>

The **Pending Vouchers** for the month of January were approved for payment, on a motion offered by Mr. McNeilly, seconded by Mr. Schindelar and the affirmative roll call vote of members present.

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

Musconetcong Sewerage Authority 12:15 PM  
 Transaction List by Date 02/24/2020  
 December 31, 2019 through February 24, 2020

<u>OPERATING</u>	Name	Memo	Split	Amount
	ADP, LLC	Payroll Processing 12.31.19, 01.10	B-2 · Administrative-C	722.11
	ADP, LLC	Year End & Quareterly Processing	B-2 · Administrative-C	150.80
	American Aquatic Testing, In	01.28.20 - 7 day chronic toxicity bic	B-25 · Laboratory Fee	950.00
	American Wear	Uniform Services 12.17.19-01.14.21	B-31 · External Servic	759.10
	AmeriGas Propane	01.16.20 975.3 Gallons - Inv 31015	B-17 · Propane/Fuel C	980.18
	AmeriGas Propane	889.8 gallons - 01.30.20 - Inv 3102	B-17 · Propane/Fuel C	840.86
	Aqua Pro-Tech Laboratories	Influent /Effluent Samples - APL ID	B-25 · Laboratory Fee	375.95
	Biasi, Patrick	Dental Reimbursement & Boot Reir	B-10 Hospitalization	876.19
	Blue Diamond Disposal, Inc.	Inv 536593 - Monthly Trash Service	B-31 · External Servic	312.37
	Blue Diamond Disposal, Inc.	Trash Service 03.01.20-03.31.20	B-31 · External Servic	312.37
	Cintas First Aid & Safety	First Aid Supplies - Inv # 50159950	B-31 · External Servic	77.85
	Cleary Giacobbe Alfieri Jacol	Inv 78140 - File 4524	B-3 · Legal	192.50
	Colabella, Robert	Dental OOP Reimbursement	B-10 Hospitalization	1,150.00
	Constellation New Energy Inc	Inv 16661965901 - Main Plant 12.2	B-16 · Electric	24,339.37
	Daily Record	Contract 300 - NJ I-Bank Project - I	B-2 · Administrative-C	167.44
	Fisch Solutions	Software Licenses/ Annual Service	B-13 · Office	300.00
	Fisher Scientific	Inv 8734598 - Lab Supllies & Cherr	B-27 · Laboratory Sup	211.16
	GP Jager, Inc.	Muffin Monster Inv 197-012120	B-19 · Maintenance/R	31,622.39
	Grainger	Supplies - Vent, Bags, Gloves, Driv	B-19 · Maintenance/R	757.42
	JCP&L	Pump Stations Electric 11.23.19 - 1	B-16 · Electric	2,759.63
	JCP&L	Acct 100 106 392 077 - 12.28.19 - 1	B-16 · Electric	8,901.78
	Jilliam Martucci	Mileage Reimbursement - Bank De	B-2 · Administrative-C	25.76
	Keith DeFazio	OOP Dental Reimbursement	B-10 Hospitalization/E	75.00
	JW Topping & Assoc.	Travel Accident Policy 03.10.20 - 0	B-20 · Insurance	950.00
	Lackawanna Computer Repa	Invoice 2020-1213 & 2020-12015 -	B-13 · Office	2,688.83
	Main Pool & Chemical Comp	Inv 2081341 - Sodium Hydroxide	B-18 · Supplies/Chem	2,344.00
	McMaster-Carr Supply Co.	Inv # 31606353 - Packing Seals	B-19 · Maintenance/R	320.17
	Neopost USA Inc.	Postage Meter Rental - Inv 573346	B-13 · Office	75.00
	Netcong Hardware Co.	Inv B170261, A259592, B170874	B-19 · Maintenance/R	76.93
	NJ Advance Media (Star Led	Influent Screening Project # S3403	B-2 · Administrative-C	402.50
	NJ American Water Co.	Acct # 1018-210023733698	B-31 · External Servic	678.73
	NJWEA	NJWEA Technology Transfer Semi	B-28 · Education/Trair	95.00
	NJWEA North Jersey Sectior	Frank S Miller 47th Annual Dinner	B-28 · Education/Trair	360.00
	Nusbaum, Stein,Goldstein,Br	Inv 31576 - Legal Services 01.24.21	B-3 · Legal	4,296.00
	Office Concepts Group	Office Supplies - Inv 933010-0	B-13 · Office	132.94
	One Call Concepts, Inc.	January Service - Inv 15428	B-2 · Administrative-C	106.08

Name	Memo	Split	Amount
Passaic Valley Sewerage Co	Liquid Waste 01.01.20 - 01.31.20 -	B-26 · Sludge Dispos	27,165.60
PCS Pump and Process	20 Bronze Gland Halves - Inv 6344	B-19 · Maintenance/R	2,979.20
PCS Pump and Process	Inv 6397 / PO 7216 / Flow Mete Ca	B-19 · Maintenance/R	787.50
PS&S	Inv # 137757 - Engineering Service	B-5 · Engineer	1,529.95
Pumping Service, Inc.	PS #4 - 01.08.2020 & 01.09.2020 -	B-19 · Maintenance/R	6,479.23
Pumping Service, Inc.	PS #3 - 11.08.2019 & 12.06.2019 -	B-19 · Maintenance/R	2,506.00
Raritan Group, Branch 100	Inv 3053589 - 01.08.20 - Order # 11	B-19 · Maintenance/R	1,511.94
Roxbury Water Dept	MSA Meters 11.02.19 - 12.01.20	B-11 External Service	134.94
Russell Reid	Sludge Hauling Fees-01.02.20-01.31.20	B-26 · Sludge Dispos	19,681.20
Schilling, James	Mileage Reimbursement - 01.24.20	B-2 · Administrative-C	364.23
Schilling, James	Dental Reimbursement - OOP	B-10 Hospitalization C	392.40
State Chemical Solutions	12.02.2019 & 01.03.2020 Chemical	B-18 · Supplies/Chem	826.20
United Federated Systems	Service Call for Phone System - Inv	B-19 · Maintenance/R	232.50
USALCO		B-18 · Supplies/Chem	6,713.95
Verizon	Phone & internet 01.2020-02.18.20	B-15 · Telephone	1,977.66
Verizon	Acct # 155.312.102.0001.73	B-15 · Telephone	138.77
Verizon	Acct # 542023849-0001 Wireless	B-15 · Telephone	875.33
Water Environment Federat	Annual Membership - Allen, Barbat	B-2 · Administrative-C	650.00
Wex Bank	Fuel Purchases - December 2019	B-17 · Propane/Fuel C	381.85
	<b>TOTAL</b>		<b>164,714.86</b>

**CAPITAL**

Coppola Services, Inc.	PS #4 Emergency Work 12.14-15.1	B-29 · Capital Improve	53,315.47
Hawkins, Delafield & Wood	Influent/Effluent Facilities Project -	B-29 · Capital Improve	20,137.07
PS&S	Inv 137755 - Air Permitting through	B-29 · Capital Improve	1,807.50
PS&S	Inv 137565 - PS #4 Repair Assista	B-29 · Capital Improve	2,565.77
PS&S	Inv 137756 - Influent Screening Co	B-29 · Capital Improve	5,361.63
	<b>TOTAL</b>		<b>83,187.44</b>

**ESCROW**

PS&S	Inv 137563 - 34 Bank Street 01.01.	B-29 Capital Improver	437.50
PS&S	Inv # 137562 - Crown Walk Urban I	B-29 Capital Improver	792.50
	<b>TOTAL</b>		<b>1,230.00</b>

<u>ONLINE &amp; MANUAL CKS</u>				
MSA/ADP Payroll	01.24.2020	B-1, B-14		32183.45
MSA/ADP Payroll	02.07.2020	B-1, B-14		30823.22
MSA/ADP Payroll	02.20.2020	B-1, B-14		32164.06
NJ Pens & Bens	02.07.2020	B-10		4479.26
NJ Health Benefits	02.07.2020	B-10		10897
NJ DEP	02.06.2020 - Renew Physical Conn	B-24 NJDPES Fees		200
VALIC	02.04.2020	B-10		450



Name	Memo	Split	Amount
VALIC	02.18.2020	B-10	450
		TOTAL	111646.99

RENEWAL &  
REPLACE

TOTAL 0

The following correspondence for the month of February was received and filed on a motion offered by Mr. Schwab, seconded by Mr. Schindelar. All in Favor Vote:

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

**6. Correspondence:**

- A. State of NJ-DEP Water Quality, (NJWB) Project No. S340384-09 Wastewater Treatment Plant Improvements Purchase of Pumps (Contract 2 of 4) Authorization to Procure.
- B. State of NJ – DEP, Payment Requisition No. I-1 Project No. S340384-09 (CLP)
- C. Hawkins Delafield & Wood LLP, NJIB – Influent / Effluent Facilities Project – Construction Loan Financing.
- D. Conner Strong & Buckelew, Certificate of Liability Insurance for MSA staff Blanket Bond Coverage.
- E. LAN Associates, NJDEP Land Use Application Lakeside Blvd, Roxbury Township.
- F. Borough of Stanhope, Resolution of Appointment of Thomas Romano as the Borough’s representative to MSA for a Five Year Term effective February 1, 2020.
- \*G. Municipal Excess Liability JIF 2020-2021 Employment Practices Liability Program

**COMMENTS:**

- Chairman Rattner questioned G. if we are required to comply seeing as we do not deal with Children. Questions if there is a deadline & if it can be completed online
- Mr. Schilling advised that he was at the Annual Meeting on February 26, 2020 and that he was advised that this is a blanket requirement and that we must comply. He further advises that from time to time we do tours of the facility and that he has done a tour with youth at one point.
- Patrick Dwyer, Esq. advises of a credit once course is completed.
- Mr. McNeilly speaks about changes in the manual and advises that there will be a deadline to comply once the new outside firm implements the new template.

**Monthly Reports:**

Director’s Report, Maintenance repairs - February 2020, Flow Data January, 2020. Motion moved Mr. Romano, seconded by Mr. Schindelar. All in Favor Vote:

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

**COMMENTS:**

- Chairman Rattner inquired regarding electric bid result
- Mr. Schilling explained the bid result contract language and previous bid result.
- Mr. Schwab questions the insurance claim filed for Pump Station 4. Mr. Schilling advises claim to be filed once paperwork is completed.
- Mr. Schwab questions QPA, 2019 work however being paid 2020. Ms. Palma advises that Auditor will make necessary adjustments once all bills are received.

The Engineer’s Report for the month of February, 2020 was accepted on a motion offered by Mr. Schindelar, seconded by Mr. Romano. All in Favor Vote:

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

COMMENTS:

- Jim Wancho advised draft permit received on the Air Permit, there has been correspondence with DEP, conditions are acceptable. Tertiary Treatment Project DEP was requesting a TWA permit for filters, DEP has since recanted this request. Influent Screening Project bids came in very high, recommends rejecting all bids & send project out for re-bid. The contractor risk is the driving force behind the high bids. He further advised that we will have to go back to DEP to modify the loan. Further discussion on the contractors they submitted bids.
- Chairman Rattner inquires if timing may had played a factor in the high bids. Mr. Wancho does not believe this is the case.
- Mr. Schilling notes the risk with the flow management and duration of bypass pumping.
- Mr. Schwab asks if this will be addressed in a sequence of construction
- Mr. Wancho advises that they ensure that the bypass pumping is used minimally, according to weather which will limit equipment requirements.
- Ms. Palma advises that the equipment sitting idle is also a huge risk to the contractor.
- Mr. Pucilowski questions the Tertiary Project and whether this will delay the projects. Mr. Schilling advises the projects can be managed accordingly with maybe 60-90 day delay, they are two separate projects. Mr. Wancho advises that they will have the necessary personnel on site to manage projects.
- Mr. Wancho advises that if re-bid is approved that there will be some correspondence with the DEP.
- Mr. Schilling asked about re-bid seeing as it was not on the Agenda for the meeting
- Pat Dwyer, Esq. advises on record that we can rebid the contract based on report from Engineer, bids are rejected
- Mr. Wancho further advises he may not be in attendance at the March 26, 2020 Board Meeting.

**Move to Rebid Contract 300:**

The move to rebid Contract 300 was accepted on a motion offered by Mrs. Michetti, seconded by Mr. Schindelar. Roll Call Vote:

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

COMMENTS:

- Chairman Rattner advised the board on a report issued on Lake Musconetcong regarding testing and treatment for phosphorus, different studies using probiotics. He wants the board to be aware in the event that something comes up that it is coming by us, not from us.
- Mr. McNeilly questioned the timeframe of testing.
- Chairman Rattner shared information regarding probiotic treatment in the lake.
- There were discussions regarding various lakes in the area and potential influences to the Musconetcong River.

**New Business:**

Resolution No. 20-17 was offered on a motion by Mr. Still, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

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

COMMENTS:

- Mr. Schwab questioned what else is the Engineer Committee considering out Reserves Budget
- Mr. Schilling advises they were considering GIS however it is being tabled
- Mr. Pucilowski suggested the money for parts & labor for the pumps installation could be funded through the Operating Budget.
- Mr. Schilling advises that the install would be done by MSA staff out of the operating budget.
- Mr. Schwab requests that the Finance Committee be involved with these decisions.
- Mr. Schilling advises that this is a four-month process once it is moved.

Resolution No. 20-18 was offered on a motion by Mr. Romano, seconded by Mr. Still and the affirmative roll call vote of members present.

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

Closed Session 08:50pm, to discuss employee contract negotiations. Motion moved by Mr. Schindelar, seconded by Mr. Romano. All in Favor Vote:

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

Open Session 08:57pm. Motion moved Mr. Still, seconded by Mr. Schindelar. All in Favor Vote:

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

**Adjournment:**

Motion made by Mrs. Michetti, seconded by Mr. Schindelar and the All in Favor Vote of members present, Chairman Sylvester adjourned the meeting at 8:59 PM.

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

Respectfully Submitted:  
Jilliam Martucci  
Administrative Assistant

Date/Time Call to Order: Thursday February 27, 2020 – 7:50PM

Others Present: Patrick Dwyer, Jim Wancho, James Schilling, Jilliam Martucci, Debbie Palma

Motion / Resolution	Benson	Cangiano	Grogan	McNeilly	Michetti	Pucilowski	Rattner	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Regular Meeting Minutes: January 23, 2020 – "As Amended" ALL IN FAVOR	Absent	Aye	Abstain	Moved Aye	Aye	Aye	Abstain	Aye	Second Aye	Aye	Aye	Aye
Financial Reports 2019 - ROLL CALL	Absent	Yes	Yes	Second Yes	Yes	Yes	Yes	Yes	Yes	Moved Yes	Yes	Yes
Financial Reports 2020 - ROLL CALL "TABLED"	Absent	Tabled	Tabled	Tabled	Tabled	Tabled	Tabled	Tabled	Tabled	Tabled	Tabled	Tabled
Pending Vouchers: February 25, 2020 ROLL CALL	Absent	Yes	Yes	Moved Yes	Yes	Yes	Yes	Yes	Second Yes	Yes	Yes	Yes
Correspondence ALL IN FAVOR	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Second Aye	Moved Aye	Aye	Aye
Director's Report, Maint. & Repairs - February, 2020 Flow Data -January, 2020 - ALL IN FAVOR	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Moved Aye	Second Aye	Aye	Aye	Aye
Engineers Report- February, 2020 ALL IN FAVOR	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Second Aye	Moved Aye	Aye	Aye	Aye
Move to Rebid Contract 300 ALL IN FAVOR	Absent	Aye	Aye	Aye	Move Aye	Aye	Aye	Aye	Second Aye	Aye	Aye	Aye
New Business:	Absent											
Resolution # 20-17 ROLL CALL	Absent	Yes	Yes	Yes	Yes	Second Yes	Yes	Yes	Yes	Yes	Moved Yes	Yes
Resolution # 20-18 ROLL CALL	Absent	Yes	Yes	Yes	Yes	Yes	Yes	Moved Yes	Yes	Yes	Second Yes	Yes
Closed Session 8:50PM - ALL IN FAVOR	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Second Aye	Moved Aye	Aye	Aye	Aye
Open Session 8:57PM ALL IN FAVOR	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Moved Aye	Second Aye	Aye	Aye
Adjournment 8:59PM ALL IN FAVOR	Absent	Aye	Aye	Aye	Moved Aye	Aye	Aye	Aye	Second Aye	Aye	Aye	Aye