

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
March 28, 2024

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, an announcement was made that adequate notice of this meeting had been provided for as defined by the "Open Public Meetings Act."

Members Present: Erik Bradley, Andrew Cangiano, Michael Grogan, Brian McNeilly, Melanie Michetti, Steven Rattner, Anthony Riccardi, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent: Thomas Romano

Others Present: Thomas Carroll – QPA, Jilliam Martucci – Office Manager, James Schilling – Executive Director, James Wancho – PE

*Mott MacDonald Presenters: Paul Rodriguez, Margie Gray, John Rushke

Others Absent: Patrick Dwyer – Esq.

Attendance Roll Call:

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

Date/Time Call to Order: Thursday March 28, 2024 – 7:30PM
Others Present: Tom Carroll, Patrick Dwyer, James Wancho, James Schilling, Jilliam Martucci

Motion / Resolution	Bradley	Cangiano	Grogan	McNeilly	Michetti	Rattner	Riccardi	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Present
2024 Re-Organization Meeting Minutes: 02.22.2024 ALL IN FAVOR	Aye	Aye	Aye	Second Aye	Aye	Aye	Aye	Absent	Abstain	Motion Aye	Aye	Abstain
Regular Meeting Minutes: 02.22.2024 ALL IN FAVOR	Aye	Aye	Aye	Motion Aye	Aye	Aye	Aye	Absent	Abstain	Second Aye	Aye	Abstain
2023 Financials ROLL CALL	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Second Yes
2024 Financials ROLL CALL	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Second Yes
Pending Vouchers March 14, 2024 ROLL CALL	Yes	Yes	Yes	Yes	Motion Yes	Yes	Second Yes	Absent	Yes	Yes	Yes	Yes
Correspondence ALL IN FAVOR	Aye	Aye	Aye	Second Aye	Aye	Aye	Aye	Absent	Aye	Aye	Aye	Motion Aye
Directors Report, Maintenance & Repairs – 03/2024 Flow Data– February 2024 ALL IN FAVOR	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Absent	Motion Aye	Second Aye	Aye	Aye
Office Managers Report – March 2024 ALL IN FAVOR	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Absent	Aye	Second Aye	Aye	Motion Aye
Engineers Report – March 2024 ALL IN FAVOR	Aye	Aye	Aye	Second Aye	Aye	Aye	Aye	Absent	Aye	Motion Aye	Aye	Aye
New Business:												
Resolution 24-19 ROLL CALL	Yes	Yes	Yes	Motion Yes	Yes	Yes	Second Yes	Absent	Yes	Yes	Yes	Yes
Resolution 24-20 ROLL CALL	Yes	Yes	Yes	Yes	Second Yes	Yes	Yes	Absent	Yes	Motion Yes	Yes	Yes
MSA Contact List (Commissioners, Personnel, Professionals)	Aye	Second Aye	Aye	Aye	Motion Aye	Aye	Aye	Absent	Aye	Aye	Aye	Aye
Old Business:												
TD Bank Discussion – CLOSED OUT												
Legal Counsel RFP/RFQ – DECISION REACHED												
Roxbury Twp Presentation – COMPLETED												
Closed Session:												
Close Session: 08:39PM ALL IN FAVOR	Aye	Aye	Aye	Aye	Aye	Aye	Second Aye	Absent	Aye	Motion Aye	Aye	Aye
Open Session: 08:57PM ALL IN FAVOR	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Absent	Second Aye	Motion Aye	Aye	Aye
Adjournment: 09:10PM ALL IN FAVOR	Aye	Aye	Aye	Aye	Aye	Motion Aye	Second Aye	Absent	Aye	Aye	Aye	Aye

Chairman Rattner opened the meeting to the public.

- Mott MacDonald was present to offer a presentation pertaining to Roxbury TWA.
 - Presentation was offered to The Board Members present, there was a Q&A and discussion among The Board.
 - Chairman Rattner closed the public portion of the meeting following the conclusion of the presentation.

The “2024 Re-Organization” meeting minutes of February 22, 2024, accepted on a motion offered by Mr. Schwab, seconded by Mr. McNeilly and the affirmative All in Favor vote of members present. All In Favor:

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

Comments:

- None

The “Regular” meeting minutes of February 22, 2024, accepted on a motion offered by Mr. McNeilly, seconded by Mr. Schwab and the affirmative All in Favor vote of members present. All In Favor:

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

Comments:

- None

The Financial Reports for 2023 were accepted on a motion offered by Mr. McNeilly, seconded by Mr. Sylvester and the affirmative Roll Call vote of members present. Roll Call Vote:

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

Comments:

- None

Financial Reports – 2023

9:31 AM
03/19/24
Accrual Basis

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Net Position Utilized	0.00	119,889.00	-119,889.00	0.0%
Interest	10,582.93			
trustee passdown	4,480,000.02	4,480,000.00	0.02	100.0%
Total Income	4,490,582.95	4,599,889.00	-109,306.05	97.6%
Gross Profit	4,490,582.95	4,599,889.00	-109,306.05	97.6%
Expense				
Personnel Services				
B-1 - Administrative-S&W	171,133.89	180,000.00	-8,866.11	95.1%
B-14 - Operating-S&W	632,756.81	668,000.00	-35,243.19	94.7%
Total Personnel Services	803,890.70	848,000.00	-44,109.30	94.8%
Employee Benefits				
B-8 - Pension	114,061.31	114,300.00	-238.69	99.8%
B-8 - Social Security	59,070.11	60,000.00	-929.89	98.5%
B-10 - Hosp				
Dental/Vision	7,277.87			
B-10 - Hosp - Other	218,816.70	226,200.00	-7,383.30	96.7%
Total B-10 - Hosp	226,094.57	226,200.00	-105.43	100.0%
B-11 - Disability Insurance	7,827.49	10,000.00	-2,072.51	79.3%
B-6 - Unemployment	5,672.76	7,000.00	-1,327.24	81.0%
Total Employee Benefits	412,826.24	417,500.00	-4,673.76	98.9%
Administration Expenses				
B-2 - Administrative-OE	-1,734.00			
Influent Limit/PSS	50,001.57	49,100.00	901.57	101.8%
B-2 - Administrative-OE - Other				
Total B-2 - Administrative-OE	48,267.57	49,100.00	-832.43	98.3%
Total Administration Expenses	48,267.57	49,100.00	-832.43	98.3%
Operations and Maintenance				
B-3 - Legal	37,870.87	35,000.00	2,870.87	108.2%
B-4 - Audit	35,350.00	36,000.00	-650.00	98.2%
B-5 - Engineer				
NJPDES Permit	5,328.92			
B-5 - Engineer - Other	26,921.06	35,000.00	-8,078.94	76.9%
Total B-5 - Engineer	32,249.98	35,000.00	-2,750.02	92.1%
B-15 - Telephone	11,294.98	15,000.00	-3,705.02	75.3%
B-16 - Electric	469,902.84	500,000.00	-30,097.16	94.0%
B-17 - Propane/Fuel Oil	13,107.27	30,000.00	-16,892.73	43.7%
B-18 - Supplies/Chemicals	146,560.03	225,000.00	-78,439.97	65.1%
B-27 - Laboratory Supplies	8,320.54	8,000.00	1,679.46	79.0%
B-13 - Office	25,775.71	30,000.00	-4,224.29	85.9%
B-31 - External Services	69,895.33	76,000.00	-5,313.67	92.9%
B-28 - Education/Training	13,631.00	15,000.00	-1,369.00	90.9%
B-25 - Laboratory Fees	34,453.05	35,000.00	-546.95	98.4%
B-19 - Maintenance/Repairs	199,593.47	200,000.00	-406.53	99.8%
B-20 - Insurance	143,057.00	143,400.00	-343.00	99.8%
B-24 - NJDEP Fees	19,803.75	25,000.00	-5,196.25	79.2%
B-12 - Trustee Admin Fee	2,560.00	15,000.00	-12,440.00	17.1%
B-23 - Permit Appl/Compliance Fees	31,208.08	31,500.00	-291.92	98.1%
B-21 - Equipment	61,956.49	70,000.00	-8,043.51	88.5%
B-26 - Sludge Disposal	979,133.30	1,030,370.00	-51,236.70	95.0%
B-22 - Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Operations and Maintenance	2,333,514.69	2,579,270.00	-245,755.31	90.5%
Debt Service				
Debt Svs - Principal Payment	54,814.91			
Debt Svs - Interest Payment	60,085.00			
Debt Service - Other	0.00	306,519.00	-306,519.00	0.0%
Total Debt Service	114,899.91	306,519.00	-191,619.09	37.5%
Reserves				
B-29 - Capital Improvement	0.00	200,000.00	-200,000.00	0.0%

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03/19/24
Accrual Basis

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
B-30 - Renewal & Replacement	83,658.00	200,000.00	-116,342.00	41.8%
Total Reserves	83,658.00	400,000.00	-316,342.00	20.9%
Misc. Income	-187,302.50			
Pension Reimbursement	-22,652.12			
Union Dues	-175.50			
Total Expense	3,586,826.99	4,600,389.00	-1,013,462.01	78.0%
Net Ordinary Income	903,655.96	-500.00	904,155.96	-180,731.2%
Other Income/Expense				
Other Income				
Short Term Disability Reimburse	19,685.40			
Total Other Income	19,685.40			
Net Other Income	19,685.40			
Net Income	923,342.36	-500.00	923,842.36	-184,668.5%

9:30 AM
03/19/24
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
CI 6556 - Capital Improvement TD - 6556	368.31
OA 8169 - Operating Acct TD - 8169	1,071,512.01
PR 3717 - Payroll Account TD - 3717	50,483.95
CI 5030 - "CLOSED" Capital Account - 5030	328,697.40
Es 3226 - Escrow Account TD Bank - 3226	10,539.11
RR 1360 - Renewal & Replacement TD -1360	785,316.65
Petty Cash	278.74
Total Checking/Savings	2,247,196.17
Accounts Receivable	
1200 - Accounts Receivable	-0.02
Total Accounts Receivable	-0.02
Other Current Assets	
NJIB Note Receivable	3,090,435.00
Prepaid Expenses	179.99
Total Other Current Assets	3,090,614.99
Total Current Assets	5,337,811.14
Fixed Assets	
Construction in Progress	1,609,092.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,592.62
Land	505,700.00
Total Fixed Assets	23,875,337.80
Other Assets	
Def. Pension Outflows	329,952.00
Total Other Assets	329,952.00
TOTAL ASSETS	29,543,100.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	200,560.89
Total Accounts Payable	200,560.89
Other Current Liabilities	
NJIB Note Payable	9,239,577.00
Accrued Payroll Liabilities	
Garnishment	302.14
VALIC	310.00
PERS - Contributions	160,317.11
PERS - Loans	149,057.09
PERS - Insurance	16,596.76
Union Dues	-1,191.91
Accrued Payroll Liabilities - Other	-48,448.76
Total Accrued Payroll Liabilities	275,942.43

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2023

	Dec 31, 23
Escrow Deposits Payable	
30 Continental Drive - J Sassan	2,511.25
Matrix Mount Olive	-183.50
271 KH - 271 Kings Hwy - Adler WH	2,036.25
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
Total Escrow Deposits Payable	13,929.99
Due to Municipalities	-215,991.00
Compensated Absenses Payable	61,681.72
Accrued Interest Payable	58,090.70
Accounts Payable - Pension	-218,658.84
Accrued Liabilities	47,771.68
Total Other Current Liabilities	9,262,343.68
Total Current Liabilities	9,462,904.57
Long Term Liabilities	
Net Pension Liability	1,394,376.00
Loans Payable	2,145,402.38
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	10,200.00
Def. Pension Inflows	991,342.00
Total Def. Inflows of Resources	1,001,542.00
Total Long Term Liabilities	4,541,320.38
Total Liabilities	14,004,224.95
Equity	
Net Investment in Capital Asset	22,689,413.56
Restricted	
Current Debt Service	29,252.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
PS Controls 1-6	12,287.50
365 PPE - Contract 365 Plant Process Eval	12,852.35
360 - Contract 360 HVAC & Roofs	
360 BR - Contract 360 HVAC/Roofs - BR	840,159.83
360 Leg - Contract 360 HVAC/Roofs - Legal	3,684.40
360 IB - Contract 360 HVAC/Roofs-NJIBank	6,269.74
360 PSS - Contract 360 HVAC Roofs PSS	32,403.21
Total 360 - Contract 360 HVAC & Roofs	882,517.18
Contract 295 - Tertiary Tmt	
295 PSS - Contract 295 TT - PS&S	1.25
295 IHC - Contract 295 TT - IHC	922.35
295 - Misc (Permit, Legal)	104.00
Total Contract 295 - Tertiary Tmt	1,027.60
Contract 300 Influent Screening	
300 PSS - Contract 300 Infl Scr - PSS	1,267.77
300 Cop - Contract 300 Infl Scr - Coppola	304.06
300 - Misc (Permit, Legal)	825.02
Total Contract 300 Influent Screening	2,396.84

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2023

	Dec 31, 23
350 - Contract 350 - PCSIU	241.25
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	48.82
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	-433,817.77
Total B-29 Capital Improvements	629,232.50
B-30 Renewal and Replacement	
335 - Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	534,975.60
Total B-30 Renewal and Replacement	564,009.27
Operations	50,000.00
Total Restricted	1,322,493.77
Unrestricted	
Designated	-107,978.00
Undesignated	835,952.10
Total Unrestricted	727,974.10
3000 - Opening Bal Equity	-7,507,976.57
32000 - Retained Earnings	-2,529,002.76
Net Income	835,973.89
Total Equity	15,538,875.99
TOTAL LIABILITIES & EQUITY	29,543,100.94

The Financial Reports for 2024 were accepted on a motion offered by Mr. McNeilly, seconded by Mr. Sylvester and the affirmative Roll Call vote of members present. Roll Call Vote:

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

Comments:

- None

Financial Reports – 2024

9:31 AM
03/19/24
Actual Basis

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through February 2024

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Net Position Utilized	0.00	126,593.00	-126,593.00	0.0%
Interest	39,521.08	4,715,000.00	-3,552,063.26	24.7%
Trustee passdown	1,162,936.75			
Total Income	1,202,457.83	4,841,593.00	-3,639,135.17	24.8%
Gross Profit	1,202,457.83	4,841,593.00	-3,639,135.17	24.8%
Expense				
Personnel Services				
B-1 - Administrative-S&W	40,912.13	185,000.00	-144,087.87	22.1%
B-14 - Operating-S&W	120,593.31	668,000.00	-547,406.69	18.1%
Total Personnel Services	161,505.44	853,000.00	-691,494.56	18.9%
Employee Benefits				
B-9 - Pension	0.00	120,000.00	-120,000.00	0.0%
B-8 - Social Security	11,756.85	66,000.00	-54,243.15	17.8%
B-10 - Hosp				
Dental/Vision	1,123.12			
B-10 - Hosp - Other	39,366.82	230,000.00	-190,633.38	17.1%
Total B-10 - Hosp	40,519.74	230,000.00	-189,480.26	17.6%
B-11 - Disability Insurance	1,705.37	10,000.00	-8,294.63	17.1%
B-6 - Unemployment	2,133.11	7,000.00	-4,866.89	30.5%
Total Employee Benefits	56,115.07	433,000.00	-376,884.93	13.0%
Administration Expenses				
B-2 - Administrative-OE	8,824.21	40,000.00	-31,175.79	22.1%
Total Administration Expenses	8,824.21	40,000.00	-31,175.79	22.1%
Operations and Maintenance				
B-33 - IT & Cyber Security	6,435.20	27,000.00	-20,564.80	23.8%
B-3 - Legal	2,904.50	35,000.00	-32,095.50	8.3%
B-4 - Audit	0.00	20,000.00	-20,000.00	0.0%
B-6 - Engineer				
NJPDES Permit	370.00			
B-5 - Engineer - Other	3,363.00	35,000.00	-31,637.00	9.6%
Total B-6 - Engineer	3,733.00	35,000.00	-31,267.00	10.7%
B-15 - Telephone	1,828.06	15,000.00	-13,171.94	12.2%
B-16 - Electric	45,250.17	550,000.00	-504,749.83	8.2%
B-17 - Propane/Fuel Oil	450.16	15,000.00	-14,549.84	3.1%
B-18 - Supplies/Chemicals	23,703.65	225,000.00	-201,296.35	10.5%
B-27 - Laboratory Supplies	543.38	8,000.00	-7,456.62	6.8%
B-13 - Office	1,113.90	30,000.00	-28,886.10	3.7%
B-31 - External Services	19,753.51	75,000.00	-55,246.49	26.3%
B-28 - Education/Training	3,375.61	18,000.00	-14,624.39	18.8%
B-25 - Laboratory Fees	587.00	20,000.00	-19,413.00	2.9%
B-19 - Maintenance/Repairs	6,844.93	200,000.00	-193,155.07	3.4%
B-20 - Insurance	82,411.00	145,000.00	-62,589.00	56.8%
B-24 - NJDEP Fees	507.00	25,000.00	-24,493.00	2.0%
B-12 - Trustee Admin Fee	1,280.04	10,000.00	-8,719.96	12.8%
B-23 - Permit Appl/Compliance Fees	6,525.00	40,000.00	-33,475.00	16.3%
B-21 - Equipment	2,518.00	70,000.00	-67,484.00	3.6%
B-26 - Sludge Disposal	82,195.00	1,095,379.00	-1,013,174.00	7.5%
B-22 - Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Operations and Maintenance	292,009.11	2,683,370.00	-2,391,360.89	10.9%
Debt Service				
Debt Svs - Principal Payment	18,271.63			
Debt Svs - Interest Payment	8,517.50			
Debt Service - Other	0.00	357,223.00	-357,223.00	0.0%
Total Debt Service	26,789.13	357,223.00	-330,433.87	7.5%
Reserves				
B-32 - Reserve for Debt Service	0.00	75,000.00	-75,000.00	0.0%
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%

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9:31 AM
03/19/24
Actual Basis

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through February 2024

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Total Reserves	0.00	475,000.00	-475,000.00	0.0%
Total Expense	545,242.96	4,841,593.00	-4,296,350.04	11.3%
Net Ordinary Income	657,214.87	0.00	657,214.87	100.0%
Other Income/Expense				
Other Income				
Short Term Disability Reimburse	1,499.42			
Total Other Income	1,499.42			
Net Other Income	1,499.42			
Net Income	658,714.29	0.00	658,714.29	100.0%

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03/19/24
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
CI 6556 - Capital Improvement TD - 6556	619,001.91
OA 8169 - Operating Acct TD - 8169	1,595,094.36
PR 3717 - Payroll Account TD - 3717	7,002.75
CI 5030 - "CLOSED" Capital Account - 5030	328,697.40
Es 3226 - Escrow Account TD Bank - 3226	11,182.57
RR 1360 - Renewal & Replacement TD -1360	782,406.65
Petty Cash	381.30
Total Checking/Savings	3,343,766.94
Accounts Receivable	
1200 - Accounts Receivable	-0.02
Total Accounts Receivable	-0.02
Other Current Assets	
NJIB Note Receivable	3,090,435.00
Prepaid Expenses	179.99
Total Other Current Assets	3,090,614.99
Total Current Assets	6,434,381.91
Fixed Assets	
Construction In Progress	1,609,092.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,592.62
Land	505,700.00
Total Fixed Assets	23,875,337.80
Other Assets	
Def. Pension Outflows	329,952.00
Total Other Assets	329,952.00
TOTAL ASSETS	30,639,671.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-45,458.98
Total Accounts Payable	-45,458.98
Other Current Liabilities	
NJIB Note Payable	10,441,031.00
Accrued Payroll Liabilities	
Garnishment	302.14
VALIC	310.00
PERS - Contributions	168,008.15
PERS - Loans	152,503.15
PERS - Insurance	17,082.60
Union Dues	-1,191.91
Accrued Payroll Liabilities - Other	-48,448.76
Total Accrued Payroll Liabilities	288,565.37

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9:30 AM
03/19/24
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of February 29, 2024

	Feb 29, 24
Escrow Deposits Payable	
38 Continental Drive - J Sassan	2,511.25
Matrix Mount Olive	2,136.00
271 KH - 271 Kings Hwy - Adler WH	2,036.25
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
Total Escrow Deposits Payable	16,249.49
Due to Municipalities	-215,991.00
Compensated Absenses Payable	61,681.72
Accrued Interest Payable	58,090.70
Accounts Payable - Pension	-231,281.78
Accrued Liabilities	47,771.68
Total Other Current Liabilities	10,466,117.18
Total Current Liabilities	10,420,658.20
Long Term Liabilities	
Net Pension Liability	1,394,376.00
Loans Payable	2,145,402.38
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	10,200.00
Def. Pension Inflows	991,342.00
Total Def. Inflows of Resources	1,001,542.00
Total Long Term Liabilities	4,541,320.38
Total Liabilities	14,961,978.58
Equity	
Net Investment in Capital Asset	22,689,413.56
Restricted	
Current Debt Service	29,252.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
PS Controls 1-5	10,080.00
365 PPE - Contract 365 Plant Process Eval	12,852.35
360 - Contract 360 HVAC & Roofs	
360 BR - Contract 360 HVAC/Roofs - BR	511,960.64
360 Leg - Contract 360 HVAC/Roofs - Legal	6,521.97
360 IB - Contract 360 HVAC/Roofs-NJIBank	5,654.74
360 PSS - Contract 360 HVAC Roofs PSS	15,110.78
Total 360 - Contract 360 HVAC & Roofs	539,248.11
Contract 295 - Tertiary Tmt	
295 PSS - Contract 295 TT - PS&S	1.25
295 IHC - Contract 295 TT - IHC	922.35
295 - Misc (Permit, Legal)	104.00
Total Contract 295 - Tertiary Tmt	1,027.60
Contract 300 Influent Screening	
300 PSS - Contract 300 Infl Scr - PSS	1,267.77
300 Cop - Contract 300 Infl Scr - Coppola	304.05
300 - Misc (Permit, Legal)	825.02
Total Contract 300 Influent Screening	2,396.84

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9:30 AM
03/19/24
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of February 29, 2024

	Feb 29, 24
350 · Contract 350 - PCSIU	241.25
325 · Contract 325 - SC 3&4	11,694.10
330 · Contract 330 GT 1	9,776.65
310 · Contract 310 Phase III Air Perm Telecommunications Project	1,460.92
305 · Contract 305 NJIB Application	4,760.00
285 · Contract 285 - SC #1 & 2	48.82
270 · Contract 270 Thickeners	93,801.49
280 · Contract 280 PC #2	8,843.08
B-29 Capital Improvements - Other	21,342.49
	-463,817.77
Total B-29 Capital Improvements	253,755.93
B-30 Renewal and Replacement	
335 · Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	534,975.60
Total B-30 Renewal and Replacement	564,009.27
Operations	50,000.00
Total Restricted	947,017.20
Unrestricted	
Designated	-107,978.00
Undesignated	835,852.10
Total Unrestricted	727,874.10
3000 · Opening Bal Equity	-7,507,976.57
32000 · Retained Earnings	-1,693,028.87
Net Income	514,293.71
Total Equity	15,677,693.13
TOTAL LIABILITIES & EQUITY	30,639,671.71

The **Pending Vouchers** for March 14, 2024, were approved for payment on a motion offered by Mrs. Michetti, seconded by Mr. Riccardi and the affirmative Roll Call vote of members present. Roll Call Vote:

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

Comments:

- None

Musconetcong Sewerage Authority
Through March 31, 2024

	Name	Memo	Split	Amount
OPERATING:	Able Security Locksmiths	Invoice 23393	B-18 - Supplies/Chemi	527.40
	Advance Auto Parts	Invoice 797407023109	B-19 - Maintenance/Re	24.87
	Allen, Scott	2024 Mileage Reimbursement	B-2 - Administrative-D	190.02
	American Aquatic Testing, Inc.	Invoice 13222 - 01.22.2024 - 7 Day Final EH	B-25 - Laboratory Fee:	1,175.00
	American Wear	Uniform Service 02.20.24-03.19.24	B-31 - External Service	812.75
	ATS Environmental Services	Invoice 652024157	B-31 - External Service	4,425.00
	Blue Diamond Disposal, Inc.	Invoice 771447 - Monthly Trash Service 03.18-31	B-31 - External Service	469.00
	Business Machine Technologies	Invoice 2370064 - Annual Sonic Wall Subst	B-33 - IT & Cyber Secu	1,071.00
	Certified Laboratories	Invoice 8554416	B-18 - Supplies/Chemi	904.83
	Cintas First Aid & Safety	Invoice # 9262002890 AEO Lease & 9262	B-31 - External Service	279.41
	Cit-e-Net, LLC	Invoice 3339 - Application Subscription 01-8-33	IT & Cyber Secu	1,650.00
	Delaware River Basin Commission	Invoice 242351 - Docket # D DP-2002-040	B-24 - NJDEP Fees	1,007.00
	Garden State Laboratories, Inc.	Invoice 567480	B-25 - Laboratory Fee:	765.00
	GenServe LLC / R&J Control, Inc.	Invoice 0415193-IN, 0415129-IN, 0415183-IN	B-19 - Maintenance/Re	1,133.36
	GenServe LLC / R&J Control, Inc.	Invoice 0415411-IN, 0415409-IN, 0415405-IN	B-19 - Maintenance/Re	1,416.70
	Grainger	Invoice # 9007256192, 9010092006, 9834	B-18 - Supplies/Chemi	963.14
	Grainger	Invoice # 9014386196, 9025256587	B-18 - Supplies/Chemi	371.29
	Grainger	Invoice # 9043042002, 9039986725	B-18 - Supplies/Chemi	553.62
	Jesse Szczubek	2024 Dental Reimbursement	B-10 - Hosp	165.00
	Jilliam Martucci	Dental & Mileage Rembursement	B-10 - Hosp, B-2 Admin	110.40
	Kahant Electrical Supply	Invoice 1053139-00	B-19 - Maintenance/Re	260.70
	Kahant Electrical Supply	Invoice 1053233-00	B-19 - Maintenance/Re	152.00
	Law Offices of Patrick J. Dwyer, LLC	Invoice 1159 Legal Svcs, Invoice 1161 DEP Pe	B-3, B-23	3,532.80
	Musconetcong Watershed Association	2024 Annual Sponsorship	B-28 - Education/Trair	500.00
	Neil Systems Incorporated	Invoice # 265635-1	B-31 - External Service	1,605.60
	Natcong Hardware Co.	Febraury/March 2024	B-18 - Supplies/Chemi	157.07
	NJ Advance Media (Star Ledger)	Invoice 10763285, 10764129	B-2 - Administrative-D	353.94
	NJWEA	Invoice E11544 - N. Barbato & S. Allen	B-28 - Education/Trair	552.00
	North Jersey Pump & Controls, LLC	Invoice 1634-24	B-19 - Maintenance/Re	1,014.00
	Office Concepts Group	Invoice 1166685-0	B-13 - Office	1,024.88
	One Call Concepts, Inc.	Invoice 4025444	B-2 - Administrative-D	84.37
	One Water Consulting, LLC	Invoice 1487	B-23 - Permit Appl/Ce	2,367.50
	Passaic Valley Sewerage Comm	Invoice 523053 - Liquid Waste Acceptance	B-26 - Sludge Disposal	33,696.00
	PCS Pump and Process	Invoice 9944 - Edwards Signaling LED Horn	B-21 - Equipment	2,516.00
	Pro Circuit Electrical Contracting, LLC	Invoice 24-0011-0002	B-19 - Maintenance/Re	13,724.00
	PSBS	Invoice # 166097 - General Consulting - Th	B-5 - Engineer	1,912.50
	Pumping Service, Inc.	Invoice 1142778 - PS#4 Controller	B-19 - Maintenance/Re	1,961.10
	R-B Trucking	Invoice 4754 - Sludge Hauling - 02.01.24-01	B-26 - Sludge Disposal	43,720.00
	RingCentral	Invoice C0_000756301 - Service 02.19.24-	B-15 - Telephone	317.15
	Saf's Pizza	Invoice 52987	B-2 - Administrative-D	388.00
	Schilling, James	2024 Dental/ Mileage	B-2, B-10	411.30
	SEM/BDS Stroudsburg Electric Motor	Invoice 6578214, 6578215	B-19 - Maintenance/Re	1,476.50
	Township of Roxbury	Invoice 8250-0, 9318-0 - 11.02.23-02.01.24	B-31 - External Service	134.94

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	Name	Memo	Split	Amount
	Tritec Office Equipment	Invoice 870 & 973	B-13 - Office	118.00
	Tritec Office Equipment	Invoice 661	B-13 - Office	59.00
	USA Bluebook	Invoice INV00283066	B-18 - Maintenance/Re	321.55
	USA Bluebook	Invoice INV00298455	B-18 - Maintenance/Re	5,130.88
	USALCO	Invoice 20289408	B-18 - Supplies/Chemi	11,480.93
	Water Environment Federation	Invoice 356042	B-28 - Education/Trair	182.00
	ZBM Enterprise LLC	Invoice 651	B-18 - Supplies/Chemi	2,865.78
		TOTAL:		150,035.08
CAPITAL:	Badger Roofing Company, Inc.	C360 Pay App 5	360 BR - Contract 360	312,747.70
	PSBS	Invoice # 166095 - Contract 360 - Through	360 PSS - Contract 360	12,708.00
	PSBS	Invoice # 166096 - PSC - Through 02.29.21	PS Controls 1-5	1,383.45
		TOTAL:		326,839.15
PAYROLL:	MSA Payroll	03.01.2024 Payroll Processing	B-1, B-14	33,209.09
	MSA Payroll	03.15.2024 Payroll Processing	B-1, B-14	32,089.19
		TOTAL:		65,297.28
ONLINE PYMTS & MANUAL CHECKS:	Alice/Optimum	Payment ID 2382014- 03.01.24-03.31.24	B-15 - Telephone	315.00
	American Water	Confirmation # 1327794787 - 01.06.24-02	B-31 - External Service	1,717.08
	Direct Energy	Account # 1573561, 1573562, 1573564, 157	B-16 - Electric	7,715.70
	Direct Energy	Account # 1690648	B-16 - Electric	28,081.48
	First Energy	Confirmation 104319238	B-16 - Electric	10,468.90
	Lowe's	Reference No. 2679465520	B-19 - Maintenance/Re	281.20
	NJ Division of Pensions & Benefits	Reference No. 07331555 - 2024 01 IROC	Accounts Payable - Pe	12,308.84
	NJ Division of Pensions & Benefits	Reference No. 07992973 - 2024 Annual Er	B-9 - Pension	115,201.00
	NJSHBP	Reference No. 04662510 - 02.01.24-02.28	B-10 - Hosp	22,261.17
	NJSHBP	Reference No. 06550323 - 03.01.24-03.31	B-10 - Hosp	22,261.17
	Primepoint	Invoice 605867 - 03.01.2024 Payroll Proce	B-31 - External Service	44.38
	Primepoint	Invoice 607249 - 03.15.2024 Payroll Proce	B-31 - External Service	30.38
	Shell Fleet Services	Confirmation # 816903202024 - 02.06.24	B-17 - Propane/Fuel O	362.95
	Treasurer State of NJ	Confirmation #: 30301-104579210 - NJ Env	B-24 - NJDEP Fees	1,375.00
	VALIC	Confirmation 322173 - 03.15.24 Payroll	Accrued Payroll Liabi	535.00
	Verizon Wireless	Transaction ID 3059214605 - 02.02.24-03	B-15 - Telephone	249.76
		TOTAL:		223,209.01
ESCROW:	Law Offices of Patrick J. Dwyer, LLC	Invoice 1160 - Matrix through 02/2024	Escrow: Matrix	484.00
	PSBS	Invoice 166098 - Matrix through 02.29.24	Escrow: Matrix	2,666.3
		TOTAL:		3,150.30
RENEWAL & REPLACEMENT:			TOTAL:	0.00

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The following **correspondence** for March 2024 was received and filed on a motion offered by Mr. Sylvester, seconded by Mr. McNeilly and the affirmative all in favor vote of members present. All In Favor:

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

Comments:

- None

- **Correspondence:**

- A. DCA: Local Finance Notice 2024-07, FDS
- B. Musconetcong Watershed Association: 24th Annual Run for the River Sponsorship Levels and Benefits
- C. NJIB: Construction Loan Accrued Interest Monthly Statement as of 02.29.2024
- D. State of NJ, Division of Water Quality: NJIB, Payment Requisition No. S340384-10-SC-02, Project No. S340384-10
- E. PS&S: Contract 360, HVAC/Roof Replacement Project - Additional Professional Services Proposal
- F. Matrix: Estoppel Documents

Monthly Reports:

The Director's Report, Maintenance & Repairs Report for the month of March 2024 and Flow Data for the month of February 2024 were accepted on a motion offered by Mr. Schindelar and seconded by Mr. Schwab and the affirmative all-in favor vote of members present. All In Favor:

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

Director's Report, Maintenance & Repairs Report, Flow Data Comments:

- Mr. Schilling advised The Board that the NJWEA Annual Conference is in May, please RSVP if attending so that we may get attendees registered.
- Mr. Schilling reminded The Board of the Annual Elected Officials Training which will be held prior to the April 25, 2024, MSA Board Meeting, beginning at 06:30pm.
- Mr. Schilling reminded The Board that FDS filings are due to be filed by end of April.
- Chairman Rattner stated that the Pump Station radiator was repaired within two days of recognizing the issue.
- Mrs. Michetti asked when the NJPDES Permit expires, Mr. Schilling advised April of 2026.

The Office Manager's Report for the month of March 2024 were accepted on a motion offered by Mr. Sylvester and seconded by Mr. Schwab and the affirmative all-in favor vote of members present. All In Favor:

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

Office Manager's Report Comments:

- None

The Engineer's Report for the month of March 2024 was accepted on a motion offered by Mr. Schwab, seconded by Mr. McNeilly and the affirmative all-in favor of members present. All In Favor:

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

Engineer's Report Comments:

- Mr. Wancho, PE updated The Board that Contract 360 is expected to be completed by end of May, he also spoke on the change order request that has been submitted.
- Mrs. Michetti asked if all the roofs are completed, Mr. Wancho, PE responded that all roofs are completed, what is remaining is the HVAC and electrical aspects.

New Business:

Resolution No. 24-19 was offered on a motion by Mr. McNeilly seconded by Mr. Riccardi and the affirmative roll call vote of members present. Roll Call Vote:

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

*See attached resolution

Comments:

- None

Resolution No. 24-20 was offered on a motion by Mr. Schwab seconded by Mrs. Michetti and the affirmative roll call vote of members present. Roll Call Vote:

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

*See attached resolution

Comments:

- Mr. Schwab stated that Mr. Schilling is authorized to sign contingent upon receipt of the proof of insurance.

New Business Continued:

A motion to supply The Board Members with a confidential contact list for MSA Board Members, Professionals and Personnel. Motion offered by Mrs. Michetti, seconded by Mr. Schwab and the affirmative all-in favor of members present. All In Favor:

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

Old Business:

- TD Bank Discussions: It was discussed and determined that this matter has been resolved and is now considered closed out.
- Legal Counsel RFP/Rfq: Decision Reached, Resolution to be prepared for April Meeting and now considered closed out.
- Roxbury Township PFAS Presentation: Completed and closed out.

Closed Session:

Motion made by Mr. Schwab, seconded by Mr. Riccardi at 08:39pm to move into closed session to discuss Personnel and Litigation, accepted on the affirmative All-In-Favor vote of members present. All In Favor:

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

Open Session:

Motion made by Mr. Schwab, seconded by Mr. Schindelar at 08:57pm to move into open session, the all-in favor Vote of members present. All In Favor:

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

Comments:

- There was further discussion among The Board regarding the PFAS/PFOS Presentation.

Adjournment:

Motion made by Mr. Rattner, seconded by Mr. Riccardi at 09:10pm and the all-in favor Vote of members present, Chairman Rattner adjourned the meeting at 09:10pm. All In Favor:

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

Respectfully Submitted:
Jilliam Martucci – Office Manager

RESOLUTION NO. 24-19

Resolution of the Musconetcong Sewerage Authority ("MSA")
Designating Assistant Secretary-Treasurer Thomas Romano as a System Administrator
for TD Bank eTreasury

WHEREAS, the MSA has need to designate an additional person with
authorization as a System Administrator for TD Bank eTreasury;

NOW, THEREFORE, BE IT RESOLVED, that Assistant Secretary-Treasurer
Thomas Romano is hereby designated a System Administrator for TD Bank eTreasury
and authorized to be issued login credentials and use tokens to log into TD Bank
eTreasury, and authorized to sign checks and initiate wire transfers utilizing said
system;

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be maintained
on file at the offices of the Authority.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

March 28, 2024

RESOLUTION NO. 24-20

Resolution of the Musconetcong Sewerage Authority
Authorizing the Director to Sign a New Easement Agreement for Property Located at
2000 International Drive (a/k/a Block 202, Lot 1), Mt. Olive, New Jersey and
Sewer Estoppel Letters for Mt. Olive, New Jersey

WHEREAS, MSA holds two easements for sewer lines over property located at
Block 202, Lot 1, Township of Mt. Olive, NJ presently owned by TEIF 2000 Mount Olive,
LLC ("Owner"), and

WHEREAS by Resolution No. 23-26 the Authority authorized the Director and
MSA Consulting Engineer PS&S to review a proposed new easement from TEIF 2000
Mount Olive, LLC c/o Matrix Realty, Inc., Owner of the property, to replace the existing
easements, and

WHEREAS, the Owner also requested MSA to provide estoppel letters
confirming sewer allocation to Mt. Olive, New Jersey, and

WHEREAS, MSA has negotiated the terms of the proposed easement and
estoppel letters with Matrix and has reached agreement on the terms thereof,

NOW THEREFORE BE IT:

RESOLVED, Director James Schilling is authorized to sign the easement
agreement that has been negotiated between the parties, and it is further

FURTHER RESOLVED that Director Schilling is authorized to execute the
estoppel letters which have been negotiated between the parties.

FURTHER RESOLVED that this authorization is contingent upon receipt of proof
of insurance from the Owner as set forth in the easement agreement which is
acceptable to MSA.

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ATTEST:

MUSCONETCONG SEWERAGE AUTHORITY


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

Dated: March 28, 2024

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