

# MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting  
March 24, 2022

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

Chairman Rattner called the meeting to order at 7:30 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, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Thomas Romano, Joseph Schwab, Jack Sylvester

Members Absent: James Benson, Richard Schindelar, Elmer Still

Others Present: Thomas Carroll – QPA, Jilliam Martucci – Administrative, James Schilling - MSA Director, Chuck Spinella - Esq., Jim Wancho – PE

### Attendance Roll Call:

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

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

Motion / Resolution	Benson	Cangiano	Grogan	McNeilly	Michetti	Pucilowski	Rattner	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Absent	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Absent	Present
2022 Re-Org Mtg Minutes: 02.24.2022 ALL IN FAVOR	Absent	Abstain	Abstain	Aye	Aye	Aye	Aye	Motion Aye	Absent	Aye	Absent	Second Aye
Regular Meeting Minutes: 02.24.2022 ALL IN FAVOR	Absent	Abstain	Abstain	Aye	Aye	Aye	Aye	Motion Aye	Absent	Aye	Absent	Second Aye
2021 Budget vs Actual ROLL CALL	Absent	Second Aye	Aye	Motion Aye	Aye	Aye	Aye	Aye	Absent	Aye	Absent	Aye
December 31, 2021 Balance Sheet ROLL CALL	Absent	Second Aye	Aye	Motion Aye	Aye	Aye	Aye	Aye	Absent	Aye	Absent	Aye
2022 Budget vs Actual ROLL CALL	Absent	Second Aye	Aye	Motion Aye	Aye	Aye	Aye	Aye	Absent	Aye	Absent	Aye
February 28, 2022 Balance Sheet ROLL CALL	Absent	Second Aye	Aye	Motion Aye	Aye	Aye	Aye	Aye	Absent	Aye	Absent	Aye
Pending Vouchers; March 17, 2022 ROLL CALL	Absent	Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Absent	Second Yes	Absent	Yes
Correspondence ROLL CALL	Absent	Aye	Aye	Second Aye	Aye	Aye	Aye	Aye	Absent	Motion Aye	Absent	Aye
Directors Report, Maintenance & Repairs March, 2022 Flow Data - Feb, 2022 ALL IN FAVOR	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Second Aye	Absent	Aye	Absent	Motion Aye
Engineers Report- March, 2022 ALL IN FAVOR	Absent	Aye	Aye	Aye	Second Aye	Aye	Aye	Aye	Absent	Motion Aye	Absent	Aye
New Business:												
Resolution # 22-19 ROLL CALL "AS AMENDED"	Absent	Second Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Absent	Yes	Absent	Yes
NJWEA Conference Preliminary Attendance	Absent	No	Yes	Yes	No	Yes	Yes	Yes	Absent	Yes	Absent	Yes
Resume In-Person Meeting No Virtual Option	Absent	Yes	Yes	Motion Yes	Yes	No	No	Yes	Absent	Second Yes	Absent	Yes
Old Business:												
Closed Session: 08:03 pm ALL IN FAVOR	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Motion Aye	Absent	Second Aye	Absent	Aye
Motion / Resolution	Benson	Cangiano	Grogan	McNeilly	Michetti	Pucilowski	Rattner	Romano	Schindelar	Schwab	Still	Sylvester
Open Session: 08:10 pm ALL IN FAVOR	Absent	Aye	Aye	Second Aye	Aye	Motion Aye	Aye	Aye	Absent	Aye	Absent	Aye
Adjournment 08:11 pm ALL IN FAVOR	Absent	Second Aye	Aye	Aye	Aye	Aye	Aye	Aye	Absent	Aye	Absent	Motion Aye

Chairman Rattner open and closed the meeting to the public.

The “2022 Reorganization” meeting minutes of February 24, 2022 accepted on a motion offered by Mr. Romano, seconded by Mr. Sylvester and the affirmative all in favor vote of members present. All In Favor Vote:

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

Comments:

- None

The “Regular” meeting minutes of February 24, 2022 accepted on a motion offered by Mr. Romano, seconded by Mr. Sylvester and the affirmative all in favor vote of members present. All In Favor Vote:

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

Comments:

- None

The Financial Reports for 2021 were accepted on a motion offered by Mr. McNeilly, 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	Abstain	Mr. Romano	Aye
Mr. Grogan	Abstain	Mr. Schindelar	Absent
Mr. McNeilly	Aye	Mr. Schwab	Aye
Mrs. Michetti	Aye	Mr. Still	Absent
Mr. Pucilowski	Aye	Mr. Sylvester	Aye

Comments:

- N/A

**Financial Reports – 2021**

10:40 AM  
03/15/22  
Accrual Basis

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

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Interest	17,042.51			
trustee passdown	5,617,750.08			
<b>Total Income</b>	5,634,792.59			
<b>Gross Profit</b>	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%
<b>Total Personnel Services</b>	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%
<b>Total B-10 · Hosp</b>	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%
<b>Total Employee Benefits</b>	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%
<b>Total Administration Expenses</b>	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	13,504.90	25,000.00	-11,495.10	54.0%
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	27,786.34	25,000.00	2,786.34	111.1%
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%
<b>Total Operations and Maintenance</b>	2,128,786.18	2,200,500.00	-71,713.82	96.7%
Debt Service				
Debt Svs - Principal Payment	419,166.59			
Debt Svs - Interest Payment	371,653.88			
Debt Service - Other	0.00	723,513.00	-723,513.00	0.0%
<b>Total Debt Service</b>	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%
<b>Total Reserves</b>	400,000.00	400,000.00	0.00	100.0%
Misc. Income	-21,899.05			
Operating Refund	-39,362.98			

10:40 AM  
 03/15/22  
 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	4,399,787.93	4,592,111.00	-192,323.07	95.8%
Net Ordinary Income	1,235,004.66	-4,592,111.00	5,827,115.66	-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	1,241,470.61	-4,592,111.00	5,833,581.61	-27.0%

10:38 AM  
 03/15/22  
 Cash Basis

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
 As of December 31, 2021

	Dec 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
OA 8169 · Operating Acct TD - 8169	1,077,033.61
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
<b>Total Checking/Savings</b>	<b>3,215,763.35</b>
Other Current Assets	
NJIB Note Receivable	3,090,435.00
Prepaid Expenses	179.99
<b>Total Other Current Assets</b>	<b>3,090,614.99</b>
<b>Total Current Assets</b>	<b>6,306,378.34</b>
<b>Fixed Assets</b>	
Construction in Progress	1,609,092.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,592.62
Land	505,700.00
<b>Total Fixed Assets</b>	<b>23,875,337.80</b>
Other Assets	
Def. Pension Outflows	329,952.00
<b>Total Other Assets</b>	<b>329,952.00</b>
<b>TOTAL ASSETS</b>	<b>30,511,668.14</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	72,332.98
<b>Total Accounts Payable</b>	<b>72,332.98</b>
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
<b>Total Accrued Payroll Liabilities</b>	<b>119,410.73</b>
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
<b>Total Escrow Deposits Payable</b>	<b>9,562.24</b>

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 03/15/22  
 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
<b>Total Other Current Liabilities</b>	<b>8,482,865.35</b>
<b>Total Current Liabilities</b>	<b>8,555,198.33</b>
<b>Long Term Liabilities</b>	
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
<b>Total Def. Inflows of Resources</b>	<b>1,001,542.00</b>
<b>Total Long Term Liabilities</b>	<b>4,541,320.38</b>
<b>Total Liabilities</b>	<b>13,096,518.71</b>
<b>Equity</b>	
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 Ttmt	
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
<b>Total Contract 295 - Tertiary Ttmt</b>	<b>579,458.31</b>
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
<b>Total Contract 300 Influent Screening</b>	<b>151,509.34</b>
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
<b>Total B-29 Capital Improvements</b>	<b>1,155,554.99</b>
B-30 Renewal and Replacement	
335 · Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	690,687.83
<b>Total B-30 Renewal and Replacement</b>	<b>719,721.50</b>
Operations	50,000.00
<b>Total Restricted</b>	<b>2,004,528.49</b>

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03/15/22  
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	172,080.25
Total Equity	17,415,149.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>30,511,668.14</b>

The Financial Reports for 2022 were accepted on a motion offered by Mr. McNeilly, 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	Abstain	Mr. Romano	Aye
Mr. Grogan	Abstain	Mr. Schindelar	Absent
Mr. McNeilly	Aye	Mr. Schwab	Aye
Mrs. Michetti	Aye	Mr. Still	Absent
Mr. Pucilowski	Aye	Mr. Sylvester	Aye

Comments:

- N/A



**Financial Reports – 2022**

10:40 AM  
03/15/22  
Accrual Basis

**Musconetcong Sewerage Authority  
Budget vs. Actual Expenditure Report  
January through February 2022**

	Jan - Feb 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>Personnel Services</b>				
B-1 · Administrative-S&W	25,609.97	171,640.00	-146,030.03	14.9%
B-14 · Operating-S&W	101,614.31	668,000.00	-566,385.69	15.2%
<b>Total Personnel Services</b>	127,224.28	839,640.00	-712,415.72	15.2%
<b>Employee Benefits</b>				
B-9 · Pension	0.00	105,000.00	-105,000.00	0.0%
B-8 · Social Security	9,236.27	66,458.00	-57,221.73	13.9%
B-10 · Hosp				
Dental/Vision	1,606.00			
B-10 · Hosp - Other	27,385.16	200,000.00	-172,614.84	13.7%
<b>Total B-10 · Hosp</b>	28,991.16	200,000.00	-171,008.84	14.5%
B-11 · Disability Insurance	0.00	10,000.00	-10,000.00	0.0%
B-6 · Unemployment	1,673.71	7,000.00	-5,326.29	23.9%
<b>Total Employee Benefits</b>	39,901.14	388,458.00	-348,556.86	10.3%
<b>Administration Expenses</b>				
B-2 · Administrative-OE	5,446.41	40,000.00	-34,553.59	13.6%
<b>Total Administration Expenses</b>	5,446.41	40,000.00	-34,553.59	13.6%
<b>Operations and Maintenance</b>				
B-3 · Legal	2,256.80	35,000.00	-32,743.20	6.4%
B-4 · Audit	0.00	20,000.00	-20,000.00	0.0%
B-5 · Engineer	4,995.00	35,000.00	-30,005.00	14.3%
B-15 · Telephone	1,633.34	25,000.00	-23,366.66	6.5%
B-16 · Electric	25,531.62	460,000.00	-434,468.38	5.6%
B-17 · Propane/Fuel Oil	7,226.45	30,000.00	-22,773.55	24.1%
B-18 · Supplies/Chemicals	37,007.18	200,000.00	-162,992.82	18.5%
B-27 · Laboratory Supplies	505.65	8,000.00	-7,494.35	6.3%
B-13 · Office	7,738.87	30,000.00	-22,261.13	25.8%
B-31 · External Services	7,461.17	75,000.00	-67,538.83	9.9%
B-28 · Education/Training	1,271.27	12,000.00	-10,728.73	10.6%
B-25 · Laboratory Fees	2,864.30	20,000.00	-17,135.70	14.3%
B-19 · Maintenance/Repairs	33,206.74	204,000.00	-170,793.26	16.3%
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	6,975.00	25,000.00	-18,025.00	27.9%
B-23 · Permit Appl/Compliance Fees	2,538.00	25,000.00	-22,462.00	10.2%
B-21 · Equipment	7,017.44	70,000.00	-62,982.56	10.0%
B-26 · Sludge Disposal	65,608.00	810,000.00	-744,392.00	8.1%
B-22 · Contingency	0.00	25,000.00	-25,000.00	0.0%
<b>Total Operations and Maintenance</b>	278,987.83	2,254,000.00	-1,975,012.17	12.4%
<b>Debt Service</b>				
Debt Svs - Principal Payment	23,919.43			
Debt Svs - Interest Payment	19,518.80			
Debt Service - Other	0.00	724,723.00	-724,723.00	0.0%
<b>Total Debt Service</b>	43,438.23	724,723.00	-681,284.77	6.0%
<b>Reserves</b>				
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%
<b>Total Reserves</b>	84,048.13	400,000.00	-315,951.87	21.0%
<b>Operating Refund</b>	-101.49			
<b>Total Expense</b>	578,944.53	4,646,821.00	-4,067,876.47	12.5%
<b>Net Ordinary Income</b>	-578,944.53	-4,646,821.00	4,067,876.47	12.5%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Short Term Disability Reimburse	10,203.50			
<b>Total Other Income</b>	10,203.50			
<b>Net Other Income</b>	10,203.50			

10:40 AM  
03/15/22  
Accrual Basis

**Musconetcong Sewerage Authority**  
**Budget vs. Actual Expenditure Report**  
January through February 2022

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	<u>Jan - Feb 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>-568,741.03</u>	<u>-4,646,821.00</u>	<u>4,078,079.97</u>	<u>12.2%</u>

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
 As of February 28, 2022

	Feb 28, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
OA 8169 · Operating Acct TD - 8169	1,429,854.68
PR 3717 · Payroll Account TD - 3717	40,973.62
CI 5030 · Capital Improvement TD - 5030	1,109,487.46
Es 3226 · Escrow Account TD Bank - 3226	9,761.74
RR 1360 · Renewal & Replacement TD -1360	559,462.65
Petty Cash	150.00
<b>Total Checking/Savings</b>	<b>3,149,690.15</b>
<b>Other Current Assets</b>	
NJIB Note Receivable	3,090,435.00
Prepaid Expenses	179.99
<b>Total Other Current Assets</b>	<b>3,090,614.99</b>
<b>Total Current Assets</b>	<b>6,240,305.14</b>
<b>Fixed Assets</b>	
Construction in Progress	1,609,092.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,592.62
Land	505,700.00
<b>Total Fixed Assets</b>	<b>23,875,337.80</b>
<b>Other Assets</b>	
Def. Pension Outflows	329,952.00
<b>Total Other Assets</b>	<b>329,952.00</b>
<b>TOTAL ASSETS</b>	<b>30,445,594.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	-43,750.76
<b>Total Accounts Payable</b>	<b>-43,750.76</b>
<b>Other Current Liabilities</b>	
NJIB Note Payable	8,349,331.00
<b>Accrued Payroll Liabilities</b>	
Garnishment	302.14
VALIC	50.00
PERS - Contributions	82,757.62
PERS - Loans	88,385.07
PERS - Insurance	10,843.15
Union Dues	-1,016.41
Accrued Payroll Liabilities - Other	-47,699.60
<b>Total Accrued Payroll Liabilities</b>	<b>133,621.97</b>
<b>Escrow Deposits Payable</b>	
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
Villages at Roxbury	965.00
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	5,548.49
<b>Total Escrow Deposits Payable</b>	<b>10,527.24</b>

10:52 AM  
 03/15/22  
 Cash Basis

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
 As of February 28, 2022

	Feb 28, 22
Compensated Absences Payable	61,681.72
Accrued Interest Payable	26,072.79
Accounts Payable - Pension	-24,322.22
Accrued Liabilities	47,771.68
<b>Total Other Current Liabilities</b>	<b>8,604,684.18</b>
<b>Total Current Liabilities</b>	<b>8,560,933.42</b>
<b>Long Term Liabilities</b>	
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
<b>Total Def. Inflows of Resources</b>	<b>1,001,542.00</b>
<b>Total Long Term Liabilities</b>	<b>4,541,320.38</b>
<b>Total Liabilities</b>	<b>13,102,253.80</b>
<b>Equity</b>	
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 Ttmt	
295 PSS · Contract 295 TT - PS&S	21,476.56
295 IHC · Contract 295 TT - IHC	97,685.50
295 - Misc (Permit, Legal)	104.00
<b>Total Contract 295 - Tertiary Ttmt</b>	<b>119,266.06</b>
Contract 300 Influent Screening	
300 PSS · Contract 300 Infl Scr - PSS	7,172.28
300 Cop · Contract 300 Infl Scr - Coppola	135,842.90
300 - Misc (Permit, Legal)	1,668.00
<b>Total Contract 300 Influent Screening</b>	<b>144,683.18</b>
AS · Air Sampling	37,567.26
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	230,412.53
<b>Total B-29 Capital Improvements</b>	<b>685,484.08</b>
B-30 Renewal and Replacement	
335 · Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	690,687.83
<b>Total B-30 Renewal and Replacement</b>	<b>719,721.50</b>
Operations	50,000.00
<b>Total Restricted</b>	<b>1,534,457.58</b>

10:52 AM  
03/15/22  
Cash Basis

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
As of February 28, 2022

	<u>Feb 28, 22</u>
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	-2,820,015.15
Net Income	398,262.62
Total Equity	17,343,341.14
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>30,445,594.94</b>

The **Pending Vouchers** through March 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	Yes	Mr. Romano	Yes
Mr. Grogan	Yes	Mr. Schindelar	Absent
Mr. McNeilly	Yes	Mr. Schwab	Yes
Mrs. Michetti	Yes	Mr. Still	Absent
Mr. Pucilowski	Yes	Mr. Sylvester	Yes

Comments:

- None

**Musconetcong Sewerage Authority**  
**Through March 17, 2022**

<b><u>OPERATING:</u></b>	American Wear	Uniform Service 02.22.2022-03.15.2022	B-31 · External Services	626.52
	AmeriGas Propane	Invoice 3133283837-	Propane Delivery (B-17 · Propane/Fuel Oil	1,840.83
	AmeriGas Propane	Invoice 3133369413 -	Propane Delivery B-17 · Propane/Fuel Oil	368.26
	Aqua Pro-Tech Laboratories	Invoice 202018M -	Eff/Inf Samples 02.0	849.75
	ASAP Container Services, LLC	Invoice 5341459	B-26 · Sludge Disposal	3,972.65
	Blue Diamond Disposal, Inc.	Invoice 631314 -	Monthly Trash Service B-31 · External Services	328.00
	Business Machine Technologies	Invoice 2364098, 2364099 -	IT Services B-13 · Office	744.50
	Business Machine Technologies	Invoice 4450 -	Sonic Wall 1 year renewe B-13 · Office	1,020.00
	Business Machine Technologies	Invoice 2364346 -	04/2022 Monthly IT S B-13 · Office	169.57
	Cintas First Aid & Safety	Invoice 5097851145 -	First Aid Supplies B-31 · External Services	254.49
	Cit-e-Net, LLC	Invoice MUSWEB2022 -	Application Sub B-2 · Administrative-OE	1,500.00
	Delaware River Basin Commission	2022 Annual Monitorinh Fee	B-24 NJDEP Fees	887.00
	Domain Listings LLC	Invoice # 242-1848	Annual Website Don B-13 · Office	288.00
	EcoMaids	Invoice 33965	February/March 2022 B-31 · External Services	680.00
	Franks Trattoria	Finance Committee Meeting 03.07.2022	B-28 · Education/Training	38.35
	Grainger	Invoice # 9213361125 -	Account # 8069 B-27 · Laboratory Supplies	57.57
	Grainger	Invoice # 9222557689 -	Account # 8069 B-19 · Maintenance/Repair	177.31
	JCP&L	Invoice # 95009540129-	Pump Stations B-16 · Electric	1,745.04
	Jesse Szczubelek	Dental Reimbursement -	2022 Annual A Dental/Vision	1,105.00
	Jilliam Martucci	Vision Reimbursement	Dental/Vision	180.68
	JW Topping & Assoc.	Travel Accident Policy 03.10.22-3.09.23	B-20 · Insurance	950.00
	Longo Electrical-Mechanical, Inc.	Invoice 072233	B-19 · Maintenance/Repair	700.00
	Main Pool & Chemical Company Inc	Invoice 2294899	B-18 · Supplies/Chemicals	4,980.00
	Najararian Assoc.	Invoice 39971	Consulting 12.27.21-12.28 B-23 · Permit Appl/Complia	600.00
	Najararian Assoc.	Invoice 39971	Consulting 01.03.22-01.1 B-23 · Permit Appl/Complia	300.00
	Netcong Hardware Co.	Invoice B187879, A288114, B187879, A	B-18 · Supplies/Chemicals	162.83
	NJ American Water Co.	Account # 1018-210023733698 -	02.08.: B-31 · External Services	779.51
	Office Concepts Group	Invoice 1060012-0, 1059284-0, 1059284	B-13 · Office	691.93
	Office Concepts Group	Invoice 1061567-0	B-13 · Office	252.21
	Office Concepts Group	Invoice 1062724-0, 1062724-1, 1062724	B-13 · Office	653.74
	Office Concepts Group	Invoice 1063474-0	B-13 · Office	97.96
	One Call Concepts, Inc.	Invoice 2015432 -	01/2022 - Invoice 202 B-2	88.66
	Passaic Valley Sewerage Comm	Invoice 520158 -	Liquid Waste Acceptan B-26 · Sludge Disposal	37,607.40
	PMZ Landscaping	Invoice # 17808	B-18 · Supplies/Chemicals	1,250.00
	PS&S	Invoice 151373 -	General Consulting thr B-5 · Engineer	4,631.25
	Quinn's Consulting, LLC	Invoice 21722 -	Conference Room Furni B-13 · Office	2,385.00
	R&J Control, Inc.	Invoice E220030, 329, 328, 327, 326, 325	B-31 · External Services	2,818.76
	Raritan Group, Branch 100	Invoice 3099876	B-19 · Maintenance/Repair	2,277.00
	RingCentral	Invoice CD_000362114 -	Monthly Telepl B-15 · Telephone	312.54
	Roxbury Twp. Water Dept.	Invoice # 9318-0 & 8250-0	B-31 · External Services	134.94
	Russell Reid	Invoice 006420436 -	Sludge Hauling Fe B-26 · Sludge Disposal	27,641.70
	State Chemical Solutions	Invoice 902311901 -	Customer # 78984 B-18 · Supplies/Chemicals	480.59
	State Chemical Solutions	Invoice 902332449 -	Customer # 78984 B-18 · Supplies/Chemicals	793.00
	State Chemical Solutions	Invoice 902365335-	Customer # 789844 B-18 · Supplies/Chemicals	538.00
	Tritec Office Equipment	Invoice 65330 -	Quarterly Copier Contra B-13 · Office	170.94
	USA Bluebook	Invoice 868594	B-18 · Supplies/Chemicals	483.44
	USA Bluebook	Invoice 889937	B-18 · Supplies/Chemicals	196.77
	USALCO	Invoice 20223832	B-18 · Supplies/Chemicals	9,012.01
	Water Environment Federation	2022 Annual Memberships: N. Barbato	B-28 · Education/Training	117.00
	Water Environment Federation	2022 Annual Memberships: K. DeFazio	B-28 · Education/Training	117.00
	Water Environment Federation	2022 Annual Memberships: V. Barbato	B-28 · Education/Training	117.00
	Zoom Video Communications	Invoice INV127726937 & INV133003846	B-13 · Office	80.00
			<b>TOTAL:</b>	<b>118,254.70</b>

<b><u>CAPITAL:</u></b>	PS&S	Invoice 151372 - Contract 295 through C 295 IHC · Contract 295 TT	9,076.25
	PS&S	Invoice 151371 - Contract 300 through C 300 Cop · Contract 300 Infl	5,050.82
	PS&S	Invoice 51374 - AS through 02.28.2022 AS · Air Sampling	<u>2,392.50</u>
		<b>TOTAL:</b>	<b>16,519.57</b>

<b><u>ESCROW:</u></b>	PS&S	Invoice 151306- Esc: Villages at Roxbu Villages at Roxbury	<u>735.00</u>
		<b>TOTAL:</b>	<b>735.00</b>

<b><u>RENEWAL &amp; REPLACE:</u></b>			<b>TOTAL:</b>	<b>0.00</b>
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<b><u>PAYROLL:</u></b>	Primepoint Payroll	Payroll 03.04.2022	B-1, B-14	32,705.59
	Primepoint Payroll	Payroll 03.18.2022	B-1, B-14	<u>32,701.47</u>
			<b>TOTAL:</b>	<b>65,407.06</b>

<b><u>MANUAL &amp; ONLINE:</u></b>	Altice	Internet Services/Confirm # 19642005	B-15 · Telephone	339.52
	Direct Energy	Account # 1690648 - Confirmation # 213	B-16 · Electric	20,596.63
	JCP&L	Confirmation # 8612230 - Pump Station	B-16 · Electric	9,707.31
	Local 32	Union Dues 02.01.22-02.28.22	Accrued Payroll Liability: U	312.00
	Lowe's	Reference # 646184683	B-18 · Supplies/Chemicals	2,121.67
	NJ Division of Pensions & Benefits	Reference # 04651601 - 02/2022 Estim	Accrued Payroll Liability: P	3,920.36
	NJ Division of Pensions & Benefits	Reference # 05320638 - 03/2022 Estim	Accrued Payroll Liability: P	3,920.36
	Treasurer State of NJ	Confirmation # 30301-111293889	B-24 NJDEP Fees	1,375.00
	NJSHBP	Reference # 06670847 03.01.22-03.31.2	B-10 · Hosp	16,922.02
	Primepoint	Invoice # 505547 - Payroll Processing O	B-31 · External Services	45.50
	Primepoint	Invoice # 507215 - Payroll Processing C	B-31 · External Services	33.00
	Shell/WEX	Confirmation # 816902242022	B-17 · Propane/Fuel Oil	586.49
	Shell/WEX	Acct 1779	B-17 · Propane/Fuel Oil	403.66
	VALIC	Confirm # 218372 - 03.18.22	Accrued Payroll Liability: V	500.00
	VALIC	Confirm # 218140 - 03.18.22	Accrued Payroll Liability: V	500.00
	Verizon Wireless	Transaction ID 1458559531	B-15 · Telephone	<u>658.56</u>
			<b>TOTAL:</b>	<b>61,942.08</b>

The following **correspondence** for the March, 2022 was received and filed on a motion offered by Mr. Schwab, seconded by Mr. McNeilly 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	Aye	Mr. Schindelar	Absent
Mr. McNeilly	Aye	Mr. Schwab	Aye
Mrs. Michetti	Aye	Mr. Still	Absent
Mr. Pucilowski	Aye	Mr. Sylvester	Aye

Comments:

- Mr. Pucilowski inquired about Correspondence: A, Mr. Schilling advised this is a monthly report we receive from the IT company. Chairman Rattner stated that this would be discussed in the Directors Report.

• **Correspondence:**

- A. BMT Monthly IT Report – 02.2022-03.2022
- B. NJ Ibank Payment Requisition No. S340384-09-SC-15
- C. Hill Wallack LLP - Thomas F. Carroll, III, Esq.: 1881 Route 46 Roxbury, NJ – Phase II – Public Hearing 03.16.2022 at 7:30pm
- D. JCP&L: Resumption of in person meter readings
- E. NJ Ibank: Construction Loan Accrued Interest Monthly Statement as of 02.28.2022, Project No. S340 384-09
- F. PS&S: Compliance Plan Modification for Reduction of H2S Monitoring, MSA Facility #83115
- G. Anthony M. Bucco: Letter to DEP regarding Nitrate Effluent Limits in Wastewater Treatment Facilities

**Monthly Reports:**

The Director's Report, and Maintenance and Repairs Report, for the month of March, 2022 and Flow Data for February, 2022 was accepted on a motion offered by Mr. Sylvester and seconded by Mr. Romano 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	Aye	Mr. Schindelar	Absent
Mr. McNeilly	Aye	Mr. Schwab	Aye
Mrs. Michetti	Aye	Mr. Still	Absent
Mr. Pucilowski	Aye	Mr. Sylvester	Aye

Comments:

- Chairman Rattner asked about the BMT report, Mr. Schilling advised that this was answered to the Chairman via email and phone call.
  - Ms. Martucci advised the Board of the details of the report.
  - It was discussed in the manner the old equipment is disposed of.
- Mr. Schilling advised the Board that he spoke with the Professionals as instructed at the last meeting regarding the appointment of an Affirmative Action Officer with regard to the Personnel Policy, it was determined that we do have to appoint an individual however this individual should not be a Board Member or the Executive Director – it was suggested that the Administrative Assistant take on this role.
- Mr. Schilling also advised that the Annual Conference is in May, we need to know who is attending as soon as possible.
- Mr. Schilling requested a straw poll to determine how many Board members would be available prior to the April 28, 2022 Board meeting for Annual Elected Officials training provided by our Risk Management Company.
  - Mr. McNeilly stated that there are benefits to the Board taking the training as a group.
- Mr. Schilling discussed Resolution 22-19 which will need to be amended.
- QPA dismissed at 7:49pm.
- Mr. Pucilowski requested an Engineering Committee Meeting in April.
  - Mr. Schilling advised that the Finance Committee is meeting on April 19, 2022, Mr. McNinch will be present to answer questions, Engineering Committee could meet after.
  - Mr. Pucilowski stated that some of the repairs may have to be made temporarily.



The Engineer's Report for the month of March, 2022 was accepted on a motion offered by Mr. Schwab, seconded by Mrs. Michetti 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	Aye	Mr. Schindelar	Absent
Mr. McNeilly	Aye	Mr. Schwab	Aye
Mrs. Michetti	Aye	Mr. Still	Absent
Mr. Pucilowski	Aye	Mr. Sylvester	Aye

Comments:

- Mr. Wancho, PE advised Contract 300 is targeted from completion end of April. Contract 295, filter manufacturer will be on site next week, there is a potential change order with regard to grating modifications – waiting on pricing.
  - Mr. Schwab asked for clarification, Mr. Wancho, PE advised that we need to better access the bearings.

**New Business:**

Resolution No. 22-19 was offered on a motion as amended by Mr. Romano seconded by Mr. Cangiano 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	Yes	Mr. Schindelar	Absent
Mr. McNeilly	Yes	Mr. Schwab	Yes
Mrs. Michetti	Yes	Mr. Still	Absent
Mr. Pucilowski	Yes	Mr. Sylvester	Yes

\*See attached resolution

Comments:

- Chairman Rattner noted that line-item B-22 contingency should be changed to \$25,0000.00 for the budget transfer.

The Board discussed the NJWEA Conference to be held May 9, 2022-May 13, 2022 an attendance sheet was distributed to determine a preliminary attendance.

Commissioner McNeilly asked that a vote be taken about returning to full in person meeting with no virtual option available. Mr. McNeilly offered a motion which was seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call Vote:

Mr. Benson	Absent	Chairman Rattner	No
Mr. Cangiano	Yes	Mr. Romano	Yes
Mr. Grogan	Yes	Mr. Schindelar	Absent
Mr. McNeilly	Yes	Mr. Schwab	Yes
Mrs. Michetti	Yes	Mr. Still	Absent
Mr. Pucilowski	No	Mr. Sylvester	Yes

Comments:

- Mr. McNeilly stated that he would like to see The Board return to full in person meetings with no virtual option.
- The Board discussed and vote was taken.

**Old Business:**

Comments:

- Mr. Pucilowski inquired about Resolution 22-06; Mr. Schilling stated that he will be sure that Resolution 22-06 pertaining to Plant Processes will be kept under Old Business until resolved.

**Closed Session:**

Entered Closed Session on a motion made by Mr. Romano, seconded by Mr. Schwab at 08:03pm 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	Aye	Mr. Schindelar	Absent
Mr. McNeilly	Aye	Mr. Schwab	Aye
Mrs. Michetti	Aye	Mr. Still	Absent
Mr. Pucilowski	Aye	Mr. Sylvester	Aye

**Open Session:**

Entered Open Session on a motion made by Mr. Pucilowski, seconded by Mr. McNeilly at 08:10pm 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	Aye	Mr. Schindelar	Absent
Mr. McNeilly	Aye	Mr. Schwab	Aye
Mrs. Michetti	Aye	Mr. Still	Absent
Mr. Pucilowski	Aye	Mr. Sylvester	Aye

Comments:

**Adjournment:**

Motion made by Mr. Sylvester, seconded by Mr. Cangiano at 08:10pm and the all-in favor Vote of members present, Chairman Rattner adjourned the meeting at 08:11pm. All In Favor Vote:

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

Respectfully Submitted:  
Jilliam Martucci - Administrative Assistant

**RESOLUTION NO. 22-19  
MUSCONETCONG SEWERAGE AUTHORITY  
2021 BUDGET TRANSFERS**

**WHEREAS**, there are insufficient funds in the following accounts to meet the demands thereon for the balance of the 2021 fiscal year:

	<u>Amount Short</u>
B-5 Engineering	\$15,385.29
B-17 Propane/Fuel Oil	\$2,989.26
B-18 Supplies/Chemicals	\$29,273.92
B-23 Permit Application/Compliance Fees,	\$2,186.34
B-26 Sludge Disposal; and	\$161,075.07

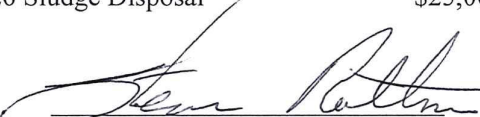
**WHEREAS**, there appears to be surplus in other accounts sufficient to meet the shortfalls in the above accounts over and above the amounts deemed necessary for the accounts in surplus for the balance of the 2021 fiscal year,

**NOW, THEREFORE, BE IT RESOLVED**, that in accordance with the provisions of N.J.A.C. 5:31-2.8, monies from accounts in surplus be hereby transferred to accounts having shortfalls in order to meet the current demands, and,

**BE IT FURTHER RESOLVED**, that the Treasurer is hereby authorized and directed to make the following transfers:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
B-25 Laboratory Fees	B-5 Engineering	\$15,385.29
B-24 NJDEP Fees	B-17 Propane/Fuel Oil	\$ 2,989.26
B-19 Maintenance and Repairs	B-18 Supplies/Chemicals	\$23,423.43
B-27 Laboratory Supplies	B-18 Supplies/Chemicals	\$ 5,850.49
B-13 Office	B-23 Permit App/Compliance	\$ 2,186.34
B-16 Electric	B-26 Sludge Disposal	\$134,924.15
B-21 Equipment	B-26 Sludge Disposal	\$10,278.22
B-22 Contingency	B-26 Sludge Disposal	\$25,000.00

  
Joseph Schwab, Secretary-Treasurer

  
Steven Rattner, Chairman

As of March 24, 2022

Vote:

9 Aye    0 Nay    0 Abstain    3 Absent

Certified to be a true copy of a Resolution adopted by the Musconetcong Sewerage Authority on March 24, 2022

  
Joseph Schwab, Secretary-Treasurer