

# MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting  
April 28, 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: Michael Grogan, Brian McNeilly, Steven Rattner, Thomas Romano, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent: James Benson, Andrew Cangiano, Melanie Michetti, Michael Pucilowski

Others Present: Thomas Carroll – QPA, Frank Covelli – Risk Manager, Jilliam Martucci – Administrative, James Schilling - MSA Director, Patrick Dwyer - Esq., Jim Wancho – PE

### Attendance Roll Call:

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

<b>Motion / Resolution</b>	<b>Benson</b>	<b>Cangiano</b>	<b>Grogan</b>	<b>McNeilly</b>	<b>Michetti</b>	<b>Pucilowski</b>	<b>Rattner</b>	<b>Romano</b>	<b>Schindelar</b>	<b>Schwab</b>	<b>Still</b>	<b>Sylvester</b>
Attendance	Absent	Absent	Present	Present	Absent	Absent	Present	Present	Present	Present	Present	Present
Regular Meeting Minutes: 03.28.2022 ALL IN FAVOR	Absent	Absent	Aye	Aye	Absent	Absent	Aye	Motion Aye	Abstain	Second Aye	Abstain	Aye
2021 Budget vs Actual ROLL CALL	Absent	Absent	Yes	Yes	Absent	Absent	Yes	Motion Yes	Yes	Second Yes	Yes	Yes
December 31, 2021 Balance Sheet ROLL CALL	Absent	Absent	Yes	Yes	Absent	Absent	Yes	Motion Yes	Yes	Second Yes	Yes	Yes
2022 Budget vs Actual ROLL CALL	Absent	Absent	Yes	Yes	Absent	Absent	Yes	Motion Yes	Yes	Second Yes	Yes	Yes
March 31, 2022 Balance Sheet ROLL CALL	Absent	Absent	Yes	Yes	Absent	Absent	Yes	Motion Yes	Yes	Second Yes	Yes	Yes
Pending Vouchers, April 21, 2022 ROLL CALL	Absent	Absent	Yes	Yes	Absent	Absent	Yes	Motion Yes	Yes	Second Yes	Yes	Second Yes
Correspondence ROLL CALL	Absent	Absent	Aye	Aye	Absent	Absent	Aye	Aye	Aye	Aye	Motion Aye	Second Aye
Directors Report, Maintenance & Repairs April, 2022 Flow Data - March, 2022 ALL IN FAVOR	Absent	Absent	Second Aye	Aye	Absent	Absent	Aye	Aye	Aye	Motion Aye	Aye	Aye
Engineers Report- April, 2022 ALL IN FAVOR	Absent	Absent	Aye	Aye	Absent	Absent	Aye	Aye	Motion Aye	Aye	Second Aye	Aye
New Business:												
Resolution # 22-18 ROLL CALL	Absent	Absent	Yes	Motion Yes	Absent	Absent	Yes	Yes	Yes	Second Yes	Yes	Yes
Resolution # 22-20 ROLL CALL	Absent	Absent	Second Yes	Yes	Absent	Absent	Yes	Yes	Yes	Yes	Motion Yes	Yes
Resolution # 22-21 ROLL CALL	Absent	Absent	Grogan Yes	Yes	Absent	Absent	Yes	Yes	Yes	Yes	Motion Yes	Yes
Resolution # 22-22 ROLL CALL	Absent	Absent	Yes	Yes	Absent	Absent	Yes	Motion Yes	Yes	Yes	Second Yes	Yes
Resolution # 22-23 ROLL CALL	Absent	Absent	Yes	Motion Yes	Absent	Absent	Yes	Yes	Yes	Second Yes	Yes	Yes
Resolution # 22-24 ROLL CALL	Absent	Absent	Yes	Motion Yes	Absent	Absent	Yes	Second Yes	Yes	Yes	Yes	Yes
Resolution # 22-25 ROLL CALL	Absent	Absent	Yes	Yes	Absent	Absent	Yes	Motion Yes	Second Yes	Yes	Yes	Yes

<b>Motion / Resolution</b>	<b>Benson</b>	<b>Cangiano</b>	<b>Grogan</b>	<b>McNeilly</b>	<b>Michetti</b>	<b>Pucilowski</b>	<b>Rattner</b>	<b>Romano</b>	<b>Schindelar</b>	<b>Schwab</b>	<b>Still</b>	<b>Sylvester</b>
Resolution # 22-26 ROLL CALL	Absent	Absent	Yes	Second Yes	Absent	Absent	Yes	Yes	Motion Yes	Yes	Yes	Yes
Resolution # 22-27 <b>*TABLED – ALL IN FAVOR</b>	Absent	Absent	Aye	Aye	Absent	Absent	Aye	Motion Aye	Aye	Aye	Second Aye	Aye
Resolution # 22-28 ROLL CALL	Absent	Absent	Yes	Motion Yes	Absent	Absent	Yes	Yes	Yes	Second Yes	Yes	Yes
Resolution # 22-29 ROLL CALL	Absent	Absent	Yes	Motion Yes	Absent	Absent	Yes	Yes	Yes	Second Yes	Yes	Yes
Resolution # 22-30 ROLL CALL	Absent	Absent	Yes	Yes	Absent	Absent	Yes	Second Yes	Yes	Yes	Yes	Motion Yes
Resolution # 22-31 ROLL CALL	Absent	Absent	Yes	Yes	Absent	Absent	Yes	Yes	Second Yes	Motion Yes	Yes	Yes
Old Business:												
Resolution 22-06 Plant Processes	Absent	Absent	<i>*Remains Tabled</i>	<i>*Remains Tabled</i>	Absent	Absent	<i>*Remains Tabled</i>	<i>*Remains Tabled</i>	<i>*Remains Tabled</i>	<i>*Remains Tabled</i>	<i>*Remains Tabled</i>	<i>*Remains Tabled</i>
Closed Session 08:30 pm ALL IN FAVOR	Absent	Absent	Aye	Aye	Absent	Absent	Aye	Motion Aye	Second Aye	Aye	Aye	Aye
Open Session: 08:49 pm ALL IN FAVOR	Absent	Absent	Aye	Second Aye	Absent	Absent	Aye	Motion Aye	Aye	Aye	Aye	Aye
Adjournment: 08:50 pm ALL IN FAVOR	Absent	Absent	Aye	Aye	Absent	Absent	Aye	Second Aye	Aye	Aye	Motion Aye	Aye

Chairman Rattner open and closed the meeting to the public.

*\*Chairman Rattner re-arranged the agenda, in order to address Resolutions pertaining to the Risk Manager's attendance.*

**New Business:**

Resolution No. 22-18 was offered on a motion by Mr. McNeilly seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- n/a

Resolution No. 22-23 was offered on a motion by Mr. McNeilly seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- n/a

Resolution No. 22-28 was offered on a motion by Mr. McNeilly seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- n/a

Resolution No. 22-29 was offered on a motion by Mr. McNeilly seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- 07:38pm Risk Manager dismissed.

The "Regular" meeting minutes of March 28, 2022 accepted on a motion offered by Mr. Romano, seconded by Mr. Schwab and the affirmative all in favor vote of members present. All In Favor Vote:

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

Comments:

- None

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

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

Comments:

- N/A

## Financial Reports – 2021

11:24 AM  
04/20/22  
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	5,817,750.08			
<b>Total Income</b>	<u>5,834,792.59</u>			
<b>Gross Profit</b>	<u>5,834,792.59</u>			
<b>Expense</b>				
66900 · Reconciliation Discrepancies	-276.54			
<b>Personnel Services</b>				
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>	<u>786,186.39</u>	<u>839,640.00</u>	<u>-53,453.61</u>	<u>93.6%</u>
<b>Employee Benefits</b>				
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>	<u>171,090.90</u>	<u>200,000.00</u>	<u>-28,909.10</u>	<u>85.5%</u>
B-11 · Disability Insurance	8,924.55	10,000.00	-1,075.45	89.2%
B-6 · Unemployment	5,873.56	7,000.00	-1,126.42	83.9%
<b>Total Employee Benefits</b>	<u>340,702.53</u>	<u>388,458.00</u>	<u>-47,755.47</u>	<u>87.7%</u>
<b>Administration Expenses</b>				
B-2 · Administrative-OE	15,770.22	40,000.00	-24,229.78	39.4%
<b>Total Administration Expenses</b>	<u>15,770.22</u>	<u>40,000.00</u>	<u>-24,229.78</u>	<u>39.4%</u>
<b>Operations and Maintenance</b>				
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	881,076.07	720,000.00	161,076.07	122.4%
B-22 · Contingency	0.00	25,000.00	-25,000.00	0.0%
<b>Total Operations and Maintenance</b>	<u>2,128,786.18</u>	<u>2,200,500.00</u>	<u>-71,713.82</u>	<u>96.7%</u>
<b>Debt Service</b>				
Debt Svs - Principal Payment	419,166.59			
Debt Svs - Interest Payment	371,653.68			
Debt Service - Other	0.00	723,513.00	-723,513.00	0.0%
<b>Total Debt Service</b>	<u>790,820.27</u>	<u>723,513.00</u>	<u>67,307.27</u>	<u>109.3%</u>
<b>Reserves</b>				
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>	<u>400,000.00</u>	<u>400,000.00</u>	<u>0.00</u>	<u>100.0%</u>
Misc. Income	-21,899.05			
Operating Refund	-39,362.98			

Page 1

11:24 AM  
04/20/22  
Accrual Basis

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

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Pension Reimbursement</b>	-901.91			
<b>Total Expense</b>	<u>4,399,825.11</u>	<u>4,592,111.00</u>	<u>-192,285.89</u>	<u>95.8%</u>
<b>Net Ordinary Income</b>	<u>1,234,967.48</u>	<u>-4,592,111.00</u>	<u>5,827,078.48</u>	<u>-26.9%</u>
<b>Other Income/Expense</b>				
Other Income				
Short Term Disability Reimburse	6,650.95			
<b>Total Other Income</b>	<u>6,650.95</u>			
Other Expense				
Bank Fee	185.00			
<b>Total Other Expense</b>	<u>185.00</u>			
<b>Net Other Income</b>	<u>6,465.95</u>			
<b>Net Income</b>	<u><u>1,241,433.43</u></u>	<u><u>-4,592,111.00</u></u>	<u><u>5,833,544.43</u></u>	<u><u>-27.0%</u></u>

11:16 AM  
04/20/22  
Cash Basis

Musconetcong Sewerage Authority  
Balance Sheet  
As of December 31, 2021

	Dec 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	1,077,168.55
OA 8169 - Operating Acct TD - 8169	4,259.19
PR 3717 - Payroll Account TD - 3717	1,600,002.51
CI 8030 - Capital Improvement TD - 8030	8,081.74
Es 3226 - Escrow Account TD Bank - 3226	526,296.30
RR 1360 - Renewal & Replacement TD -1360	150.00
Petty Cash	-
Total Checking/Savings	3,215,888.29
Other Current Assets	3,060,436.00
NJIB Note Receivable	179.99
Prepaid Expenses	-
Total Other Current Assets	3,060,614.99
Total Current Assets	6,306,513.28
Fixed Assets	1,609,092.35
Construction In Progress	-
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	329,962.00
Def. Pension Outflows	-
Total Other Assets	329,962.00
<b>TOTAL ASSETS</b>	<b>30,511,803.08</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	72,332.98
20000 - Accounts Payable	-
Total Accounts Payable	72,332.98
Other Current Liabilities	8,236,109.00
NJIB Note Payable	-
Accrued Payroll Liabilities	302.14
Garnishment	-450.00
VALIC	75,378.62
PERS - Contributions	62,514.55
PERS - Loans	10,381.43
PERS - Insurance	-1,016.41
Union Dues	-47,699.60
Accrued Payroll Liabilities - Other	-
Total Accrued Payroll Liabilities	119,410.73
Escrow Deposits Payable	961.25
271 KH - 271 Kings Hwy - Adler WH	1,825.00
40 - Bank Street Crown Walk Urban Re	12.50
34 - Bank Street Urban Renewal LLC	210.00
QC- QuickChek Roxbury	100.75
Waterloo Valley Road Sewer Ext.	964.25
Crownpoint Multifamily Project	5,548.49
Escrow Deposits Payable - Other	-
Total Escrow Deposits Payable	9,562.24

Page 1

11:16 AM  
04/20/22  
Cash Basis

Musconetcong Sewerage Authority  
Balance Sheet  
As of December 31, 2021

	Dec 31, 21
Compensated Absences Payable	61,681.77
Accrued Interest Payable	24,811.48
Accounts Payable - Pension	-16,481.50
Accrued Liabilities	47,771.68
Total Other Current Liabilities	8,462,865.35
Total Current Liabilities	8,555,198.33
Long Term Liabilities	1,394,378.00
Net Pension Liability	2,145,402.38
Loans Payable	-
Def. Inflows of Resources	10,200.00
Unamort Gain on Refunding 2007	991,342.00
Def. Pension Inflows	-
Total Def. Inflows of Resources	1,001,542.00
Total Long Term Liabilities	4,541,320.38
Total Liabilities	13,096,518.71
Equity	22,689,413.56
Net Investment in Capital Asset	-
Restricted	29,252.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	-
Contract 295 - Tertiary Tmt	38,708.81
295 PSS - Contract 295 TT - PS&S	540,645.50
295 IHC - Contract 295 TT - IHC	104.00
295 - Misc (Permit, Legal)	-
Total Contract 295 - Tertiary Tmt	579,458.31
Contract 300 Influent Screening	13,998.44
300 PSS - Contract 300 Infl Scr - PSS	135,842.90
300 Cop - Contract 300 Infl Scr - Coppola	1,668.00
300 - Misc (Permit, Legal)	-
Total Contract 300 Influent Screening	151,509.34
AS - Air Sampling	8,119.76
350 - Contract 350 - PCSIU	1,122.50
328 - Contract 328 - SC 384	11,694.10
330 - Contract 330 GT 1	9,776.65
310 - Contract 310 Phase III Air Perm	1,460.92
Telecommunications Project	4,760.00
305 - Contract 305 NJIB Application	753.82
285 - Contract 285 - SC #1 & 2	93,801.49
270 - Contract 270 Thickeners	8,843.08
280 - Contract 280 PC #2	21,342.49
B-29 Capital Improvements - Other	262,912.53
Total B-29 Capital Improvements	1,155,554.99
B-30 Renewal and Replacement	29,033.67
335 - Contract 335 - 19 Pumps	690,687.83
B-30 Renewal and Replacement - Other	-
Total B-30 Renewal and Replacement	719,721.50
Operations	50,000.00
Total Restricted	2,004,528.49

Page 2

11:16 AM  
04/20/22  
Cash Basis

Musconetcong Sewerage Authority  
Balance Sheet  
As of December 31, 2021

	Dec 31, 21
Unrestricted	-
Designated	-107,978.00
Undesignated	836,952.10
Total Unrestricted	727,974.10
3000 - Opening Bal Equity	-5,166,761.57
3200 - Retained Earnings	-2,992,095.40
Net Income	172,215.19
Total Equity	17,415,284.37
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>30,511,803.08</b>

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

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

Comments:

- N/A

# Financial Reports – 2022

11:25 AM  
04/20/22  
Accrual Basis

## Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through March 2022

	Jan - Mar 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Trustee passdown	1,134,250.00			
<b>Total Income</b>	<b>1,134,250.00</b>			
<b>Gross Profit</b>	<b>1,134,250.00</b>			
<b>Expense</b>				
<b>Personnel Services</b>				
B-1 - Administrative-S&W	37,640.27	171,640.00	-133,999.73	21.9%
B-14 - Operating-S&W	149,703.86	666,000.00	-516,296.14	22.4%
<b>Total Personnel Services</b>	<b>187,344.13</b>	<b>837,640.00</b>	<b>-650,295.87</b>	<b>22.3%</b>
<b>Employee Benefits</b>				
B-9 - Pension	108,541.00	105,000.00	1,541.00	101.5%
B-4 - Social Security	13,711.57	66,458.00	-52,746.43	20.6%
B-10 - Hosp Dental/Vision	1,788.68			
B-10 - Hosp - Other	42,419.28	200,000.00	-157,580.72	21.2%
<b>Total B-10 - Hosp</b>	<b>44,207.96</b>	<b>200,000.00</b>	<b>-155,792.04</b>	<b>22.1%</b>
B-11 - Disability Insurance	1,678.10	10,000.00	-8,321.90	16.8%
B-4 - Unemployment	2,485.32	7,000.00	-4,514.68	35.5%
<b>Total Employee Benefits</b>	<b>168,619.05</b>	<b>388,458.00</b>	<b>-219,838.95</b>	<b>43.4%</b>
<b>Administration Expenses</b>				
B-2 - Administrative-OE	7,067.27	40,000.00	-32,932.73	17.7%
<b>Total Administration Expenses</b>	<b>7,067.27</b>	<b>40,000.00</b>	<b>-32,932.73</b>	<b>17.7%</b>
<b>Operations and Maintenance</b>				
B-3 - Legal	5,828.60	35,000.00	-29,171.40	16.7%
B-4 - Audit	0.00	20,000.00	-20,000.00	0.0%
B-5 - Engineer	9,828.25	35,000.00	-25,171.75	27.5%
B-16 - Telephone	2,285.40	25,000.00	-22,714.60	9.1%
B-16 - Electric	57,580.80	490,000.00	-432,419.20	12.5%
B-17 - Propane/Fuel Oil	12,354.77	30,000.00	-17,645.23	41.2%
B-18 - Supplies/Chemicals	53,146.79	200,000.00	-146,853.21	26.6%
B-27 - Laboratory Supplies	853.45	8,000.00	-7,146.55	10.7%
B-13 - Office	11,732.51	30,000.00	-18,267.49	39.1%
B-31 - External Services	17,153.41	75,000.00	-57,846.59	22.9%
B-28 - Education/Training	5,638.37	12,000.00	-6,361.63	47.0%
B-25 - Laboratory Fees	3,714.05	20,000.00	-16,285.95	18.6%
B-19 - Maintenance/Repairs	38,180.16	204,000.00	-165,819.84	18.7%
B-20 - Insurance	65,801.00	120,000.00	-54,199.00	54.9%
B-24 - MUD/EP Fees	19,127.92	25,000.00	-5,872.08	76.5%
B-12 - Trustee Admin Fee	8,875.00	25,000.00	-16,125.00	27.3%
B-23 - Permit Appl/Compliance Fees	4,073.90	25,000.00	-20,926.10	16.3%
B-21 - Equipment	8,115.44	70,000.00	-61,884.56	11.6%
B-26 - Sludge Disposal	134,829.75	810,000.00	-675,170.25	16.6%
B-22 - Contingency	0.00	25,000.00	-25,000.00	0.0%
<b>Total Operations and Maintenance</b>	<b>457,135.07</b>	<b>2,254,000.00</b>	<b>-1,796,864.93</b>	<b>20.3%</b>
<b>Debt Service</b>				
Debt Svs - Principal Payment	23,919.43			
Debt Svs - Interest Payment	19,918.80			
Debt Service - Other	0.00	724,723.00	-724,723.00	0.0%
<b>Total Debt Service</b>	<b>43,838.23</b>	<b>724,723.00</b>	<b>-680,884.77</b>	<b>6.0%</b>
<b>Reserves</b>				
B-29 - Capital Improvement	67,264.48	200,000.00	-132,735.52	33.6%
B-30 - Renewal & Replacement	16,793.65	200,000.00	-183,206.35	8.4%
<b>Total Reserves</b>	<b>84,048.13</b>	<b>400,000.00</b>	<b>-315,951.87</b>	<b>21.0%</b>
Operating Refund	-101.49			
Pension Reimbursement	-7,840.72			
<b>Total Expense</b>	<b>939,710.57</b>	<b>4,646,821.00</b>	<b>-3,707,110.43</b>	<b>20.2%</b>
<b>Net Ordinary Income</b>	<b>194,539.43</b>	<b>-4,646,821.00</b>	<b>4,841,360.43</b>	<b>-4.2%</b>

Page 1

11:25 AM  
04/20/22  
Accrual Basis

## Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through March 2022

	Jan - Mar 22	Budget	\$ Over Budget	% of Budget
<b>Other Income/Expense</b>				
Other Income				
Short Term Disability Reimburse	10,203.50			
<b>Total Other Income</b>	<b>10,203.50</b>			
<b>Net Other Income</b>	<b>10,203.50</b>			
<b>Net Income</b>	<b>204,742.93</b>	<b>-4,646,821.00</b>	<b>4,851,563.93</b>	<b>-4.4%</b>

Page 2



11:22 AM Musconetcong Sewerage Authority  
 04/20/22 Balance Sheet  
 Cash Basis As of March 31, 2022

	Mar 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	969,632.87
GA 8189 - Operating Acct TD - 8169	40,296.53
PR 3717 - Payroll Account TD - 3717	1,600,985.89
CI 5020 - Capital Improvement TD - 5020	9,026.74
ES 3228 - Escrow Account TD Bank - 3228	600,462.65
RR 1380 - Renewal & Replacement TD -1380	150.00
Petty Cash	---
Total Checking/Savings	3,238,554.68
Other Current Assets	3,090,435.00
NJIB Note Receivable	179.99
Prepaid Expenses	---
Total Other Current Assets	3,090,614.99
Total Current Assets	6,329,169.67
Fixed Assets	
Construction in Progress	1,829,052.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,552.82
Land	605,700.00
Total Fixed Assets	23,875,337.80
Other Assets	329,952.00
Def. Pension Outflows	---
Total Other Assets	329,952.00
<b>TOTAL ASSETS</b>	<b>30,534,459.47</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	32,524.07
2000 - Accounts Payable	---
Total Accounts Payable	32,524.07
Other Current Liabilities	8,816,349.00
NJIB Note Payable	---
Accrued Payroll Liabilities	302.14
Garnishment	50.00
VALIC	86,447.12
PERS - Contributions	91,320.33
PERS - Loans	11,074.01
PERS - Insurance	1,018.41
Union Dues	-47,699.60
Accrued Payroll Liabilities - Other	---
Total Accrued Payroll Liabilities	140,477.59
Escrow Deposits Payable	981.35
271 KH - 271 Kings Hwy - Afton WH	1,825.00
40 - Bank Street Crown Walk Urban Ro	12.50
34 - Bnk Street Urban Renewal LLC	210.00
QC - QuickCheck Rowbury	866.00
Waterloo Valley Road Sewer Ext.	100.75
Villages at Rowbury	866.00
Crownpoint Multifamily Project	504.25
Escrow Deposits Payable - Other	5,548.49
Total Escrow Deposits Payable	10,527.24

11:22 AM Musconetcong Sewerage Authority  
 04/20/22 Balance Sheet  
 Cash Basis As of March 31, 2022

	Mar 31, 22
Compensated Absences Payable	
Accrued Interest Payable	61,081.72
Accounts Payable - Pension	26,072.79
Accrued Liabilities	-41,716.57
Total Other Current Liabilities	47,771.68
Total Current Liabilities	9,061,163.45
Long Term Liabilities	
Net Pension Liability	1,394,376.00
Loans Payable	2,145,402.38
Def. Inflows of Resources	10,200.00
Unamort Gain on Refunding 2007	---
Def. Pension Inflows	991,342.00
Total Def. Inflows of Resources	1,001,542.00
Total Long Term Liabilities	4,541,320.38
Total Liabilities	13,633,007.90
Equity	
Net Investment in Capital Asset	22,689,413.56
Restricted	---
Current Debt Service	29,252.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
Contract 295 - Tertiary Tmt	---
295 P8S - Contract 295 TT - P8&S	21,479.56
295 IHC - Contract 295 TT - IHC	88,009.25
295 - Misc (Permit, Legal)	154.00
Total Contract 295 - Tertiary Tmt	110,189.81
Contract 300 Influent Screening	
300 P8S - Contract 300 Infl Scr - p8s	7,172.28
300 Ccp - Contract 300 Infl Scr - Coppola	53,781.40
300 - Misc (Permit, Legal)	1,668.00
Total Contract 300 Influent Screening	62,621.68
AS - Air Sampling	
359 - Contract 359 - PCSIU	35,174.76
325 - Contract 325 - SC 384	1,122.50
330 - Contract 330 - SC 384	11,694.10
330 - Contract 330 QT 1	9,776.65
310 - Contract 310 Phase III Air Perm	1,460.52
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	21,342.48
B-29 Capital Improvements - Other	230,412.53
Total B-29 Capital Improvements	591,953.83
B-30 Renewal and Replacement	
329 - Contract 329 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	690,687.83
Total B-30 Renewal and Replacement	719,721.50
Operations	50,000.00
Total Restricted	1,440,927.33

11:22 AM Musconetcong Sewerage Authority  
 04/20/22 Balance Sheet  
 Cash Basis As of March 31, 2022

	Mar 31, 22
Unrestricted	
Designated	-107,978.00
Undesignated	835,952.10
Total Unrestricted	727,974.10
3000 - Opening Bal Equity	-5,190,781.57
3200 - Retained Earnings	-2,819,890.21
Net Income	47,768.36
Total Equity	16,899,451.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>30,534,459.47</b>

The **Pending Vouchers** through April 21, 2022 were approved for payment on a motion offered by Mr. Romano, seconded by Mr. Sylvester and the affirmative roll call vote of members present. Roll Call Vote: Roll Call Vote:

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

Comments:

- None

**Musconetcong Sewerage Authority**  
Through April 21, 2022

<b>OPERATING:</b>			
American Wear	Uniform Service 01.18.22, 03.29.22-04.19.22	B-31 - External Service	773.08
AmeriGas Propane	Invoice 3134015460, 3134527003, 3135154130-	B-17 - Propane/Gas	3704.34
Aqua Pro-Tech Laboratories	Invoice 2030198M - 03.03.22-03.31.22	B-25 - Laboratory Fees	494.40
ATS Environmental Services	Invoice GS2022156 & GS2022157	B-31 - External Service	2225.00
Blue Diamond Disposal, Inc.	Invoice 6393351 - Monthly Trash Services 04.01.22-0	B-31 - External Service	328.00
Business Machine Technology	Invoice 1364461 - 04/2022 Monthly IT Services - E-B-13	Office	736.10
Cintas First Aid & Safety	Invoice 2364663 - 05/2022 Monthly IT Services - E-B-13	Office	746.10
Classic Bagel	Invoice 5100872500 - First Aid Supplies	B-31 - External Service	158.75
City Fire Equipment	Invoice 217296 - 2022 Annual Maintenance	B-31 - External Service	567.00
D. Lovenbergs Rolloff Services	Order #0214 - Engineer Committee Mtg 04.14.22	B-28 - Education/Traini	44.50
Coburn Chemical, Inc.	Invoice INV0017376	B-18 - Supplies/Chem	5385.04
E&G Exterminators	Invoice 15529	B-31 - External Service	691.33
EcoMalds	Quarterly Service (rodents & insects) Inv 561053 &	B-31 - External Service	460.00
Fisher Scientific	Sanitation Cleaning & Fogging Services March/Ap	B-31 - External Service	940.00
Franks Trattoria	Invoice A20661863	B-27 - Laboratory Supp	290.23
Grainger	Contract 300 Startup - 03.14.2022	B-28 - Education/Traini	60.90
Grainger	Invoice # 9222557689 - Account # 9257899162	B-19 - Maintenance/Re	259.81
Hach Company	Invoice # 9264134215, 9263526064 - Account # 9 B-19	Maintenance/Re	511.71
Hoover Truck Centers	Invoice # 12963880, 12929033, 12924026, 129211	B-27 - Laboratory Supp	546.63
Hoover Truck Centers	Invoice 174568F	B-19 - Maintenance/Re	97.59
JCP&L	Invoices 175129F, CM17512F, 175386F, 175477F	B-19 - Maintenance/Re	1946.26
Jilliam Martucci	Invoice # 95009583052 - Pump Stations through 0	B-16 - Electric	3807.36
McMaster-Carr Supply Co.	Mileage Reimbursement	B-2 - Administrative-OE	32.20
Napa Auto Parts	Invoice 74754205	B-19 - Maintenance/Re	315.85
Netcong Hardware Co.	Invoice 5720-563640	B-19 - Maintenance/Re	185.14
NJ American Water Co.	Invoices 175129F, CM17512F, 175386F, 175477F	B-18 - Supplies/Chem	437.72
NJWEA	Account # 1018-210023733698 - 03.09.22-04.07.2	B-31 - External Service	984.78
Nuove Energie	NJWEA 2022 Annual Conference Registrations	B-28 - Education/Traini	3028.00
Nusbaum, Stein,Goldstein, Bro	Invoice 12	B-19 - Maintenance/Re	650.00
Office Concepts Group	Invoice 32636 & 32637	B-3, B-23	5107.40
Office Concepts Group	Invoice 1064938-0 & 1064728-0	B-13 - Office	445.12
One Call Concepts, Inc.	Invoice 1068945-1, 1068945-0	B-13 - Office	617.56
One Call Concepts, Inc.	Invoice 1125432	B-2 - Administrative-OE	37.18
Passaic Valley Sewerage Com	Invoice 2035432	B-2 - Administrative-OE	60.06
PCS Pump and Process	Invoice 520269 - Liquid Waste Acceptance 03.01.2	B-26 - Sludge Disposal	43747.80
PS&S	Invoice 8345	B-21 - Equipment	1098.00
Quinn, Shane	Invoice 152371 - General Consulting through 03.3	B-5 - Engineer	2278.75
RingCentral	Boot Reimbursement	B-18 - Supplies/Chem	74.98
Russell Reid	Invoice CD_000375207 - Monthly Telephone Servi	B-15 - Telephone	312.54
Sa's Pizza	Invoice CD_000389453 - Monthly Telephone Servi	B-15 - Telephone	312.47
Sa's Pizza	Invoice 0006442304 - Sludge Hauling Fees 03.01.2	B-26 - Sludge Disposal	32596.40
Schilling, James	Invoice 78797 - First Aid & CPR Training 03.22.2	B-28 - Education/Traini	314.85
SEM/BDS Stroudsburg Electr	Invoice 71022 - Finance Committee Meeting 04.19	B-28 - Education/Traini	96.00
Smart Water Inc.	03/2022 - 04/2022 - Mileage Reimbursement	B-2 - Administrative-OE	171.64
USA Bluebook	Invoice 630646, 6300659, 6303588	B-19 - Maintenance/Re	1274.55
Water Environment Federation	Invoice 41224	B-31 - External Service	600.00
Water Environment Federation	Invoice 932990	B-18 - Supplies/Chem	356.88
Water Environment Federation	2022 Annual Memberships: 0164833/Rather, 017	B-28 - Education/Traini	351.00
Water Environment Federation	2022 Annual Memberships: 250160 Schilling & 26	B-28 - Education/Traini	299.00
		<b>TOTAL</b>	<b>120560.00</b>

Page 1 of 2

<b>CAPITAL:</b>	Coppola Services, Inc.	Invoice #11 - Contract 300	300 Cop - Contract 300	7710.68
	Coppola Services, Inc.	Invoice #12 - Contract 300	300 Cop - Contract 300	40149.81
	PS&S	Invoice 152372 - AS through 03.31.2022	AS - Air Sampling	3635.68
			<b>TOTAL</b>	<b>120796.17</b>
<b>PAYROLL:</b>	MSA Payroll	Payroll Processing 04.01.2022	B-1, B-14	35871.67
	MSA Payroll	Payroll Processing 04.14.2022	B-1, B-14	32520.44
			<b>TOTAL</b>	<b>68392.11</b>
<b>MANUAL &amp; ONLINE PYMTS:</b>	NJ Division of Pensions & Ben	2022 Q1 IROC - Reference # 08010206	Accounts Payable - Pe	13473.99
	NJ Division of Pensions & Ben	Confirm # 06671194 - 2022 Annual Employer Appr	Accounts Payable - Pe	106541.00
	UNUM	Billing # 00590889-0001 - Coverage Period 04.01.2	B-11 - Disability Insura	1676.10
	Treasurer - State of NJ	Confirmation # 30301-530773337 - Discharge to S	B-24 - NJDEP Fees	16665.92
	Local 32	Union Dues 03.01.2022-03.31.2022	Accrued Payroll Liabl	312.00
	NJ Division of Pensions & Ben	03/2022 Estimated Monthly PERS - Reference 074	Accounts Payable - Pe	3920.36
	Primepoint	Payroll Processing 04.01.22 - Invoice # 509092	B-31 - External Service	47.75
	Lowe's	Reference # 667094122 - 02.28.22-03.23.22	B-18 - Supplies/Chem	1364.91
	Alice/Optimum	Payment ID 825687104 - 04.01.22-04.30.22	B-15 - Telephone	404.39
	Primepoint	Payroll Processing 04.14.22 - Invoice # 509092	B-31 - External Service	31.50
	VALIC	Confirmation 221175 - Payroll 04.11.22	Accrued Payroll Liabl	500.00
	NJSHBP	Reference 11001495 - 04.01.22-04.30.22	B-10 - Hosp	16922.02
	Direct Energy	Confirmation # 2177136 - 01.27.22-02.25.22	B-16 - Electric	21849.41
	Verizon Wireless	Transaction ID 1836066626	B-15 - Telephone	658.52
	JCP&L	Confirmation # 87003968 - 02.26.22-03.29.22	B-16 - Electric	9185.92
	Quadient	Confirmation # BH3753552550	B-13 - Office	60.00
	Shell/WEX	Confirmation 818904202022 - 03.08.22-04.04.22	B-17 - Propane/Fuel O	569.21
			<b>TOTAL</b>	<b>194183.00</b>
<b>ESCROW:</b>			<b>TOTAL</b>	<b>0.00</b>
<b>RENEWAL &amp; REPLACEMENT:</b>			<b>TOTAL</b>	<b>0.00</b>

Page 2 of 2

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

Comments:

- n/a

• **Correspondence:**

- A. NJ Ibank: Payment Requisition No. S340384-09-SC-16
- B. BMT: 04/2022 Monthly IT Report
- C. State of New Jersey, DEP: NJ Water Bank, State Project No. S340384-09 – Interim Construction Inspection report
- D. PS&S/Adler Development: TWA Application - Sanitary Sewer Service, Adler Roxbury Warehouse
- E. NJ Ibank: Project No S340 384-09: Construction Loan Accrued Interest Statement as of 03.31.2022
- F. United States District Court: Hopatcong vs. 3M Company, Civil Action No. 2:20-cv-12551-JXN-AME
- G. Borough of Netcong: Adler Roxbury, LLC Treatment Works Approval Permit Application
- H. Municipal Excess Liability Joint Insurance Fund: 2020/2021 MEL Annual Report
- I. \*Letter to Legislators: New Jersey Pollutant Discharge Elimination System Permit Nitrate Limits

**Monthly Reports:**

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

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

Comments:

- Chairman Rattner asked about the issues on Contract 300 discussed at last month's meeting. Mr. Schilling advised that Mr. Wancho would discuss in his report.
- Chairman Rattner commented that the flows have been up. Mr. Schilling replied that the flows are taking more time to come back down.
- Mr. Schilling discussed that he did meet with Mouth Olive regarding various items found being discharged, nothing beyond domestic is to be discharged to the MSA.

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

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

Comments:

- Mr. Wancho, PE advised that comments were reviewed and returned to DEP for Air Sampling Permit.
- Mr. Wancho, PE advised that both contracts have punch list items, 300 has additional alarms needing to be addressed and 295 is substantially done aside from a grating concern.

**New Business (continued):**

Resolution No. 22-20 was offered on a motion by Mr. Still seconded by Mr. Grogan and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- n/a

Resolution No. 22-21 was offered on a motion by Mr. Still seconded by Mr. Grogan and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- n/a

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

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

\*See attached resolution

Comments:

- Mr. Schwab stated that the report just came from the Auditor today. Mr. Schilling advised that Engineering & Finance Committee have already discussed this.
  - Mr. Sylvester asked if a roofer was yet brought in, Mr. Schilling advised yes that estimate was previously provided. Mr. Wancho stated that there is no salvaging the roof. Chairman Rattner stated that the Engineer Committee agrees that the project needs to be done, the report received from the Auditor is broken down for different price points. Mr. Schwab inquired about the length of time for the project. Mr. Wancho advised it should be started in approximately one year. Mr. Schwab asked if 30 years is an option vs. 20 years. Mr. Schindelar stated that now is the time to invest due to rising interest rates. Mr. Schilling confirmed these are only projections, the roof project is \$1.8 million. Mr. Schindelar again stated that if we can get the funding now, we should get it. Mr. Schilling confirmed that Resolution 22-22 is only for PS&S to begin the process to apply for funding. Mr. Wancho discussed Resolution 22-22 with regard to the NJ Ibank funding. Mr. Romano stated that this was discussed at the Finance Committee meeting along with a project list on hand. Mr. Schilling advised that this resolution is only for the \$1.8 million roof project. Mr. Carroll, QPA stated that if we are ready now, move forward. Mr. Schilling stated that this resolution is not requesting a specific amount.
- Conversation between the Board members about amount of the NJ Ibank funding we would apply for as well if we should include other projects.
- Mr. Romano stated that this project as well as other proposed projects including aerators are on the project list through 2030. Mr. Schilling confirmed these are aerators from 1992 & 1995. Mr. Sylvester asked that the proposed project list be shared with the entire Board.
- Mr. Wancho, PE stated that if we choose to expand the application, we would prepare another evaluation.
- Multiple side conversations ...

Resolution No. 22-24 was offered on a motion by Mr. McNeilly seconded by Mr. Romano and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- n/a

Resolution No. 22-25 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	Absent	Chairman Rattner	Yes
Mr. Cangiano	Absent	Mr. Romano	Yes
Mr. Grogan	Yes	Mr. Schindelar	Yes
Mr. McNeilly	Yes	Mr. Schwab	Yes
Mrs. Michetti	Absent	Mr. Still	Yes
Mr. Pucilowski	Absent	Mr. Sylvester	Yes

\*See attached resolution

Comments:

- Mr. Schwab advised The Board that both projects are running within reason.

Resolution No. 22-26 was offered on a motion by Mr. Schindelar seconded by Mr. McNeilly and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- n/a

Resolution No. 22-27 was tabled on a motion by Mr. Romano seconded by Mr. Still and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- Chairman Rattner stated one year review. Mr. Dwyer, Esq. stated it would have to be re-awarded each year. Mr. Schwab suggested revising the proposal to state annually. Mr. Carroll, QPA stated that it can only be annually.
- It was agreed the resolution will be revised and tabled until next month meeting.

Resolution No. 22-30 was offered on a motion by Mr. Sylvester seconded by Mr. Romano and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- n/a

Resolution No. 22-31 was offered on a motion by Mr. Schwab seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call Vote:

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

\*See attached resolution

Comments:

- n/a

**Old Business:**

Comments:

- Mr. Schilling advised that Resolution 22-06 remains tabled.
- 08:29pm QPA dismissed

**Closed Session:**

Entered Closed Session on a motion made by Mr. Romano, seconded by Mr. Schindelar at 08:30pm and the affirmative all in favor vote of members present. All In Favor Vote:

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

**Open Session:**

Entered Open Session on a motion made by Mr. Romano, seconded by Mr. McNeilly at 08:49pm by an all-in favor Vote of members present. All In Favor Vote:

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

**Adjournment:**

Motion made by Mr. Still, seconded by Mr. Romano at 08:50pm 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	Absent	Mr. Romano	Aye
Mr. Grogan	Aye	Mr. Schindelar	Aye
Mr. McNeilly	Aye	Mr. Schwab	Aye
Mrs. Michetti	Absent	Mr. Still	Aye
Mr. Pucilowski	Absent	Mr. Sylvester	Aye

Respectfully Submitted:  
Jilliam Martucci - Administrative Assistant



**RESOLUTION NO. 22-18**

Resolution of the Musconetcong Sewerage Authority  
Adopting a Personnel Policies and Procedure Manual

**WHEREAS**, it is the policy of the Musconetcong Sewerage Authority ("MSA") to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

**WHEREAS**, the Musconetcong Sewerage Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREBY, BE IT RESOLVED** by the Musconetcong Sewerage Authority that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and

-1-

conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by Musconetcong Sewerage Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Musconetcong Sewerage Authority.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Musconetcong Sewerage Authority shall operate under the legal doctrine known as "employment at will".

**BE IT FURTHER RESOLVED** that the Director and all managerial/supervisory personnel are responsible for these employment practices. A labor attorney appointed by the Musconetcong Sewerage Authority shall assist the Director in the implementation of the policies and procedures in this manual.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:

  
Joseph Schwab, Secretary-Treasurer

  
Steven Rattner, Chairman

Dated: April 28, 2022

-2-

**RESOLUTION NO. 22-20**

Resolution of the Musconetcong Sewerage Authority  
Awarding a Contract to PCS Pump and Process, Inc. for the Purchase and Installation  
of a Chart Recorder Replacement System Utilizing PVSC Co-op Contract #B295-A

WHEREAS the Musconetcong Sewerage Authority ("MSA") has identified a need to replace existing chart recorder for the continued efficient operation of its wastewater treatment facility; and

WHEREAS pursuant to N.J.S.A. 40A:11-10 the contracting unit may, without advertising for bids, purchase goods or services under a contract entered into with a cooperative purchasing entity; and

WHEREAS the MSA is a member of the North Jersey Wastewater Cooperative Pricing System ("NJWCPS") and the Passaic Valley Sewerage Authority ("PVSC") is the lead agency of the NJWCPS; and

WHEREAS the NJWCPS is a cooperative purchasing entity as set forth in NJAC §5:34-7.4; and

WHEREAS MSA has obtained a Proposal (see attached) dated March 22, 2022 from PCS Pump and Process, Inc. ("PCS") to provide a new touchscreen computer based system to replace the existing chart recorder system at less cost and lower maintenance fees utilizing PVSC Co-op Contract #B295-A (the "Proposal"); and

WHEREAS MSA desires to utilize the contract obtained by PVSC with PCS to purchase this touchscreen computer based system; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Director is hereby authorized to award a

-1-

contract to PCS Pump and Process, Inc. for the purchase of a new touchscreen computer based system to replace the chart recorder system at a total cost of \$18,573.37 as described in their Proposal; and

FURTHER RESOLVED, that the amount of the contract shall not exceed \$18,573.37 without further approval from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that the award in the amount of \$18,573.37 shall utilize PVSC contract B295-A; and be it

FURTHER RESOLVED, that the Treasurer has certified that funds are available to perform this contract using Equipment (Operating Account) B-21; and it is

FURTHER RESOLVED that the Director, is hereby authorized to take such other actions as are necessary to complete said purchase on behalf of the Musconetcong Sewerage Authority.

ATTEST: MUSCONETCONG SEWERAGE AUTHORITY

  
Joseph Schwab, Secretary-Treasurer

  
Steven Rattner, Chairman

Dated: April 28, 2022

SEE ATTACHED PROPOSAL DATED MARCH 22, 2022

-2-

**RESOLUTION NO. 22-21**

Resolution of the Musconetcong Sewerage Authority  
Awarding a Contract to PCS Pump and Process, Inc.  
for the Purchase of a Fairbanks Nijhuis Model 6" B5433 Vertical Bilttogether Pump  
Utilizing PVSC Co-op Contract #B270-9

WHEREAS the Musconetcong Sewerage Authority ("MSA") has identified a need for a new vertical bilttogether pump for the continued efficient operation of its wastewater treatment facility; and

WHEREAS pursuant to N.J.S.A. §40A:11-10 the contracting unit may, without advertising for bids, purchase goods or services under a contract entered into with a cooperative purchasing entity;

WHEREAS the MSA is a member of the North Jersey Wastewater Cooperative Pricing System ("NJWCPS") and the Passaic Valley Sewerage Authority ("PVSC") is the lead agency of the NJWCPS; and

WHEREAS the NJWCPS is a cooperative purchasing entity as set forth in NJAC §5:34-7.4; and

WHEREAS MSA has obtained a Proposal (see attached) dated March 29, 2022 from PCS Pump and Process, Inc. ("PCS") to provide a new Vertical Bilttogether Pump utilizing PVSC Co-op Contract #B270-9 (the "Proposal"); and

WHEREAS MSA desires to utilize the contract obtained by PVSC with PCS to purchase this pump; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Director is hereby authorized to award a contract to PCS Pump and Process, Inc. for the purchase of a Fairbanks Nijhuis Model

-1-


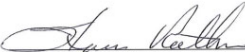
6" B5433 Vertical Bilttogether Pump at a total cost of \$23,938.96 as described in their Proposal; and

FURTHER RESOLVED, that the amount of the contract shall not exceed \$23,938.96 without further approval from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that the award in the amount of \$23,938.96 shall utilize PVSC contract B270-9; and be it

FURTHER RESOLVED, that the Treasurer has certified that funds are available to perform this contract using Budget line B-30 Renewal and Replacement; funds and it is

FURTHER RESOLVED that the Director, is hereby authorized to take such other actions as are necessary to complete said purchase on behalf of the Musconetcong Sewerage Authority.

ATTEST: MUSCONETCONG SEWERAGE AUTHORITY  
  
Joseph Schwab, Secretary-Treasurer   
Steven Rattner, Chairman

Dated: April 28, 2022

SEE ATTACHED PROPOSAL DATED MARCH 29, 2022

-2-

**RESOLUTION NO. 22-22**

Resolution of the Musconetcong Sewerage Authority  
Authorizing the Award of a Contract to PS&S for Assistance with  
Funding Through New Jersey I-Bank for a Building Roofs and HVAC Replacement  
Project 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 assistance in obtaining funding from the New Jersey I-Bank for a Building Roofs and HVAC Replacement Project; and

WHEREAS, PS&S has submitted a Proposal dated April 15, 2022 in the amount of \$29,800.00; and

WHEREAS, per the Proposal PS&S will prepare the documents necessary for submission to the New Jersey I-Bank including the Planning Document and Letter of Intent; 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, the Secretary/Treasurer of the MSA has certified that funds are available in the budget of the MSA B-29 Capital; and be it

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 April 15, 2022 in an amount not to exceed \$29,800.00; and be it

FURTHER RESOLVED, that the above amount shall not exceed \$29,800.00 without further authorization from the MSA; and be it

-1-

FURTHER RESOLVED, that Steven Rattner, as Chairman and/or James Schilling, as Director, is hereby authorized to sign, if needed, the Proposal dated April 15, 2022, between PS&S and the MSA; 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

April 28, 2022

SEE ATTACHED PS&S PROPOSAL DATED APRIL 15, 2020

-2-

## RESOLUTION NO. 22-23

### Resolution of the Musconetcong Sewerage Authority Appointing an Affirmative Action Compliance Officer

WHEREAS, the Musconetcong Sewerage Authority (the "Authority") obtains Property & Casualty insurance coverages through its membership in the New Jersey Utilities Authority Joint Insurance Fund (hereinafter, the "NJUA" or "JIF"), and,

WHEREAS, the JIF offers incentives for members who comply with certain underwriting requirements; and

WHEREAS, one of the requirements is to appoint an Affirmative Action Compliance officer; and

WHEREAS, Musconetcong Sewerage Authority desires to make such appointment;

NOW BE IT RESOLVED AS FOLLOWS:

1. The Musconetcong Sewerage Authority hereby appoints Jilliam Martucci as its Affirmative Action Compliance Officer from the date hereof.
2. A copy of this Resolution shall be served upon JIF.

Musconetcong Sewerage Authority

ATTEST:

  
\_\_\_\_\_  
Joseph Schwab, Secretary-Treasurer

  
\_\_\_\_\_  
Steven Rattner, Chairman

Dated: April 28, 2022

**RESOLUTION NO. 22-24**

Resolution of the Musconetcong Sewerage Authority ("MSA") Authorizing Signature of Consent on a Treatment Works Approval ("TWA") Application for Adler Roxbury Warehouse Block 9501, Lot 1, Roxbury, NJ

WHEREAS the MSA has received notice of an application for Treatment Works Approval ("TWA") by InSite Engineering, LLC the professional engineers for Adler Roxbury Warehouse; and

WHEREAS, the project involves the proposed construction of a 447,044 sf warehouse facility in the Township of Roxbury; and

WHEREAS, by decision of the New Jersey Department of Environmental Protection ("DEP") dated March 3, 2022 the MSA's sewer service area was expanded to accommodate this Project; and

WHEREAS a Treatment Works Approval (TWA) must be obtained from DEP for to allow this Project to connect to sewer; and

WHEREAS the Treatment Works Approval application requires the consent and endorsement of the MSA; and


WHEREAS the MSA's consulting engineer PS&S has reviewed the application and by letter dated April 7, 2022 has recommended that it be signed;

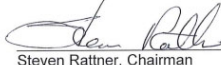
NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Chairman and/or Secretary-Treasurer is hereby authorized to execute the TWA application for the Project, authorizing the connection to the MSA sewer treatment facility.

MUSCONETCONG SEWERAGE AUTHORITY

-1-

ATTEST:

  
Joseph Schwab, Secretary-Treasurer

  
Steven Rattner, Chairman

DATED: April 28, 2022

SEE ATTACHED LETTER FROM PS&S DATED APRIL 7, 2022

-2-

RESOLUTION NO. 22-25

Resolution of the Musconetcong Sewerage Authority ("MSA")  
Awarding a Contract for Additional Professional Services to  
Paulus, Sokolowski & Sartor, LLC ("PS&S") for Engineering  
Services in Connection with Contract 300 for an Influent Screening Facility

WHEREAS, by Resolution No. 18-44 the MSA awarded a contract for professional services to Paulus, Sokolowski & Sartor, LLC ("PS&S") for engineering services in the amount of \$269,140.00 in connection with Contract 300 for an Influent Screening Facility, including submitting an application to the New Jersey I-Bank for financing; and

WHEREAS, by Resolution No. 19-59 MSA awarded a change order to PS&S and the contract was increased in the amount of \$29,000.00 to provide additional funding for an enlargement of the scope of work which included the addition of a Second Multi-Rake Mechanical Screen, Flow Monitoring and Control Provisions, and Administrative/Design Issues; and

WHEREAS, by Resolution No. 20-22 MSA awarded PS&S an increase in the amount of \$12,500.00 for preparing documents for re-bid for Contract 300 because the original bids were rejected as being substantially higher than the estimated engineering cost; and

WHEREAS, by Resolution No. 20-43 PS&S the contract was increased by \$6,170.00 to account for assistance by PS&S with the preparation and submission of packages to NJ I-bank; and

WHEREAS, by Resolution No. 21-24 the contract was amended to grant an additional \$57,900.00 to PS&S for a variety of work including:

-1-

- Review and meetings related to the multi-rake mechanical screen submittal;
- Negotiation of cost adders related to materials escalation.
- Review, coordination and impacts of electrical shut-downs.
- Review and coordination of screen impacts to pre-manufactured building.
- Additional electrical coordination.
- Unforeseen site piping conflicts, and
- Coordination of bypass pumping operations; and

WHEREAS, by Resolution 21-49 MSA awarded a contract increase to PS&S in the amount \$30,000.00 for increased costs due to material/equipment delays, coordination and impacts of the bypass operation, impacts from Hurricane Ida, additional electrical coordination and unforeseen piping conflicts; and

WHEREAS, PS&S has submitted a Proposal dated April 15, 2022 seeking additional funding in the amount of \$21,000.00 for work due to increased costs resulting from equipment/material delays, weather delays, coordination and oversight of the bypass operation, and electrical work coordination; and

WHEREAS, PS&S has confirmed that the proposed increase is within the allowable NJ I-Bank and NJDEP percentage increases; and

WHEREAS, the Musconetcong Sewerage Authority has need for continued consulting engineering services in connection with this project and has benefitted from the services of PS&S to date; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a contract is hereby awarded to PS&S to provide additional engineering services in connection with Contract 300 as set forth in the Proposal dated April 15, 2022 in an amount not to exceed \$21,000.00; and be it

-2-

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

FURTHER RESOLVED that the Treasurer has confirmed funds for such work is available in the Budget for 2022 (Budget line B-29 Capital); and it is anticipated will be included in I-Bank funding for the project; and be it

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

ATTEST: MUSCONETCONG SEWERAGE AUTHORITY

   
Joseph Schwab, Secretary-Treasurer Steven Rattner, Chairman

DATED: April 28, 2022

SEE ATTACHED PROPOSAL DATED APRIL 15, 2022

-3-

RESOLUTION NO. 22-26

Resolution of the Musconetcong Sewerage Authority ("MSA")  
Awarding a Contract for Additional Professional Services to  
Paulus, Sokolowski & Sartor, LLC ("PS&S") for Engineering  
Services in Connection with Contract 295 for a Tertiary Treatment Facility /  
Replacement of Micro Strainers

WHEREAS, by Resolution No. 19-27 the MSA awarded a contract for professional services to Paulus, Sokolowski & Sartor, LLC ("PS&S") in the amount of \$445,410 for the Final Design, Bid and Construction Phase for a Tertiary Treatment Facility / Replacement of Micro Strainers project pursuant to Contract 295, including submitting an application to the New Jersey I-Bank for financing; and

WHEREAS, by Resolution No. 19-58 PS&S the contract was increased by \$12,840.00 to include upgrading the Thickener Dilution Water Pump Piping System located in the effluent channel of Plant #2, new interior lighting for the Ultraviolet Disinfection System area located in the Final Treatment Building, and adding eyewash stations for Plants 1 and 2 including the necessary hot water heating system to provide tepid water; and

WHEREAS, by Resolution No. 21-31 the contract was increased in the amount of \$19,400.00 since the savings anticipated from the coincidental construction of Contracts 295 and 300 were not realized as originally budgeted due to the rebidding of Contract 300 and schedule delays resulting from COVID, and PS&S assumed the role of SED Coordinator for the project; and

WHEREAS, by Resolution 21-50 the contract with PS&S was increased in the amount of \$48,000.00 due to material/equipment delays, additional structural coordination/design work to resolve field conditions not reflected in the as-builts, issues

-1-

with filter operations/repair, additional electrical coordination and modifications to the filter drain piping; and

WHEREAS, PS&S has submitted a Proposal dated April 15, 2022 seeking additional funding for work in connection with Contract 295 due to increased costs resulting from equipment/material delays, additional structural coordination/design for grating additions and issues with filter operations and repair. It is anticipated that this increase along with a reallocation of amounts in the original budget for this project will suffice to accommodate the increased amount needed; and

WHEREAS, PS&S is of the opinion that the proposed increase is within the allowable NJ I-Bank and NJDEP percentage increases; and

WHEREAS, the Musconetcong Sewerage Authority has need for continued consulting engineering services in connection with this project and has benefitted from the services of PS&S to date; and;

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

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the contract is hereby amended for PS&S to provide additional engineering services in connection with Contract 295 as set forth in the Proposal dated April 15, 2022 in an amount not to exceed \$48,000.00; and be it

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

-2-

FURTHER RESOLVED that the Treasurer has confirmed funds for such work is available in the Budget for 2022 (Budget line B-29 Capital); and it is anticipated will be included in I-Bank funding for the project; and be it

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

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:  
   
Joseph Schwab, Secretary-Treasurer Steven Rathner, Chairman

DATED: April 28, 2022

SEE ATTACHED PROPOSAL DATED APRIL 15, 2022

-3-



## RESOLUTION 22-28

### RESOLUTION OF THE MUSCONETCONG SEWERAGE AUTHORITY AUTHORIZING THE ADOPTION OF THE MUNICIPAL EXCESS LIABILITY FUND MASTER TECHNOLOGY POLICY V 2.2 FOR THE AUTHORITY'S CYBER RISK MANAGEMENT PROGRAM

**WHEREAS**, the Musconetcong Sewerage Authority (the "Authority") obtains Property & Casualty insurance coverages through its membership in the New Jersey Utilities Authority Joint Insurance Fund (hereinafter, the "NJUA" or "JIF"), and,

**WHEREAS**, the Cyber Liability Program provides a financial incentive (deductible reimbursement) if the Authority establishes and maintains effective policies and practices in accordance with the Cyber Risk Management program promulgated by the NJUA and the Municipal Excess Liability Fund ("MEL") to safeguard the Information Technology of the Authority and the privacy of its employees, customers and third-party vendors; and

**WHEREAS**, more specifically, said NJUA/MEL achieves Cyber Risk Management Program compliance through the adoption and implementation of a Three-Tiered Compliance Program; and

**WHEREAS**, the Authority values the benefits of the Cyber Security programs promulgated by the NJUA/MEL.

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Musconetcong Sewerage Authority, County of Morris, State of New Jersey, the Authority hereby adopts the attached Policies and Protocols known as:

**MEL's Master Technology Policy v 2.2  
Respective to  
Tier 1, Tier 2 & Tier 3**

**BE IT FURTHER RESOLVED**, the Authority will continue to consider future security enhancements and subsequent modifications to the Master Technology Policy, as promulgated by the MEL and/or through the recommendation of the Information Technology Professional; and

**BE IT FURTHER RESOLVED**, a copy of this Resolution shall be maintained on file in the Authority's office and a copy forwarded to Professional Insurance Associates, 429 Hackensack Street, P.O. Box 818 Carlstadt, NJ 07072, Risk Management Consultant to the Authority.

DATED: April 28, 2022

ATTEST:

  
Steven Rattner, Chairperson

  
Joseph Schwab, Secretary-Treasurer

SEE ATTACHED POLICIES AND PROTOCOLS

## RESOLUTION NO. 22-29

**CERTIFICATION BY THE MUSCONETCONG SEWERAGE AUTHORITY PURSUANT TO P.L. 2017, C.183  
FOR COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S  
"Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment  
Decisions Under Title VII of the Civil Rights Act of 1964"**

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the Musconetcong Sewerage Authority (the "Authority") have familiarized themselves with the contents of the above-referenced enforcement guidance and with their hiring practices as they pertain to the consideration of an individual's criminal history.

NOW, THEREFORE BE IT RESOLVED, That the Musconetcong Sewerage Authority hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the Authority's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Secretary to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION ADOPTED AT THE MEETING HELD ON APRIL 28, 2022



Joseph Schwab, Secretary-Treasurer



Steven Rattner, Chairman

**RESOLUTION NO. 22-30**

Resolution of the Musconetcong Sewerage Authority  
Authorizing the Award of a Contract to PS&S for a Building Roofs and HVAC  
Replacement Project without Public Advertising as a Professional Service

WHEREAS, the Musconetcong Sewerage Authority (hereinafter "MSA") is  
desirous of awarding a Contract to PS&S for Design, Bid and Construction Phase  
services for a Building Roofs and HVAC Replacement Project; and

WHEREAS, PS&S has submitted a Proposal dated April 19, 2022 (the  
"Proposal") in an amount itemized as follows:

Concept Design Phase	\$ 25,650.00
Design Phase Services	\$116,150.00
Bidding Phase Services	\$ 14,900.00
Construction Phase Services	\$ <u>73,600.00</u>
Total Fee	\$230,300.00

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, the Secretary/Treasurer of the MSA has certified that funds are  
available in the budget of the MSA at line B-29 Capital and an application will be made  
for financing through the NJ I-Bank; and be it

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 April 19, 2022 in an amount not to exceed \$230,300.00; and be it

FURTHER RESOLVED, that the above amount shall not exceed \$230,300.00  
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 dated April  
19, 2022, between PS&S and the MSA; 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

April 28, 2022

SEE ATTACHED PS&S PROPOSAL DATED APRIL 19, 2020

**RESOLUTION NO. 22-31**

Resolution of the Musconetcong Sewerage Authority ("MSA")  
Authorizing the Director to Receive Sealed Proposals for  
Contract USLS-22 Uniform Supply and Laundry Services as Described in the Technical  
Specifications on June 2, 2022 at 11:30 a.m. in the Office of the MSA's  
Water Pollution Control Facility

WHEREAS, the MSA has a need for uniform supply and laundry services for its employees who operate the wastewater treatment facility as described in the Technical Specifications in the bid package for Contract USLS-22; and

WHEREAS, funds are available for said Contract under Budget Line B-31;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Director is hereby authorized to receive sealed proposals for Contract USLS-22 Uniform Supply and Laundry Services as described in the Technical Specifications on June 2, 2022 at 11:30 a.m. at the office of MSA's Water Pollution Control Facility, located at 110 Continental Drive, Budd Lake, New Jersey. At that time and place, the sealed bids will be opened publicly and read aloud.

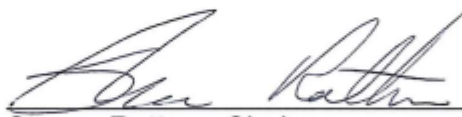
Copies of the Contract Specifications are on file at the office of the MSA at the Water Pollution Control Facility located in 110 Continental Drive, Budd Lake, New Jersey. The Contract Specifications may be obtained by contacting the MSA's office at (973) 347-1525.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:



Joseph Schwab, Secretary-Treasurer



Steven Rattner, Chairman

Dated: April 28, 2022