

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
March 25, 2021

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY **HELD VIA RECORDED VIRTUAL/TELECONFERENCE DUE TO COVID-19**

Chairman Rattner called the meeting to order at 7:30 PM. Following the virtual 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: James Benson, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Thomas Romano, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent: Andrew Cangiano

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

Attendance Roll Call:

Mr. Benson	Present	Chairman Rattner	Present
Mr. Cangiano	Absent	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

Date/Time Call to Order: Thursday March 25, 2021 - 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	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Re-Orig Meeting Minutes: February 25, 2021 ALL IN FAVOR	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Motion Aye	Abstain	Aye	Aye	Second Aye
Regular Meeting Minutes: February 25, 2021 ALL IN FAVOR	Aye	Absent	Aye	Aye	Motion Aye	Second Aye	Aye	Aye	Abstain	Aye	Aye	Aye
2020 Budget vs Actual ROLL CALL	Yes	Absent	Yes	Second Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes
December 31, 2020 Balance Sheet ROLL CALL	Yes	Absent	Yes	Second Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes
2021 Budget vs Actual ROLL CALL	Yes	Absent	Yes	Second Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes
February 28, 2021 Balance Sheet ROLL CALL	Yes	Absent	Yes	Second Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes
Pending Vouchers; March 18, 2021 ROLL CALL	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Second Yes	Yes	Yes
Correspondence All IN FAVOR	Aye	Absent	Aye	Aye	Second Aye	Aye	Aye	Aye	Aye	Aye	Aye	Motion Aye
Directors Report, Maintenance & Repairs March, 2021 Flow Data -February, 2021 ALL IN FAVOR	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Second Aye	Aye	Motion Aye
Engineers Report-March, 2021 ALL IN FAVOR	Aye	Absent	Aye	Aye	Aye	Motion Aye	Aye	Aye	Second Aye	Aye	Aye	Aye
New Business:												
Resolution # 21-18 ROLL CALL	Yes	Absent	Yes	Yes	Yes	Second Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes
Resolution # 21-19 ROLL CALL	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Motion Motion on Change Yes	Second on Change Yes	Yes	Second on Motion Yes	Yes
New Business:	None	Absent	None	None	None	None	None	None	None	None	None	None
Old Business:	None	Absent	None	None	None	None	None	None	None	None	None	None

Closed Session: 08:10 pm ALL IN FAVOR *Personnel	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Motion Aye	Aye	Second Aye
Open Session: 08:22 pm ALL IN FAVOR	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Second Aye	Aye	Motion Aye
Adjournment: 08:23 pm ALL IN FAVOR	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Second Aye	Aye	Motion Aye	Aye

Chairman Rattner opened and closed the meeting to the public.

The “Re-Organization” meeting minutes of February 25, 2021 were moved on a motion offered by Mr. Romano, seconded by Mr. Sylvester. All in Favor Vote:

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

The “Regular” meeting minutes of February 25, 2021 were moved on a motion offered by Mrs. Michetti, seconded by Mr. Pucilowski. All in Favor Vote:

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

The Financial Reports for 2020 was accepted on a motion offered by Mr. Schwab, seconded by Mr. McNeilly
Roll Call Vote:

Mr. Benson	Yes	Chairman Rattner	Yes
Mr. Cangiano	Absent	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 stated no comments. Mr. McNeilly stated if the Treasurer is happy, he is happy.

Financial Report – 2020

11:13 AM

03/16/21

Accrual Basis

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Net Position Utilized	0.00	107,978.00	-107,978.00	0.0%
Interest	15,031.75			
trustee passthrough	4,461,401.96	4,427,402.00	33,999.96	100.8%
Total Income	4,476,433.71	4,535,380.00	-58,946.29	98.7%
Gross Profit	4,476,433.71	4,535,380.00	-58,946.29	98.7%
Expense				
Personnel Services				
B-1 · Administrative-S&W	153,900.43	165,958.00	-12,057.57	92.7%
B-14 · Operating-S&W	654,600.94	667,500.00	-12,899.06	98.1%
Total Personnel Services	808,501.37	833,458.00	-24,956.63	97.0%
Employee Benefits				
B-9 · Pension	101,018.00	102,000.00	-982.00	99.0%
B-8 · Social Security	60,619.76	65,500.00	-4,880.24	92.5%
B-10 · Hosp				
Dental/Vision	5,752.06			
Hospitalization	144,330.98	200,000.00	-55,669.02	72.2%
B-10 · Hosp - Other	-10,146.15			
Total B-10 · Hosp	139,936.89	200,000.00	-60,063.11	70.0%
B-11 · Disability Insurance	4,962.27	10,000.00	-5,037.73	49.6%
B-6 · Unemployment	5,739.71	7,000.00	-1,260.29	82.0%
Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total Employee Benefits	312,276.63	384,500.00	-72,223.37	81.2%
Administration Expenses				
B-2 · Administrative-OE	33,826.59	40,000.00	-6,173.41	84.6%
Administration Expenses - Other	0.00	0.00	0.00	0.0%
Total Administration Expenses	33,826.59	40,000.00	-6,173.41	84.6%
Operations and Maintenance				
B-3 · Legal	37,277.93	37,804.50	-526.57	98.6%
B-4 · Audit	15,899.45	17,000.00	-1,100.55	93.5%
B-5 · Engineer				
NJPDES Permit	4,793.75			
B-5 · Engineer - Other	22,963.77	30,000.00	-7,036.23	76.5%
Total B-5 · Engineer	27,757.52	30,000.00	-2,242.48	92.5%
B-15 · Telephone	19,674.06	20,000.00	-325.94	98.4%
B-16 · Electric	325,483.95	421,520.52	-96,036.57	77.2%
B-17 · Propane/Fuel Oil	10,602.60	29,000.00	-18,397.40	36.6%
B-18 · Supplies/Chemicals	199,530.05	200,000.00	-469.95	99.8%
B-27 · Laboratory Supplies	5,493.51	12,000.00	-6,506.49	45.8%
B-13 · Office	27,832.51	30,000.00	-2,167.49	92.8%
B-31 · External Services	64,971.26	88,621.08	-23,649.82	73.3%
B-28 · Education/Training	8,777.00	20,000.00	-11,223.00	43.9%
B-25 · Laboratory Fees	14,558.62	30,000.00	-15,441.38	48.5%
B-19 · Maintenance/Repairs	174,336.46	200,000.00	-25,663.54	87.2%
B-20 · Insurance	105,037.00	110,000.00	-4,963.00	95.5%
B-24 · NJDEP Fees	24,196.32	25,000.00	-803.68	96.8%
B-12 · Trustee Admin Fee	15,030.00	20,000.00	-4,970.00	75.2%
B-23 · Permit Appl/Compliance Fees	30,064.88	34,553.99	-4,489.11	87.0%
B-21 · Equipment	68,681.31	70,000.00	-1,318.69	98.1%
B-26 · Sludge Disposal	744,802.21	745,000.00	-197.79	100.0%
B-22 · Contingency	0.00	25,000.00	-25,000.00	0.0%
Operations and Maintenance - Other	0.00	0.00	0.00	0.0%
Total Operations and Maintenance	1,920,006.64	2,165,500.09	-245,493.45	88.7%
Debt Service				
Debt Svs - Principal Payment	645,580.49	638,837.00	6,743.49	101.1%
Debt Svs - Interest Payment	51,153.33	75,085.00	-23,931.67	68.1%
Total Debt Service	696,733.82	713,922.00	-17,188.18	97.6%
Reserves				
B-29 · Capital Improvement	300,000.00	300,000.00	0.00	100.0%

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03/16/21

Accrual Basis

Musconetcong Sewerage Authority
Budget vs. Actual Expenditure Report
 January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
B-30 - Renewal & Replacement	100,000.00	100,000.00	0.00	100.0%
Total Reserves	400,000.00	400,000.00	0.00	100.0%
Union Dues	0.00			
Total Expense	4,171,345.05	4,537,380.09	-366,035.04	91.9%
Net Ordinary Income	305,088.66	-2,000.09	307,088.75	-15,253.7%
Other Income/Expense				
Other Expense				
Bank Fee	0.00			
Total Other Expense	0.00			
Net Other Income	0.00			
Net Income	305,088.66	-2,000.09	307,088.75	-15,253.7%

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03/16/21
Cash Basis

Musconetcong Sewerage Authority

Balance Sheet

As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
OA 8169 · Operating Acct TD - 8169	1,528,759.59
PR 3717 · Payroll Account TD - 3717	5,511.18
CI 5030 · Capital Improvement TD - 5030	679,293.82
Es 3226 · Escrow Account TD Bank - 3226	9,892.99
RR 1360 · Renewal & Replacement TD -1360	331,621.30
Petty Cash	150.00
Total Checking/Savings	2,555,228.88
Other Current Assets	
NJIB Note Receivable	6,000,000.00
Prepaid Expenses	179.99
Total Other Current Assets	6,000,179.99
Total Current Assets	8,555,408.87
Fixed Assets	
Construction in Progress	619,814.35
Accumulated Depreciation	-38,105,732.17
Capital Assets, Depreciated	61,481,592.62
Land	505,700.00
Total Fixed Assets	24,501,374.80
Other Assets	
Def. Pension Outflows	521,422.00
Total Other Assets	521,422.00
TOTAL ASSETS	33,578,205.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	395,352.68
Total Accounts Payable	395,352.68
Other Current Liabilities	
NJIB Note Payable	6,000,000.00
Accrued Payroll Liabilities	
VALIC	-450.00
PERS - Contributions	28,363.35
PERS - Loans	46,391.38
PERS - Insurance	7,320.03
Union Dues	-1,367.41
Accrued Payroll Liabilities - Other	-47,699.60
Total Accrued Payroll Liabilities	32,557.75
Escrow Deposits Payable	
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
Hopatcong State Park WQMP Amend	1,292.50
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	5,548.49
Total Escrow Deposits Payable	9,893.49

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2020

	Dec 31, 20
Due to Municipalities	-254,218.00
Compensated Absences Payable	49,512.72
Accrued Interest Payable	30,709.64
Accounts Payable - Pension	53,839.64
Accrued Liabilities	23,750.00
Total Other Current Liabilities	5,946,045.24
Total Current Liabilities	6,341,397.92
Long Term Liabilities	
Net Pension Liability	1,861,226.00
Loans Payable	2,784,238.38
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	17,000.00
Def. Pension Inflows	894,022.00
Total Def. Inflows of Resources	911,022.00
Total Long Term Liabilities	5,556,486.38
Total Liabilities	11,897,884.30
Equity	
Net Investment in Capital Asset	21,700,135.56
Restricted	
Current Debt Service	29,252.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
300 Cop · Contract 300 Infl Scr - Coppola	1,598,890.00
295 IHC · Contract 295 TT - IHC	2,555,951.00
AS · Air Sampling	3,816.83
350 · Contract 350 - PCSIU	7,090.00
325 · Contract 325 - SC 3&4	11,694.10
330 · Contract 330 GT 1	9,776.65
310 · Contract 310 Phase III Air Perm	450.92
Telecommunications Project	4,760.00
305 · Contract 305 NJIB Application	775.53
300 PSS · Contract 300 Infl Scr - PSS	87,007.45
285 · Contract 285 - SC #1 & 2	93,801.49
295 PSS · Contract 295 TT - PS&S	202,952.19
270 · Contract 270 Thickeners	8,843.08
280 · Contract 280 PC #2	21,342.49
B-29 Capital Improvements - Other	717,376.47
Total B-29 Capital Improvements	5,324,528.20
B-30 Renewal and Replacement	
335 · Contract 335 - 19 Pumps	29,033.67
315 · Contract 315 Sludge Pumps Eval	40,015.98
B-30 Renewal and Replacement - Other	466,011.85
Total B-30 Renewal and Replacement	535,061.50
Operations	50,000.00
Total Restricted	5,988,841.70
Unrestricted	
Designated	-107,978.00
Undesignated	714,522.10
Total Unrestricted	606,544.10

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2020

	Dec 31, 20
3000 · Opening Bal Equity	-5,152,329.77
32000 · Retained Earnings	-1,703,498.03
Net Income	240,627.81
Total Equity	21,680,321.37
TOTAL LIABILITIES & EQUITY	33,578,205.67

The Financial Reports for 2021 was accepted on a motion offered by Mr. Schwab, seconded by Mr. McNeilly
Roll Call Vote:

Mr. Benson	Yes	Chairman Rattner	Yes
Mr. Cangiano	Absent	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:

- N/A

Financial Report – 2021

11:13 AM

03/16/21

Accrual Basis

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

	Jan - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	17,042.51			
trustee passdown	1,120,875.02			
Total Income	1,137,917.53			
Gross Profit	1,137,917.53			
Expense				
66900 · Reconciliation Discrepancies	25.62			
Personnel Services		165,598.00	-141,561.36	14.5%
B-1 · Administrative-S&W	24,036.64			
B-14 · Operating-S&W	112,482.30	668,000.00	-555,517.70	16.8%
Total Personnel Services	136,518.94	833,598.00	-697,079.06	16.4%
Employee Benefits				
B-9 · Pension	2,804.08	105,000.00	-102,195.92	2.7%
B-8 · Social Security	10,038.40	65,500.00	-55,461.60	15.3%
B-10 · Hosp	27,560.16	200,000.00	-172,439.84	13.8%
B-11 · Disability Insurance	1,440.03	10,000.00	-8,559.97	14.4%
B-6 · Unemployment	2,018.17	7,000.00	-4,981.83	28.8%
Total Employee Benefits	43,860.84	387,500.00	-343,639.16	11.3%
Administration Expenses				
B-2 · Administrative-OE	5,111.71	40,000.00	-34,888.29	12.8%
Total Administration Expenses	5,111.71	40,000.00	-34,888.29	12.8%
Operations and Maintenance				
B-3 · Legal	5,341.32	35,000.00	-29,658.68	15.3%
B-4 · Audit	277.50	20,000.00	-19,722.50	1.4%
B-5 · Engineer				
NJPDES Permit	3,947.50			
B-5 · Engineer - Other	7,630.76	30,000.00	-22,369.24	25.4%
Total B-5 · Engineer	11,578.26	30,000.00	-18,421.74	38.6%
B-15 · Telephone	801.92	20,000.00	-19,198.08	4.0%
B-16 · Electric	84,995.82	482,500.00	-397,504.18	17.6%
B-17 · Propane/Fuel Oil	10,705.02	29,000.00	-18,294.98	36.9%
B-18 · Supplies/Chemicals	27,851.53	200,000.00	-172,148.47	13.9%
B-27 · Laboratory Supplies	1,514.79	12,000.00	-10,485.21	12.6%
B-13 · Office	2,450.88	30,000.00	-27,549.12	8.2%
B-31 · External Services	7,060.12	70,000.00	-62,939.88	10.1%
B-28 · Education/Training	4,485.00	20,000.00	-15,515.00	22.4%
B-25 · Laboratory Fees	375.95	30,000.00	-29,624.05	1.3%
B-19 · Maintenance/Repairs	18,112.42	200,000.00	-181,887.58	9.1%
B-20 · Insurance	48,255.00	110,000.00	-61,745.00	43.9%
B-24 · NJDEP Fees	50.00	25,000.00	-24,950.00	0.2%
B-12 · Trustee Admin Fee	17,610.00	20,000.00	-2,390.00	88.1%
B-23 · Permit Appl/Compliance Fees	214.00	25,000.00	-24,786.00	0.9%
B-21 · Equipment	14,994.00	70,000.00	-55,006.00	21.4%
B-26 · Sludge Disposal	60,878.75	720,000.00	-659,121.25	8.5%
B-22 · Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Operations and Maintenance	317,552.28	2,173,500.00	-1,855,947.72	14.6%
Debt Service				
Debt Svs - Principal Payment	80,165.00			
Debt Svs - Interest Payment	71,834.92			
Debt Service - Other	0.00	723,513.00	-723,513.00	0.0%
Total Debt Service	151,999.92	723,513.00	-571,513.08	21.0%
Reserves				
B-29 · Capital Improvement	0.00	200,000.00	-200,000.00	0.0%
B-30 · Renewal & Replacement	0.00	200,000.00	-200,000.00	0.0%
Total Reserves	0.00	400,000.00	-400,000.00	0.0%
Operating Refund	-39,063.88			
Pension Reimbursement	-5.34			

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Accrual Basis

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

	Jan - Feb 21	Budget	\$ Over Budget	% of Budget
Total Expense	615,999.99	4,558,111.00	-3,942,111.01	13.5%
Net Ordinary Income	521,917.54	-4,558,111.00	5,080,028.54	-11.5%
Other Income/Expense				
Other Expense				
Bank Fee	185.00			
Total Other Expense	185.00			
Net Other Income	-185.00			
Net Income	521,732.54	-4,558,111.00	5,079,843.54	-11.4%

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Cash Basis

Musconetcong Sewerage Authority

Balance Sheet

As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
OA 8169 · Operating Acct TD - 8169	1,965,913.35
PR 3717 · Payroll Account TD - 3717	4,864.38
CI 5030 · Capital Improvement TD - 5030	684,646.15
Es 3226 · Escrow Account TD Bank - 3226	9,892.99
RR 1360 · Renewal & Replacement TD -1360	331,621.30
Petty Cash	150.00
Total Checking/Savings	2,997,088.17
Other Current Assets	
NJIB Note Receivable	6,000,000.00
Prepaid Expenses	179.99
Total Other Current Assets	6,000,179.99
Total Current Assets	8,997,268.16
Fixed Assets	
Construction in Progress	619,814.35
Accumulated Depreciation	-38,105,732.17
Capital Assets, Depreciated	61,481,592.62
Land	505,700.00
Total Fixed Assets	24,501,374.80
Other Assets	
Def. Pension Outflows	521,422.00
Total Other Assets	521,422.00
TOTAL ASSETS	34,020,064.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-42,918.93
Total Accounts Payable	-42,918.93
Other Current Liabilities	
NJIB Note Payable	6,000,000.00
Accrued Payroll Liabilities	
Garnishment	302.14
VALIC	-450.00
PERS - Contributions	36,723.87
PERS - Loans	53,136.45
PERS - Insurance	7,877.39
Union Dues	-1,016.41
Accrued Payroll Liabilities - Other	-47,699.60
Total Accrued Payroll Liabilities	48,873.84
Escrow Deposits Payable	
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
Hopatcong State Park WQMP Amend	1,292.50
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	5,548.49
Total Escrow Deposits Payable	9,893.49

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03/16/21
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of February 28, 2021

	Feb 28, 21
Due to Municipalities	-254,218.00
Compensated Absences Payable	49,512.72
Accrued Interest Payable	30,709.64
Accounts Payable - Pension	42,676.50
Accrued Liabilities	23,750.00
Total Other Current Liabilities	5,951,198.19
Total Current Liabilities	5,908,279.26
Long Term Liabilities	
Net Pension Liability	1,861,226.00
Loans Payable	2,784,238.38
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	17,000.00
Def. Pension Inflows	894,022.00
Total Def. Inflows of Resources	911,022.00
Total Long Term Liabilities	5,556,486.38
Total Liabilities	11,464,765.64
Equity	
Net Investment in Capital Asset	21,700,135.56
Restricted	
Current Debt Service	29,252.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
300 Cop · Contract 300 Infl Scr - Coppola	1,598,890.00
295 IHC · Contract 295 TT - IHC	2,943,371.00
AS · Air Sampling	3,454.33
350 · Contract 350 - PCSIU	7,090.00
325 · Contract 325 - SC 3&4	11,694.10
330 · Contract 330 GT 1	9,776.65
310 · Contract 310 Phase III Air Perm	450.92
Telecommunications Project	4,760.00
305 · Contract 305 NJIB Application	775.53
300 PSS · Contract 300 Infl Scr - PSS	70,061.56
285 · Contract 285 - SC #1 & 2	93,801.49
295 PSS · Contract 295 TT - PS&S	276,695.38
270 · Contract 270 Thickeners	8,843.08
280 · Contract 280 PC #2	21,342.49
B-29 Capital Improvements - Other	717,376.47
Total B-29 Capital Improvements	5,768,383.00
B-30 Renewal and Replacement	
335 · Contract 335 - 19 Pumps	29,033.67
315 · Contract 315 Sludge Pumps Eval	40,015.98
B-30 Renewal and Replacement - Other	466,011.85
Total B-30 Renewal and Replacement	535,061.50
Operations	50,000.00
Total Restricted	6,432,696.50
Unrestricted	
Designated	-107,978.00
Undesignated	714,522.10
Total Unrestricted	606,544.10

11:16 AM
03/16/21
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of February 28, 2021

	Feb 28, 21
3000 · Opening Bal Equity	-5,152,329.77
32000 · Retained Earnings	-1,462,870.22
Net Income	431,123.15
Total Equity	22,555,299.32
TOTAL LIABILITIES & EQUITY	34,020,064.96

Mr. Benson	Yes	Chairman Rattner	Yes
Mr. Cangiano	Absent	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
Through March 18, 2021

<u>OPERATING:</u>			
Allied Oil LLC	Invoice 15637788, 15637802, 15637803 - B-17 · Propane/Fuel	5503.83	
American Wear	Uniform Service 02.16.21-03.16. B-31 · External Serv	772.15	
AmeriGas Propane	Invoice # 3118333414 - 02.12.21 B-17 · Propane/Fuel	750.67	
AmeriGas Propane	Invoice 3119407806 - Propane [B-17 · Propane/Fuel	1714.07	
Aqua Pro-Tech Laborato	Effluent/Influent Samples 01.07.: B-25 · Laboratory Fe	375.95	
Aqua Pro-Tech Laborato	Invoice 1020055M - 02.04.21-02 B-25 · Laboratory Fe	757.05	
Barbato, Nicholas	Dental Reimbursement B-10 · Hosp	100.00	
Blue Diamond Disposal,	Invoice 582504 - Monthly Trash B-31 · External Serv	312.37	
Business Machine Techr	Invoice 2361411 & 2361410 B-31 · External Serv	647.00	
Business Machine Techr	Invoice 2361411 - Firewall Instal B-13 · Office	1998.24	
Chaaya, Anthony	Boot Reimbursement B-18 · Supplies/Chen	150.00	
Cit-e-Net	Invoice MUSWEB2020 - 03.01.2 B-31 · External Serv	1500.00	
Cleary Giacobbe Alfieri J	Invoice 91305 February 2021 B-3 · Legal	17.50	
Delaware River Basin Co	Invoice 212343 - Docket # D-20(B-24 · NJDEP Fees	858.00	
Grainger	Invoice 806934055 B-19 · Maintenance/F	124.32	
Grainger	Invoice 806934055 B-19 · Maintenance/F	181.85	
Hach Company	Invoice # 12346319 B-27 · Laboratory Su	215.70	
JCP&L	Invoice # 95008976914 Pump S B-16 · Electric	8707.85	
JCP&L	Invoice #95009020086 01.27.21 B-16 · Electric	4295.23	
Lawson Products	Invoice 9308251545 B-19 · Maintenance/F	86.46	
Lowe's Companies, Inc.	Account # 99002310680 - B-19 · Maintenance/F	183.90	
Main Pool & Chemical	Invoice # 2187871 B-18 · Supplies/Chen	4395.00	
McMaster Carr	Invoice 54659366 B-19 · Maintenance/F	207.45	
Musconetcong Watershe	2021 Annual Sponsorship B-28 · Education/Trai	250.00	
Najarian Assoc.	Invoice 38118 - Consulting 01.0 B-23 · Permit Appl/Cc	2030.00	
Najarian Assoc.	Invoice 38117 - Consulting 10.2 B-23 · Permit Appl/Cc	5220.00	
Napa Auto Parts	Invoice 536851 - B-19 · Maintenance/F	49.32	
Netcong Hardware Co.	invoice A274196 B-19 · Maintenance/F	19.30	
NJ American Water Co.	Account # 1018-210023733698 B-31 · External Serv	640.64	
Office Concepts Group	Invoice # 1000510-2 B-13 · Office	412.56	
Office Concepts Group	Invoice 1001946-1 & 1001946-0 B-13 · Office	731.59	
One Call Concepts, Inc.	Invoice 1025431 - February 202 B-2 · Administrative-C	57.20	
Passaic Valley Sewerage	Invoice 518762 - Liquid Waste A B-26 · Sludge Dispos	29055.00	
PMZ Landscaping	Invoice #16500 B-18 · Supplies/Chen	550.00	
PS&S	Invoice 144376 - Engineering Se B-4 Engineering	1935.95	
Quadient	Postage Invoice 58198468 - Acc B-13 · Office	156.57	
Russell Reid	Sludge Hauling Fees 02.03.21-0 B-26 · Sludge Dispos	21121.95	
Schilling, James	Reimbursement - Office Phones B-13 · Office	682.40	
State Chemical Solutions	Invoice 901700458 - 11.01.2020 B-18 · Supplies/Chen	453.00	
Township of Roxbury	Invoice 8250-0 & 9318-0 11.02.2 B-31 · External Serv	134.94	
Tritec Office Equipment	Invoice 55848 - Service Contract B-13 · Office	95.43	

USALCO	Invoice 20186354	B-18 · Supplies/Chen	6629.88
Verizon	Account # 756.215.705.0001.07	B-15 · Telephone	111.82
Water Environment Federation	2021 Annual Memberships: J Sc	B-28 · Education/Trai	468.00
TOTAL:			104660.14

<u>CAPITAL:</u>	Coppola Services, Inc.	Invoice 1 - Contract 300	300 Cop · Contract 300	89977.48
	Iron Hills Construction, Inc.	Contract 295 - Pay Application # 295	IHC · Contract 295	102900.00
	PS&S	Invoice 144375 - Contract 350	B-29, Contract 350	4080.00
	PS&S	Invoice 144373 - Air Sampling	B-29, Air Sampling	633.75
	PS&S	Invoice 144372 - Contract 300	B-29, Contract 300	21591.74
	PS&S	Invoice 144373 - Contract 295	B-29, Contract 295	20036.54
TOTAL:				239219.51

<u>PAYROLL:</u>	MSA Payroll	03.05.2021 Regular Payroll	B-1, B-14	33289.65
	MSA Payroll	03.05.2021 2021 Retro Payroll	B-1, B-14	484.08
	MSA Payroll	03.19.2021 Regular Payroll	B-1, B-14	32361.70
TOTAL:				66135.43

<u>ONLINE & MANUAL CKS:</u>	VALIC	Confirm # 179229 - 03.02.2021	Accrued Payroll Liab	600.00
	NJ Division of Pension & Reference # 06121091 - 02/2021	Accounts Payable - F		4458.94
	NJSHBP	Reference # 06121162	B-10 Hospitalization	14488.02
	NJDEP	Confirm # 30301-316269503	Operations and Main	1375.00
	NJ Division of Pension & Reference # 07451831 - 2021 1st	Accounts Payable - F		5855.17
	JCP&L	Confirm # 77171611	B-16 · Electric	8834.33
	VALIC	Confirm # 180539 - 03.19.2021	Accrued Payroll Liab	600.00
	Verizon Wireless	Confirm # 1107319189 -	B-15 Telephone	1492.00
TOTAL:				37703.46

<u>ESCROW:</u>	TOTAL:	0.00
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<u>RENEWAL & REPLACEMENT</u>	TOTAL:	0.00
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The following **correspondence** for the month of February, 2021 was received and filed on a motion offered by Mr. Sylvester, seconded by Mrs. Michetti. All in Favor Vote:

Mr. Benson	Aye	Chairman Rattner	Aye
Mr. Cangiano	Absent	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:

- Mr. Pucilowski asked if James would be discussing Correspondence C, Mr. Schilling stated he will be
- Chairman Rattner asked Mrs. Michetti if the Correspondence for the Affordable Housing pertained to the MSA at all. Mrs. Michetti advised that she did not review the ordinances, Chairman Rattner stated he was not sure on the Mountain address. Mr. Schilling stated that this information was included just so the Board was aware although it does not pertain to the MSA.
- Mr. Schwab stated that he has comments of Correspondence C when we get to it.

Monthly Reports:

The Director's Report, and Maintenance and Repairs Report, for the month of March, 2021 and Flow Data for February, 2021 was accepted on a motion offered by Mr. Sylvester and seconded by Mr. Schwab. All in Favor Vote:

Mr. Benson	Aye	Chairman Rattner	Aye
Mr. Cangiano	Absent	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:

- Mr. Schilling advised that we received the local finance letter that each Commissioner register by 04.30.2021 which is the deadline.
- Mr. Schilling asked the Board for their support with regard to Resolution 21-19 for the VFD's. Mr. Schilling advised that many of the VFD's will require smaller VFD's due to the lower horse power pumps installed over the last year. He also stated that there is a significant price difference that we will all understand following the preventive maintenance & inspection completion. Typically, a VFD is 10-15 years, we are at year 11. Unfortunately, they are all beginning to fail one at a time.
- We are replacing two VFD's the cost price point would be \$5300.00 separately and \$4844.00 to replace both, \$5300 separately. One is for an Aerator; one is for sludge management system. Mr. Schilling stated that he planned to speak to Mr. Still the purchasing commissioner this evening.
 - Mr. Still stated that we would have to verify that the funds are available with Mr. Schwab
 - Mr. Schwab stated that he wanted to speak on this when we get to the resolution.
- Mr. Schilling also spoke about the Mount Arlington Basin behind PS#3, he stated that he has spoken to Melanie & Jim yesterday (03.24.2021) and that this morning (03.25.2021) MSA staff installed the aerator and that he was out there with the staff he noted: no odors, basin looked okay, stagnant. Mr. Schilling did state that he does have a concern about the severe drainage that flows off the driveway & road. He has photos of the debris that he will forward out to the Board. Again, he noted: no odors or white sheen or substance.
- Mr. Schilling asked Chairman Rattner if he could get his hands on the Lake Hopatcong report. Chairman Rattner stated for James to send him exactly what we are looking for & he will get his hands on it.
- Mr. Schilling stated that he & Mrs. Michetti discussed if an OPRA request was prudent,
 - Mrs. Michetti suggested that we attempt to collect same samples, MSA Staff is going to try to collect E. coli samples to determine if there is any human waste from septic leakage.
 - Chairman Rattner stated that testing was done in the Musconetcong River and it was determined that following significant rainfall the levels were higher, they did DNA testing to determine it was animals and which animals which it turned out to be bear, deer and some type of fowl-he doesn't recall the

exact bird. He also suggested that if there are complaints, we should be going out right away, not 3 days later.

- Mr. Schwab stated the report is dated November 2020, he questioned if this was such a great concern why weren't we notified immediately.
- Mr. Schilling replied that the MSA being mentioned in a report that we weren't aware of, he would have liked to participate in, there is no indication that there is anything abnormal at PS#3
- Mr. Schilling did state that Mrs. Michetti pointed out that we also weren't aware there was an issue PS#4 until it surfaced, slightly different circumstances because PS#4 was ground water that rotted out valve's hardware. PS#3 is at a considerably higher elevation than the basin, the pipes run in the complete opposite direction, they are not in proximity to that immediate area and again there are no odors & no debris.
- Mr. McNeilly asked Mr. Schilling if this was paid for by the Lake Hopatcong Commission, Mr. Schilling replied that the only information we have is the single page that was supplied to the Board and that is why he asking if we can get our hands on the entire report, we only know that Princeton Hydro did the work for Lake Hopatcong to determine the cost of remediating & restoring the retention basins. Mr. Schilling stated that again he was there this morning and also please note the significant rain fall we have had over the last few days, the pond looked good, there are no odors, there is a considerable amount of debris in our driveway & parking area.
- Chairman Rattner suggested contacting the town and advising that the run off is damaging our area.
 - Mr. Schwab asked Mrs. Michetti if that is a county road, Mrs. Michetti agreed yes, it is.
 - Mr. Still stated that he does not think it's a big deal, that they are looking where the runoff is coming from.
 - Mr. McNeilly suggested keeping track of costs, produce a one sheet correspondence once we have our results. Mr. McNeilly further stated that neighboring property owner shouldn't be going after government entities to correct their issues.
 - Chairman Rattner stated that it wouldn't make a difference because we have no connection with the retention basins.
 - Mr. Schwab asked Mr. Wancho, PE if we typically have an outfall structure. Mr. Wancho, responded yes but that he didn't see it in the photos. Mr. Schilling advised that he has a lot of photos he would like to forward on. Mr. Schwab stated the outfall structure could possibly have 3 or 4 feet of leaves blocking it.
 - Chairman Rattner stated that if it anything on the County Road to let him know and he can likely have it handled in just a few weeks.
 - Mr. Still stated that there should be something noting that it runs into our driveway.
- Mr. Schilling stated that the Engineering Committee will be reconvening as their meeting yesterday was cut short due to technical issues.
- Mr. Schilling also stated that he would be reaching out to the Personnel Committee to set up a meeting.
- Mr. Schwab asked about the status of the Audit.
 - Mrs. Martucci, admin advised that we have been sending them supporting documentation and expect them to have the Audit wrapped up mid-April.

The Engineer's Report for the month of March, 2021 was accepted on a motion offered by Mr. Pucilowski, seconded by Mr. Schindelar. All in Favor Vote:

Mr. Benson	Aye	Chairman Rattner	Aye
Mr. Cangiano	Absent	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:

- Mr. Wancho, PE advised that there has been
- Chairman Rattner stated that the State Park is working on the sewer lines for the last month

- Mrs. Michetti confirmed.
- Mr. Wancho, PE stated that he understands we will be notified when we need to be on site.
- Mrs. Michetti advised mark outs are complete and it is estimated April/May start date. She will advise Mr. Wancho, PE & Mr. Schilling as soon as she knows.

New Business:

Resolution No. 21-18 was offered on a motion offered by Mr. Schwab seconded by Mr. Pucilowski and the affirmative all-in favor vote of members present. Roll Call Vote:

Mr. Benson	Yes	Chairman Rattner	Yes
Mr. Cangiano	Absent	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

*See attached resolution

Comments:

- N/A

Resolution No. 21-19 was offered on a motion by Mr. Romano seconded by Mr. Still and the change of verbiage was offered on a motion by Mr. Romano seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call Vote:

Mr. Benson	Yes	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	Yes
Mr. Pucilowski	Yes	Mr. Sylvester	Yes

*See attached resolution

Comments:

- Mr. Schwab stated that he reviewed both proposals, Rapid Pump states the proposal states semi annual inspection, how many times will this be completed
 - Mr. Schilling advised that it is supposed to be a one and done, they did not follow the scope of what was requested.
 - Mr. Schwab stated that he believes the proposal should state that it is in fact one and done not semi annual
 - Pat Dwyer, Esq. stated that we can reword the resolution to reflect that it is one time inspection.
 - Mr. Schwab stated that semi-annual inspection makes it confusing if we could just correct that.
 - Mr. Dwyer, Esq., Mr. Schwab, & Mr. Carroll all agreed just to have the vendor revise the document.
 - Mr. Schwab asked if we could table this resolution, Mr. Schilling advised that this is an urgent matter and that he does not want to wait another month.
 - Mr. Dwyer, Esq. stated that as long as the money does not change it is fine.
 - Mr. Carroll, QPA confirmed the amount of \$9875.00.
 - Mr. Schwab confirmed with Mr. Dwyer, Esq. that we can move forward so long as we have the revised resolution & proposal.
 - Mr. Dwyer, Esq. stated that we will amend the resolution to reflect the inspection is one time only.

New Business:

Comments:

- None

Old Business:

- None

Comments:

- N/A

Closed Session:

Motion made by Mr. Schwab, seconded by Mr. Sylvester to move into Closed Session to discuss Personnel and the All in Favor Vote of members present at 8:10 pm.

Mr. Benson	Aye	Chairman Rattner	Aye
Mr. Cangiano	Absent	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:

Motion made by Mr. Sylvester, seconded by Mr. Still to move into Open Session and the All in Favor Vote of members present at 8:22 pm.

Mr. Benson	Aye	Chairman Rattner	Aye
Mr. Cangiano	Absent	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 Mr. Still, seconded by Mr. Schindelar and the All in Favor Vote of members present, Chairman Rattner adjourned the meeting at 8:23 pm.

Mr. Benson	Aye	Chairman Rattner	Aye
Mr. Cangiano	Absent	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

RESOLUTION NO. 21-18

Resolution of the Musconetcong Sewerage Authority
Authorizing the Award of a Contract to PS&S to Provide Air Permit
Sampling and Other Services in Connection with NJDEP Preconstruction Permit
(PCP) 200001 for the Period from April 1, 2021 through March 31, 2022
without Public Advertising as a Professional Service

WHEREAS, the Musconetcong Sewerage Authority (hereinafter "MSA") is desirous of awarding a Contract for professional services to PS&S for engineering services in connection with Preconstruction Permit PCP 200001 issued by New Jersey Department of Environmental Protection; and

Whereas, PS&S has submitted a Proposal dated March 15, 2021 (the "Proposal") describing the scope of services and proposed cost; and

WHEREAS the cost in the Proposal is \$23,370.00 including all expenses for rental or purchase of equipment; and

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

WHEREAS PS&S was appointed as consulting engineer to the MSA at its annual reorganization meeting on February 25, 2021 and submitted a Business Entity Certificate at that time; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the MSA that a Contract is hereby awarded to PS&S for services in accordance with the attached

Proposal dated March 15, 2021 in an amount not to exceed Twenty-Three Thousand Three Hundred Seventy (\$23,370.00) and no/100 Dollars; and be it

FURTHER RESOLVED, that the above amount shall not exceed \$23,370.00 without further authorization from the MSA; and be it

FURTHER RESOLVED, that Steven Rattner, as Chairman and/or James Schilling, as Director, is hereby authorized to sign, if needed, the Proposal, and be it

FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this Resolution; and be it

FURTHER RESOLVED, that the MSA publish in the official newspaper of the Authority a legal advertisement advising of the award as required by N.J.S.A. 40A:11-5.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:



Joseph Schwab, Secretary-Treasurer



Steven Rattner, Chairman

March 25, 2021

SEE ATTACHED PS&S PROPOSAL DATED MARCH 15, 2021

RESOLUTION NO. 21-19

Resolution of the Musconetcong Sewerage Authority ("MSA")
Awarding a Contract to Rapid Pump & Meter Service Co., Inc. for One Variable
Frequency Drive ("VFD") Maintenance, Inspection and Evaluation in 2021

WHEREAS, the MSA has determined a need for Variable Frequency Drive ("VFD") inspection, evaluation and maintenance for 55 VFD units located at its wastewater treatment facility; and

WHEREAS, the MSA solicited and received the following two (2) Quotes:

<u>Contractor</u>	<u>Bid Price</u>
Rapid Pump & Meter Service Co., Inc. ("Rapid")	\$ 9,875.00
Longo Electrical-Mechanical, Inc. ("Longo")	\$15,800.00; and

WHEREAS, the Commissioners of the Musconetcong Sewerage Authority hereby determine that the attached Quote from Rapid is from an experienced vendor and is less expensive and is therefore preferable;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a contract to provide VFD inspection, evaluation and maintenance services is awarded to Rapid Pump & Meter Service Co., Inc. pursuant to their Quote dated January 29, 2021 and corrected March 26, 2021 to reflect that, as requested by MSA, the work shall be performed only once during 2021; and be it

FURTHER RESOLVED, that the Treasurer has certified that the funds for this contract are available in Budget line B-19; and be it

FURTHER RESOLVED that the amount of the contract award shall not exceed \$9,875.00 without further authorization by the MSA; and be it

FURTHER RESOLVED, that prior to entry upon any of MSA's facilities shall execute a Site Access Agreement and provide the insurance required therein; and be it

FURTHER RESOLVED, that James Schilling as Director or Steven Rattner as Chairman is hereby authorized to execute a Contract with Rapid on behalf of the Musconetcong Sewerage Authority.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:



Joseph Schwab, Secretary-Treasurer



Steven Rattner, Chairman

Dated: as of March 25, 2021

