

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
September 24, 2020

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

Chairman Rattner called the meeting to order at 7:30 PM. Following the virtual Pledge of Allegiance to the Flag, announcement was made that adequate notice of this meeting had been provided for as defined by the "Open Public Meetings Act".

Members Present: James Benson (entered meeting at 7:39pm), Andrew Cangiano, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Thomas Romano, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent:

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

Attendance Roll Call:

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

Date/Time Call to Order: Thursday September 24, 2020 – 7:30PM
Others Present: Patrick Dwyer, Jim Wancho, James Schilling, Jilliam Martucci

Motion / Resolution	Benson	Cangiano	Grogan	McNeilly	Michetti	Pucilowski	Rattner	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Regular Meeting Minutes August 27, 2020 ROLL CALL	Absent Lost Connection	Absent	Yes	Yes	Yes	Yes	Yes	Motion Yes	Abstain	Yes	Seconded Yes	Yes
2019 Budget vs Actual ROLL CALL	Absent Lost Connection	Yes	Yes	Yes	Seconded Yes	Motion Yes	Yes	Yes	Yes	Yes	Yes	Yes
2020 Budget vs Actual ROLL CALL	Absent Lost Connection	Yes	Yes	Yes	Seconded Yes	Motion Yes	Yes	Yes	Yes	Yes	Yes	Yes
August 31, 2020 Balance Sheet ROLL CALL	Absent Lost Connection	Yes	Yes	Yes	Seconded Yes	Motion Yes	Yes	Yes	Yes	Yes	Yes	Yes
Vending Vouchers, September 17, 2020 ROLL CALL	Entered Meeting 7:39pm Abstain	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Motion Yes	Yes	Yes
Correspondence ROLL CALL	Yes	Yes	Yes	Seconded Yes	Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes
Director's Report, Maint. & Repairs - September, 2020 Flow Data - August, 2020	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Seconded Yes	Yes	Yes
Engineers Report- August, 2020	Yes	Seconded Yes	Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes
New Business:												
Resolution # 20-14 ROLL CALL - PAUSED	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Motion Yes	Yes	Yes	No	Yes
Resolution # 20-14A ROLL CALL - PAUSED	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Motion Yes	Yes	Yes	No	Yes
Resolution # 20-15 ROLL CALL	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Seconded Yes	Yes	Yes
Resolution # 20-16 ROLL CALL	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Motion Yes	Yes	Yes
Resolution # 20-17, Cask 100 ROLL CALL	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Yes
Resolution # 20-18 ROLL CALL	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Seconded Yes	Yes	Yes
Resolution # 20-19 ROLL CALL	Yes	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Yes	Yes	Motion Yes	Yes
Closed Session: 9:00 PM	Yes	Yes	Yes	Seconded Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes
Open Session: 9:05 PM ALL IN FA VOM	Aye	Aye	Aye	Aye	Aye	Aye	Seconded Aye	Aye	Aye	Aye	Motion Aye	Aye
Adjournment: 9:05 PM ALL IN FA VOM	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Seconded Aye	Aye	Motion Aye	Aye

Chairman Rattner opened and closed the meeting to the public.

The "Regular" meeting minutes of August 27, 2020 were moved on a motion offered by Mr. Romano, seconded by Mr. Still Roll Call Vote:

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

The Financial Reports for 2019 was accepted on a motion offered by Mr. Pucilowski, seconded by Mrs. Michetti. Roll Call Vote:

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

Financial Report – December 31, 2019

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through December 2019				
	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Net Position Utilized	107,978.00	107,978.00	0.00	100.0%
budget reimbursement	0.00	0.00	0.00	0.0%
Interest	21,081.17	4,427,402.00	0.17	100.0%
trustee passadown	4,427,402.17			
Total Income	4,559,441.34	4,535,380.00	21,061.34	100.5%
Gross Profit	4,559,441.34	4,535,380.00	21,061.34	100.5%
Expense				
Personnel Services				
B-1 - Administrative-S&W	151,269.10	172,000.00	-20,730.90	88.0%
B-14 - Operating-S&W	635,920.87	687,500.00	-51,579.13	95.3%
Total Personnel Services	787,190.97	839,500.00	-52,309.03	93.8%
Employee Benefits				
B-8 - Pension	96,511.78	102,000.00	-5,488.22	94.6%
B-8 - Social Security	89,824.48	85,500.00	5,324.48	91.3%
B-10 - Hosp				
Dental/Eyeglass	6,372.18			
Hospitalization	73,448.87	200,000.00	-126,551.13	26.8%
B-10 - Hosp - Other	67,627.01			
Total B-10 - Hosp	138,446.74	200,000.00	-61,553.26	68.2%
B-11 - Disability Insurance	7,384.41	10,000.00	-2,615.59	73.8%
B-6 - Unemployment	6,106.05	7,000.00	-893.95	87.2%
Total Employee Benefits	308,252.49	384,500.00	-76,247.51	70.8%
Administration Expenses				
B-2 - Administrative-OE	19,475.55	40,000.00	-20,524.45	48.7%
Total Administration Expenses	19,475.55	40,000.00	-20,524.45	48.7%
Operations and Maintenance				
B-3 - Legal	26,627.30	30,000.00	-3,372.70	88.8%
B-4 - Audit	16,309.05	16,000.00	309.05	109.7%
B-6 - Engineer	26,894.03	30,000.00	-3,105.97	85.8%
B-16 - Telephone	21,075.33	25,000.00	-3,924.67	84.3%
B-16 - Electric	474,066.17	477,500.00	-3,433.83	99.4%
B-17 - Propane/Fuel Oil	15,336.05	25,000.00	-9,663.95	52.9%
B-18 - Supplies/Chemicals	189,088.35	200,000.00	-10,911.65	89.5%
B-27 - Laboratory Supplies	6,893.06	12,000.00	-5,106.94	57.4%
B-13 - Office	25,305.45	30,000.00	-4,694.55	86.5%
B-13 - Office	83,053.60	70,000.00	13,053.60	101.5%
B-28 - Education/Training	16,994.45	20,000.00	-3,005.55	80.0%
B-28 - Laboratory Fees	15,231.27	30,000.00	-14,768.73	50.8%
B-19 - Maintenance/Repairs	180,418.78	200,000.00	-19,581.22	90.3%
B-20 - Insurance	99,381.00	110,000.00	-10,619.00	90.3%
B-24 - NJDEP Fees	20,487.15	25,000.00	-4,512.85	81.3%
B-12 - Trustees Admin Fee	19,930.00	20,000.00	-70.00	99.5%
B-23 - Permit Appl/Compliance Fees	19,872.88	26,000.00	-6,127.12	78.2%
B-21 - Equipment	43,309.05	60,000.00	-16,690.95	79.0%
B-26 - Sludge Disposal	710,357.40	720,000.00	-9,642.60	98.7%
B-22 - Contingency	18,527.60	25,000.00	-6,472.40	74.1%
Total Operations and Maintenance	1,997,021.01	2,146,500.00	-149,478.99	93.0%
Debt Service				
Debt Svs - Principal Payment	830,644.00	830,645.00	-0.99	100.0%
Debt Svs - Interest Payment	65,550.04	92,235.00	-26,684.96	71.1%
Total Debt Service	896,194.12	922,880.00	-26,685.88	98.3%
Reserves				
B-29 - Capital Improvement	300,000.00	300,000.00	0.00	100.0%
B-30 - Renewal & Replacement	100,000.00	100,000.00	0.00	100.0%
Total Reserves	400,000.00	400,000.00	0.00	100.0%
Depreciation	1,774,818.00			
Amortization	-8,800.00			

Musconetcong Sewerage Authority Budget vs. Actual Expenditure Report January through December 2019				
	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Total Expense	6,974,069.01	4,635,380.00	1,439,289.01	131.7%
Net Ordinary Income	-1,418,227.67	0.00	-1,418,227.67	100.0%
Other Income/Expense				
Other Income				
OPRA request	28.00			
Total Other Income	28.00			
Net Other Income	28.00			
Net Income	-1,418,199.67	0.00	-1,418,199.67	100.0%

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Operating Acct TD - 8169	1,695,363.42
Payroll Account TD 2014 - 3717	8,887.46
Capital Improvement TD - 5030	486,447.25
Escrow Account TD Bank - 3226	8,582.99
Renewal & Replacement TD -1360	368,123.51
Petty Cash	150.00
Total Checking/Savings	2,567,554.63
Other Current Assets	
NJIB Note Receivable	6,000,000.00
Prepaid Expenses	179.99
Total Other Current Assets	6,000,179.99
Total Current Assets	8,567,734.62
Fixed Assets	
Construction in Progress	619,814.35
Accumulated Depreciation	-38,105,732.17
Capital Assets, Depreciated	61,481,592.62
Land	505,700.00
Total Fixed Assets	24,501,374.80
Other Assets	
Def. Pension Outflows	521,422.00
Total Other Assets	521,422.00
TOTAL ASSETS	33,590,531.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	9,014.80
20000 - Accounts Payable	
Total Accounts Payable	9,014.80
Other Current Liabilities	
NJIB Note Payable	6,000,000.00
Accrued Payroll Liabilities	
VALIC	-450.00
PERS - Contributions	5,985.03
PERS - Loans	15,858.78
PERS - Insurance	787.84
Union Dues	-370.50
Accrued Payroll Liabilities - Other	10,364.37
Total Accrued Payroll Liabilities	32,185.52
Escrow Deposits Payable	
40 - Bank Street Crown Walk Urban Re	-1,385.00
34 Bnk Street Urban Renewal LLC	712.50
QuickChek Roxbury	210.00
700 International Drive	-110.00
Waterloo Valley Road Sewer Ext.	100.75
Hopatcong State Park WQMP Amend	792.50
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	5,548.49
Total Escrow Deposits Payable	6,773.49

Musconetcong Sewerage Authority
Balance Sheet
As of December 31, 2019

	Dec 31, 19
Due to Municipalities	1.00
Compensated Absences Payable	49,512.72
Accrued Interest Payable	30,709.64
Accounts Payable - Pension	105,110.00
Accrued Liabilities	23,750.00
Total Other Current Liabilities	6,248,042.37
Total Current Liabilities	6,257,057.17
Long Term Liabilities	
Net Pension Liability	1,881,226.00
Loans Payable	2,784,238.38
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	17,000.00
Def. Pension Inflows	894,022.00
Total Def. Inflows of Resources	911,022.00
Total Long Term Liabilities	5,556,486.38
Total Liabilities	11,813,543.55
Equity	
Net Investment in Capital Asset	21,700,135.56
Restricted	
Current Debt Service	29,252.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
Contract 310 Phase III Air Pemt	13.42
Telecommunications Project	4,760.00
Contract 305 NJIB Application	284.44
Contract 300 Influent Screening	105,384.17
Contract 286 - SC #1 & 2	93,801.49
Contract 295 Tertiary Trtmt	301,851.88
Contract 270 Thickeners	8,843.08
Contract 280 Primary Clar #2	21,342.49
B-29 Capital Improvements - Other	77,921.31
Total B-29 Capital Improvements	614,202.28
B-30 Renewal and Replacement	
Contract 320 #3 & 4 Drive Units	4,016.54
Contract 315 Sludge Pumps Eval	99,901.02
B-30 Renewal and Replacement - Other	386,434.40
Total B-30 Renewal and Replacement	430,351.96
Operations	50,000.00
Total Restricted	1,173,806.24
Unrestricted	
Designated	-107,978.00
Undesignated	714,522.10
Total Unrestricted	606,544.10
32000 - Retained Earnings	-821,761.71
Net Income	-1,081,736.32
Total Equity	21,776,987.87
TOTAL LIABILITIES & EQUITY	33,590,531.42

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

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

Financial Report – August 31, 2020

10:29 AM
 09/15/20
 Accrual Basis

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

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Net Position Utilized	0.00	107,978.00	-107,978.00	0.0%
Interest	15,031.75			
Trustee passdown	3,348,051.47	4,427,402.00	-1,081,350.53	75.0%
Total Income	3,361,083.22	4,535,380.00	-1,174,296.78	74.1%
Gross Profit	3,361,083.22	4,535,380.00	-1,174,296.78	74.1%
Expenses				
Personnel Services				
B-1 - Administrative-S&W	101,585.48	165,958.00	-64,372.52	61.2%
B-14 - Operating-S&W	433,793.09	667,500.00	-233,706.91	65.0%
Total Personnel Services	535,378.57	833,458.00	-298,079.43	64.2%
Employee Benefits				
B-9 - Pension	101,018.00	102,000.00	-882.00	99.0%
B-8 - Social Security	40,204.09	65,500.00	-25,295.91	61.4%
B-10 - Hosp				
Dental/Eyeglass	2,907.40			
Hospitalization	89,487.86	200,000.00	-110,512.14	44.7%
B-10 - Hosp - Other	-8,064.30			
Total B-10 - Hosp	84,330.96	200,000.00	-115,669.04	42.2%
B-11 - Disability Insurance	3,522.24	10,000.00	-6,477.76	35.2%
B-6 - Unemployment	5,485.40	7,000.00	-1,514.60	78.4%
Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total Employee Benefits	234,660.69	384,500.00	-149,839.31	61.0%
Administration Expenses				
B-2 - Administrative-OE	11,123.07	40,000.00	-28,876.93	27.8%
Administration Expenses - Other	0.00	0.00	0.00	0.0%
Total Administration Expenses	11,123.07	40,000.00	-28,876.93	27.8%
Operations and Maintenance				
B-3 - Legal	16,205.43	30,000.00	-13,794.57	54.0%
B-4 - Audit	13,941.95	15,000.00	-1,058.05	92.9%
B-5 - Engineer	15,129.26	30,000.00	-14,870.74	50.4%
B-15 - Telephone	14,943.47	20,000.00	-5,056.53	74.7%
B-16 - Electric	166,641.26	482,500.00	-315,858.75	34.5%
B-17 - Propane/Fuel Oil	7,193.23	29,000.00	-21,806.77	24.8%
B-18 - Supplies/Chemicals	120,362.48	200,000.00	-79,637.52	60.2%
B-27 - Laboratory Supplies	2,873.75	12,000.00	-9,126.25	23.9%
B-13 - Office	18,828.32	30,000.00	-11,171.68	62.6%
B-31 - External Services	52,988.91	70,000.00	-17,011.09	75.7%
B-28 - Education/Training	8,154.53	20,000.00	-11,845.47	40.8%
B-25 - Laboratory Fees	7,704.05	30,000.00	-22,295.95	25.7%
B-19 - Maintenance/Repairs	168,510.47	200,000.00	-31,489.53	79.3%
B-20 - Insurance	105,037.00	110,000.00	-4,963.00	95.5%
B-24 - NJDEP Fees	24,188.32	25,000.00	-803.08	96.8%
B-12 - Trustee Admin Fee	15,030.00	20,000.00	-4,970.00	75.2%
B-23 - Permit Appl/Compliance Fees	8,163.51	25,000.00	-16,836.49	32.7%
B-21 - Equipment	0.00	70,000.00	-70,000.00	0.0%
B-26 - Sludge Disposal	435,979.98	720,000.00	-284,020.02	60.6%
B-22 - Contingency	0.00	25,000.00	-25,000.00	0.0%
Operations and Maintenance - Other	0.00	0.00	0.00	0.0%
Total Operations and Maintenance	1,161,893.67	2,163,500.00	-971,606.33	55.1%
Debt Service				
Debt Svs - Principal Payment	645,580.49	638,837.00	6,743.49	101.1%
Debt Svs - Interest Payment	51,163.33	75,085.00	-23,921.67	68.1%
Total Debt Service	696,743.82	713,922.00	-17,178.18	97.6%
Reserves				
B-29 - Capital Improvement	225,000.00	300,000.00	-75,000.00	75.0%
B-30 - Renewal & Replacement	75,000.00	100,000.00	-25,000.00	75.0%
Total Reserves	300,000.00	400,000.00	-100,000.00	75.0%

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 09/15/20
 Accrual Basis

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

	Jan - Aug 20	Budget	\$ Over Budget	% of Budget
Union Dues	0.00			
Total Expense	2,669,690.02	4,535,380.00	-1,865,689.98	65.5%
Net Ordinary Income	391,393.20	0.00	391,393.20	100.0%
Other Income/Expense				
Other Expense	0.00			
Bank Fee				
Total Other Expense	0.00			
Net Other Income	0.00			
Net Income	391,393.20	0.00	391,393.20	100.0%

Musconetcong Sewerage Authority
Balance Sheet
As of August 31, 2020

	Aug 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Operating Acct TD - 8169	1,677,404.09
Payroll Account TD 2014 - 3717	7,502.65
Capital Improvement TD - 5030	782,782.08
Escrow Account TD Bank - 3226	9,892.99
Renewal & Replacement TD -1380	299,197.82
Petty Cash	150.00
Total Checking/Savings	2,776,929.63
Other Current Assets	
NJIB Note Receivable	6,000,000.00
Prepaid Expenses	179.99
Total Other Current Assets	6,000,179.99
Total Current Assets	8,777,109.62
Fixed Assets	
Construction In Progress	619,814.35
Accumulated Depreciation	-38,105,732.17
Capital Assets, Depreciated	61,481,592.62
Land	505,700.00
Total Fixed Assets	24,501,374.80
Other Assets	
Def. Pension Outflows	521,422.00
Total Other Assets	521,422.00
TOTAL ASSETS	33,799,906.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
NJIB Note Payable	6,000,000.00
Accrued Payroll Liabilities	
PERS - Contributions	13,593.10
PERS - Loans	39,470.54
PERS - Insurance	4,254.52
Union Dues	-1,540.50
Accrued Payroll Liabilities - Other	-44,584.25
Total Accrued Payroll Liabilities	11,093.41
Escrow Deposits Payable	
40 - Bank Street Crown Walk Urban Re	1,825.00
34 Bnk Street Urban Renewal LLC	12.50
QuickChek Roxbury	210.00
Waterloo Valley Road Sewer Ext.	100.75
Hopatcong State Park WQMP Amend	1,292.50
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	5,548.49
Total Escrow Deposits Payable	9,893.49
Due to Municipalities	1.00
Compensated Absenses Payable	49,512.72
Accrued Interest Payable	30,709.64
Accounts Payable - Pension	75,473.36
Accrued Liabilities	23,750.00
Total Other Current Liabilities	6,200,433.62
Total Current Liabilities	6,200,433.62

Musconetcong Sewerage Authority
Balance Sheet
As of August 31, 2020

	Aug 31, 20
Long Term Liabilities	
Net Pension Liability	1,861,226.00
Loans Payable	2,784,238.38
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	17,000.00
Def. Pension Inflows	894,022.00
Total Def. Inflows of Resources	911,022.00
Total Long Term Liabilities	5,556,486.38
Total Liabilities	11,756,920.00
Equity	
Net Investment in Capital Asset	21,700,135.56
Restricted	
Current Debt Service	29,252.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
325 - Contract 325 - SC 3&4	58,558.90
330 - Contract 330 GT 1	18,073.58
Contract 319 Phase III Air Pemt	450.92
Telecommunications Project	4,760.00
Contract 305 NJIB Application	2,246.78
Contract 300 Influent Screening	87,019.70
Contract 295 - SC #1 & 2	93,801.49
Contract 295 Tertiary Trtmt	279,670.22
Contract 270 Thickeners	8,843.08
Contract 280 Primary Clar #2	21,342.49
B-29 Capital Improvements - Other	687,155.47
Total B-29 Capital Improvements	1,261,922.63
B-30 Renewal and Replacement	
Contract 335 - 19 Pumps	29,033.67
Contract 315 Sludge Pumps Eval	40,015.98
B-30 Renewal and Replacement - Other	448,604.35
Total B-30 Renewal and Replacement	517,654.00
Operations	50,000.00
Total Restricted	1,908,828.63
Unrestricted	
Designated	-107,978.00
Undesignated	714,522.10
Total Unrestricted	606,544.10
3000 - Opening Bal Equity	-425,439.77
32000 - Retained Earnings	-1,703,498.03
Net Income	-43,584.07
Total Equity	22,042,986.42
TOTAL LIABILITIES & EQUITY	33,799,906.42

The Pending Vouchers for the month of September 17, 2020 were approved for payment on a motion offered by Mr. Schwab, seconded by Mr. Schindelar and the affirmative roll call vote of members present.

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

COMMENTS:

- Mr. Benson entered the meeting at 7:39pm.

**Musconetcong Sewerage Authority
Transaction List by Date
Through September 17, 2020**

<u>OPERATING:</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
	Alice USA	Invoice WF11958856 - High Spe	B-31 · External Service	7,500.00
	American Wear	Uniform Services 08.25.20-09.15	B-31 · External Service	607.28
	Aqua Pro-Tech Labor	Invoice 0080192M - 08.06.20-08.	B-25 Lab Supplies	1,714.95
	Barbato, Nicholas	Licensing Reimbursement	B-28 · Education/Train	51.50
	Blue Diamond Dispos	Invoice 559262 - Monthly Trash S	B-31 · External Service	312.37
	Business Machine Tec	IT Eval, Monthly Service, Annual	B-31 · External Service	4,360.00
	Cintas First Aid & Safe	Invoice #5025720982	B-31 · External Service	168.14
	Daily Record	Contract 300 - Project # S340384	B-2 · Administrative-Of	182.92
	DeFazio, Keith	License Renewal Reimbursemen	B-28 · Education/Train	51.50
	DeFellce, Alfred	Boot Reimbursement 091620	B-18 · Supplies/Chemi	150.00
	Fisher Scientific	Invoice # A02300572	B-27 · Laboratory Supp	380.55
	JCP&L	Account # 200000010112 - Invoic	B-16 · Electric	4,827.77
	JCP&L	Account # 100 106 392 077 - 07.	B-16 · Electric	4,876.42
	Jilliam Martucci	Mileage & postal OOP reimburse	B-2 · Administrative-Of	48.67
	Konecranes, Inc.	Invoice 154354207 - July 2020 In	B-31 · External Service	2,995.00
	Lowe's Companies, In	Account # 9900 231068 0 - 07.0E	B-19 · Maintenance/Re	454.46
	Maryland Biochemical	Invoice 8NN1005 -Portable UV di	B-18 · Supplies/Chemi	1,413.89
	McMaster-Carr Supply	Invoice 44734898	B-19 · Maintenance/Re	88.00
	Najarlan Assoc.	Invoice 37336	B-23 · Permit Appl/Cor	4,335.00
	NJ Advance Media (SI	Bld Advertisement 0009698882 -	B-2 · Administrative-Of	544.02
	NJ American Water Cr	Account # 1018-210023733698 C	B-31 · External Service	782.62
	NJ Herald	Contract 300 - Project # S340384	B-2 · Administrative-Of	134.70
	Nusbaum Stein Golds	Invoice # 75	B-3 Legal	4,781.33
	Office Concepts Group	Invoice 966520-1	B-13 · Office	96.90
	Office Concepts Group	Account Statement Balance Invo	B-13 · Office	387.57
	One Call Concepts, In	Invoice # 85426	B-2 · Administrative-Of	57.20
	Passaic Valley Sewer	Liquid Waste Acceptance 08.01.2	B-26 · Sludge Dispos	33,050.50
	PS&S	Consulting Services 08.01.20 - 0	B-5 · Engineer	267.50
	PS&S	Invoice 140978General Consultin	B-5 · Engineer	901.25
	PS&S	Invoice 140977 - Engineering Svs	B-23 · Permit Appl/Cor	3,537.50
	Quadient	Account # 7900 0440 8068 5245	B-13 · Office	75.00
	Quinn, Shane	Boot Reimbursement 09.03.20	B-18 · Supplies/Chemi	84.88
	R&J Control, Inc.	Invoice # 22004673	B-19 · Maintenance/Re	745.00
	Raritan Group, Branch	Invoice 1083311 & 3065764 - Co	B-19 · Maintenance/Re	29,702.95
	Sanitation Squad	Invoice # 31 - Sanitation & Cleani	B-31 · External Service	550.00
	Smart Water Inc.	Invoice 1032	B-31 · External Service	1,010.00
	State Chemical Soluti	Invoice # 789844	B-18 · Supplies/Chemi	1,740.70
	NJ Bureau of Fire Cod	Invoice 2494046 - Year 2020 - Ct	B-2 · Administrative-Of	257.00
	State of NJ -DOL & W	Year End: 12.2019 - EIN: 0-221-£	B-6 Unemployment	118.25

Name	Memo	Split	Amount		
Township of Roxbury	Invoice 8250-0 & 9318-0	B-31 · External Service	134.94		
Tractor Supply Compa	Account # 60353012 0511 3408	B-19 · Maintenance/Re	54.99		
Trend Landscaping, In	Invoice 61012 - Perimeter Brush	B-31 · External Service	5,900.00		
Tritec Office Equipmer	Invoice 51398 - Copler Lease	B-13 · Office	61.14		
USALCO	Invoice 1378334 & 1374616	B-18 · Supplies/Cheml	13,297.53		
USALCO	Invoice 1379834	B-18 · Supplies/Cheml	6,698.43		
Verizon Wireless	Invoice 9861878793 - Account #	B-15 · Telephone	743.66		
Verizon	Account # 756.215.705.0001.07	B-15 · Telephone	47.59		
Water Environment Fe	Member ID: 17784395 - R Schinc	B-28 · Education/Train	182.00		
Wielkotz & Company L	2019 Progress Billing Audit/Accoi	B-4 · Audit	1,040.00		
WRS Environmental S	Invoice 15853 - 07.15.20 - 07.16.	B-26 · Sludge Disposa	14,354.25		
TOTAL:			155,857.82		
<u>CAPITAL:</u>	GMH Associates of Ar	Invoice # 20C6081S - Contract 3:325 · Contract 325 - St	798.88		
	PS&S	Invoice 140975 - Contract 330 - s 330 · Contract 330 GT	2,747.43		
	PS&S	Invoice 140976 Contract 295 - Se Contract 295 Tertiary T	6,647.50		
	PS&S	Contract 325 - Invoice 1409850 - 325 · Contract 325 - St	3,162.50		
TOTAL:			13,356.31		
<u>ONLINE PYMTS/ MANUAL CHECKS:</u>	VALIC	09.01.20 - Confirmation # 000375	Accrued Payroll Liabilil	450.00	
	NJSBH	Reference # 24622049	B-10 Hospiralization	10,897.00	
	Wex Bank	Invoice # 67403488 - Fuel Purch	B-17 · Propane/Fuel O	125.23	
	VALIC	09.15.20 - Confirmation # 000375	Accrued Payroll Liabilil	450.00	
	NJ Division of Pension	Ref # 25951709 - Estimated Mon	Accounts Payable: Per	4458.94	
	UNUM	Billing # 0590889.-001	B-11 Dlsability Insuran	1,440.03	
	NJ Division of Pension	3rd Quarter IROC	Accounts Payable: Per	3015.35	
TOTAL:			20,836.55		
<u>PAYROLL:</u>	Primepoint Payroll	MSA Payroll 09.04.2020	B-1, B-14	31541.32	
	Primepoint Payroll	MSA Payroll 09.18.20	B-1, B-14	32091.64	
TOTAL:			63632.96		
<u>ESCROW:</u>				TOTAL:	0
<u>RENEWAL & REPLACEMENT:</u>				TOTAL:	0

The following correspondence for the month of August, 2020 was received and filed on a motion offered by Mr. Still, seconded by Mr. McNeilly, Roll Call Vote:

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

6. Correspondence:

- Matrix New World Engineering - Public Notice of an Application for Statewide General Permit #2
- State of New Jersey, DEP – P1016 Lake Hopatcong State Park Sewer Connection
- Potential New Hire QPA – Thomas F. Carroll
- BMT Managed IT Services Proposal
- Township of Roxbury – NJDEP Agreement for Transfer of Title of Sanitary Sewer Main, Lake Hopatcong State Park
- PS&S – Proposal for Additional Professional Services, NJPDES Renewal/Review
- PS&S – Proposal to Provide Professional Engineering Services for Plant Services for Plant Control Signal Infrastructure Upgrade
- *Wielkotz & Company – Synopsis of Audit, Copy of Resolution and Affidavit
- *Mount Olive of Township, Office of the Fire Marshall – Notice of Violations
- *Musconetcong Watershed Association – Donation Acknowledgement, 20th Annual Run for the River
- *State of NJ, DEP – Water Quality Compliance Plant Inspection # SCI 200001

COMMENTS:

- Correspondence D: Mr. Pucilowski inquired as to what this information was for. Mr. Schilling advised that this would be our new IT company. Mr. Rattner pointed out that this information was not included in the Directors Monthly Report. Mr. Rattner also asked about the annual rates & services included in charges. Mrs. Michetti asked how much we would be paying per year, Mr. Schilling suggested we table the matter until all contracts are reviewed.
- Correspondence E: Mr. Rattner asked Mrs. Michetti to clarify which way the transfer of the sewer main will be going, Mrs. Michetti confirmed that the MSA will take over after the installation at Lakeside Boulevard & Center Street.
- Correspondence I: Mr. Rattner commended the inspection, noted the placards for the doors. Mr. Schilling advised that the placards only needed to be replaced due to sun fatigue.

- Correspondence K: Mr. Rattner offered his accolades on a job well done for water compliance.
- Correspondence G: Mrs. Michetti inquired if there were any current issues, Mr. Schilling confirmed that they are not related, they are two different issues. This matter is related to the actual panel that receives the input/output throughout the plant, this is the original panel from 1992, panel is in need of an upgrade. Mission Communications will be around for the pump stations.

Monthly Reports:

The Director's Report, and Maintenance and Repairs Report, for the month of September, 2020 and Flow Data for August, 2020 was accepted on a motion offered by Mr. Pucilowski and seconded by Mr. Schwab. Roll Call Vote:

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

COMMENTS:

- Mr. Schwab advised Mr. Schilling that the Finance Committee meeting was not included in the Director's Monthly Report. Mr. Schilling confirmed that the Finance Committee did in fact meet on September 16, 2020.
- Mr. Pucilowski inquired if the QPA was discussed, Mr. Schilling confirmed that this was in fact discussed & documents were distributed to the committee members.
 - Mr. Schwab interjected that this was actually after the meeting.
 - Mr. Schilling advised that he or Mrs. Martucci would be willing to step in temporarily as QPA however the committee advised they would prefer a third set of eyes in reviewing the documents, he also stated that Mr. McNinche, Auditor had a prospective candidate and that he would forward the information.
 - Mr. Schwab stated that he had mentioned that there may be other candidates & he feels the conversation was convoluted.
 - Mr. Sylvester stated that he feels that seeing as the MSA would be hiring a professional on staff that all 13 would make a decision in hiring someone.
 - Mr. Schwab advised he was under the impression that this matter would be tabled until it was determined if there were any other candidates.
 - Mr. Romano stated that there was a lot of email correspondence back and forth but that the ultimate consensus was that everyone would be included in the decision however a temporary would be a good decision, there was no intent to bypass personnel.
 - Mr. McNeilly added that if we are going to actively pursue a QPA, we should formalize a detailed job description with a resolution for what the MSA is requiring in a QPA.
 - Mr. Pucilowski agreed. Mr. Rattner asked Mr. McNeilly to explain what Stanhopes expectations in a QPA are. Mr. McNeilly stated that Stanhope's requirements would be very different than the MSA, they have a full time CFO, if an item is above the \$17,500.00 amount, they go out for 3 quotes, their QPA services are secured through Sparta Township and costs them approximately \$200.00 per month, he reviews paperwork & approves, resolution is crafted, paperwork is filed.
 - Mr. Schilling stated that the last two QPA's came in once a month reviewed all pending vouchers & checks.
 - Mr. Schwab stated that there are more duties that should be completed by the QPA aside from what was being done, he stated that in the 7-8 years he has been Treasurer, the MSA did not have a QPA until approximately 5 years ago. He believes that additional tasks the QPA should be performing are checking that we are using the same vendors, what limits are being reached within the 12-month rolling period, someone to spend more time doing the position properly.
 - Mr. Romano stated that he agrees with Mr. McNeilly in that we should create a formal resolution with respect to the job description & expectations.
 - Mr. Schwab added that the job description provided by the prior QPA is pretty good, just needs to be tailored a bit, he also agrees that this should be done by resolution.

- Mr. Rattner asked Mr. Sylvester as the Chairman of the Personnel Committee if he has any comments on the matter. Mr. Sylvester agrees that we should be agreeing on hiring any professional, he does not believe 3 or 4 members should be making the decision for the entire Board.
- Mr. Schwab added that the Director should not be making the decision for the Board. Mr. Sylvester stated he does not believe Mr. Schilling was attempting to make a decision for the Board, he was simply trying to move things along.
- Mr. Schwab added that as soon as he had received the preliminary agenda, he immediately called Mr. Schilling because they had not even seen the potential candidates resume.
- Mr. Schilling stated that he did not like where the conversation was going, the Director does not vote on any resolutions. Resolutions are prepared by the MSA office for the Board's consideration. Mr. Schilling addressed Mr. Schwab and advised that when Counsel prepared the resolution, he was provided the candidates resume, certificate & other credentials. Mr. Schilling advised that he does not write the resolutions, he only moves the resolutions for considerations. During numerous emails & phone calls there were multiple discussions as to having this candidate as temporary QPA, other options provided were Secretary Treasurer Schwab, Director Schilling and the admin, Mrs. Martucci. Mr. Schilling stated that the two former QPA's were handed to the MSA & hired.
- Mr. Schwab stated that he does not understand why the resolution was even prepared in the first place, there were other people to be considered.
- Mr. Rattner stated that they found out on Thursday & that they questioned how we had gotten to this point. He feels that we just got ahead of ourselves, there was no time to review & discuss. Mr. Rattner does feel that the candidate is a good option & that he has extras that will assist the Director administratively seeing as he is a one man show, balancing all of the work can be difficult. He questioned if the applicant knows he has to attend each meeting? Would he be available & willing to work 8-20 hours a month? Mr. Rattner again stated that he feels we got ahead of ourselves.
- Mr. Schilling stated that the Director & admin do not vote, whatever the Board decides is fine.
- Mr. Still asked if we are paying the attorney for resolutions? Mr. Schilling stated that yes as professional services.
- Mr. Rattner interjects that we are getting off topic.
- Mr. Still stated that everyone is arguing over this resolution & if there was a procedure put in place that a resolution is not created until the Board agrees, then the resolution would be created.
- Mr. McNeilly stated that this media that we are operating in over the last 6 months is not helping matters, committee meetings are typically set prior to the regular meeting. Once we have the job description created it should specifically state that the MSA is looking for a part time purchasing agent with QPA credentials
- Mr. Romano stated that he is in agreement with Mr. McNeilly to create job description and follow with a resolution.
- Mr. Rattner stated that the job description was requested.
- Mr. Romano & Mr. McNeilly state to just move forward.
- Mr. Rattner stated we have not had a QPA for 21-24 days, there is nothing on the bill list that stated we had to have a QPA, whatever is decided the QPA appointment is only a 4-month appointment.
- Mr. Dwyer, ESQ stated that this is an at will position as an employee, MSA can terminate at any time.
- Mr. Rattner stated that we will put this aside, once the personnel committee reviews this, he also asked that if anyone else has any other candidates to please forward it right away.
- Mr. Still asks if we need to appoint someone temporarily.
- Mr. Rattner stated that if we appoint someone temporarily it would have to be Mr. Schilling, Mrs. Martucci or one of the Commissioners.
- Mr. Still stated that he does not agree that the Director or Commissioner should be acting QPA.
- Mr. Rattner stated that the Finance Committee had already agreed that the Director nor Commissioner should be appointed.
- Mr. Still again asks if this is a temporary appointment why not appoint now or wait until January.
- Mr. Rattner stated that the Auditor advised that there are different projects as well as the infrastructure trust and if a single detail is missed the state could put us back several months, the Auditor believes there should be a QPA to avoid risk.

- Mr. Still again asks why we are not appointing this QPA candidate as a temporary QPA.
- Mr. Rattner stated that we do not know if the candidate even knows what he will be doing. Mr. Rattner further suggested a special meeting prior to the October meeting in order make a decision.
- Mr. Still stated that the Director & Admin would know the requirements of the position.
- Mr. Schilling stated that we have had two different QPA's since 2012 and now not having one since July is such an issue. As far as contracts & IBank we have PS&S as well as our General Counsel to review all of these things.
- Mr. Rattner stated that he was following what the Auditors recommendation was, whomever is appointed is not a big deal.
- Mr. Still stated that in all fairness, the Director & Administrator are hired to make these decisions, that the Director should be trusted to make these decisions.
- Mr. McNeilly asks the Director if we can survive without a QPA for the next 30 days. Mr. Schilling responds absolutely; we have agreed to have a QPA for the last 8 years in order to comply with Public Purchasing Laws & Bid Thresholds.
- Mr. Schwab stated that his concern is that the limits apply to vendors we utilize as well, at this time of year our limits would be lowered and put us out of compliance. With a temporary QPA we would still be compliant. Mr. Schilling & Mr. Still agree with Mr. Schwab
- Mr. Schilling stated that year after year we have a professional audit that has been compliant.
- Mr. Pucilowski asked that if Mr. Schwab is willing to take on the QPA position for 30 days, Mr. Schwab stated that he would be volunteering, he would not be an employee. Mr. Still stated that it would still be an issue because he is a Commissioner. Mr. Schwab stated that if there is a conflict with him acting as QPA then he believes someone should be appointed. Mr. Dwyer, ESQ. stated that it would be a conflict regardless if Mr. Schwab would be volunteering or not, although it is a generous offer, it would in fact be a conflict. If there is no QPA, for the time being with no further contracts on the horizon. Mr. Schwab & Mr. Schilling state the main concern is the day to day operations with our vendors.
- Mr. Rattner stated that it seems the only choice would be the Administrator, Mrs. Martucci. Mr. Schilling stated that the admin was being put on the spot & as per the laws there would be a conflict.
- Mr. Still stated that the Director nor the Administrator should be acting QPA.
- Mr. McNeilly stated that we should get the job description together & plan for a meeting in 2 weeks virtually.
- Mr. Schilling asks which committee will develop the job description.
- Mr. Pucilowski stated that this is a finance discussion, he believes that Mr. Schilling & Mr. Schwab should create the job description and forward to the Personnel Committee.
- Mr. Rattner advises that the Finance Committee will advise what they are looking for and the Personnel Committee will finalize.
- Mr. Rattner suggests Mr. Schwab reach out to Mr. Sylvester and/or Mr. Pucilowski to discuss the description. Mr. Schwab stated he would also like to speak with Director Schilling with regard to the requirements
- Mr. Schwab stated that he has a major problem with how the former QPA was handling things, he stated that he has had difficulty getting questions answered.
- Mr. Rattner asks Mr. Dwyer, ESQ. if we need to table this matter. Mr. Dwyer, ESQ. advises yes, we should table Resolution 20-34 and 20-34A.

The Engineer's Report for the month of August, 2020 was accepted on a motion offered by Mr. Schindelar, seconded by Mr. Cangiano. Roll Call Vote:

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

COMMENTS:

- Mr. Wancho, PE stated that Air Sampling was completed earlier this week, we are in compliance.
- Mr. Wancho, PE stated that we took bids in Contract 300, bids were great, there is a resolution on tonight's agenda to award the bid.
- Mr. Rattner asks what the Prebid amount was, Mr. Wancho advises \$2.2 million, by rebidding the job, the bid price went down by \$900,000.00.
- Mr. Pucilowski asked Mr. Wancho, PE if the second low bidder was also Coppola, there was a typo by Counsel. With regard to the panel upgrade, if there a preference as to what the PE may want for the future tie ins if other improvements conducted. Mr. Wancho, PE stated that there were issues with sending & receiving signals through the interface between the old system & the new projects. This improvement will allow more efficient operation, the plant is very antiquated in many areas, anything that old is beyond salvation.
- Mr. Pucilowski asked Director Schilling which account these funds would come out of? Mr. Schilling advises it will come out of Renewal & Replacement. Mr. Pucilowski stated that he asked this question because Mrs. Michetti had asked for updated project figures for Renewal & Replacement. Mr. Schilling advised this would impact the project if approved.

New Business:

Resolution No. 20-34 was tabled on a motion by Mr. Romano seconded by Mr. Pucilowski and the affirmative roll call vote of members present. Roll Call:

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

COMMENTS:

- ***TABLED***

See attached Resolution

Resolution No. 20-34A was tabled on a motion by Mr. Romano seconded by Mr. Pucilowski and the affirmative roll call vote of members present. Roll Call:

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

COMMENTS:

- ***TABLED***

See attached resolution

Resolution No. 20-35 was offered on a motion by Mr. Pucilowski seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call:

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

See attached resolution

Resolution No. 20-36 was offered on a motion by Mr. Schwab seconded by Mr. Romano and the affirmative roll call vote of members present. Roll Call:

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

COMMENTS:

- Mr. Rattner stated that every Commissioner must sign the affidavit, email/fax the document to the administrator.
- Mr. Rattner stated that this was a clean audit, the only thing noted was a Fixed Asset Subsidiary Ledger. Mr. Schilling stated that the Capital comments made by the Auditor, we submit proposed Capital projects to DCA, however throughout the course of the year we complete additional projects or do not complete projects. It was suggested we submit a separate document specifying the changes. The other comment directed toward the ledgering is in reference to amortizing Capital assets, this has nothing to do with record keeping. Mr. Rattner stated we have assets that are fully depreciated and disposed of. The insurance company looks at the replacement cost of assets on the books and charges accordingly. It just makes sense to clean up the records.
- Mr. Schwab offered his gratitude to Director Schilling & Administrator Mrs. Martucci for their hard work, this is the cleanest audit to date. Mr. Schwab also addressed page 58 of the audit and asked the commissioners to review the township refunds at 10.7% increase from last year. Mr. Schwab confirmed with Director Schilling that the reductions will be reflected in the 4th Quarter billing. Mr. Schwab thanked Director Schilling for his diligent spending & budgeting in the last year.

See attached resolution

Resolution No. 20-37 was offered on a motion by Mrs. Michetti seconded by Mr. Still and the affirmative roll call vote of members present. Roll Call:

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

See attached resolution

Resolution No. 20-38 was offered on a motion by Mr. Pucilowski seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call:

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

See attached resolution

Resolution No. 20-39 was offered on a motion by Mr. Still seconded by Mr. Rattner and the affirmative roll call vote of members present. Roll Call:

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

See attached resolution

Closed Session:

Moved to closed session at 9:00pm on a motion by Mr. Romano seconded by Mr. McNeilly and the affirmative roll call vote of members present. Roll Call:

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

Open Session:

Moved to open session at 9:05pm on a motion by Mr. Still seconded by Mr. Rattner and the affirmative roll call vote of members present. All in Favor Vote:

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

Adjournment:

Motion made by Mr. Still, seconded by Mr. Still and the All in Favor Vote of members present, Mr. Schindelar adjourned the meeting at 9:05PM.

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

Respectfully Submitted:
Jilliam Martucci
Administrative Assistant

RESOLUTION NO. 20-35

Resolution of the Musconetcong Sewerage Authority
Authorizing the Award of a Contract for Professional Services to
Najarian Associates as a Non-Fair and Open Contract
Pursuant to the Provisions of N.J.S.A. 19:44A-20.4 or 20.5
Without Public Advertising as a Professional Service

WHEREAS, the Musconetcong Sewerage Authority (hereinafter "MSA") requires Environmental Consulting Services regarding a NJPDES permit renewal from the New Jersey Department of Environmental Protection ("NJDEP") which includes revised limits for Nitrates and Total Dissolved Solids as well as other conditions; and

WHEREAS, Najarian Associates ("Najarian") has previously provided consulting services to MSA which have included studies of the water quality of the Musconetcong River and assistance with challenging permit effluent limits; and

WHEREAS, MSA is in the process of renewing its NJPDES permit; and

WHEREAS, Najarian has submitted a Proposal for professional services dated September 2, 2020; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a Contract is hereby awarded to Najarian Associates as Special Environmental Consultant for the MSA to perform the following services:

1. Preparing comments to the Draft Permit;
2. Participating in discussions with the MSA professionals regarding the Draft Permit;
3. Participating in calls and correspondence with NJDEP;
4. Strategizing for the adjudicatory process; and
5. Preparing the basis for any appeal from the Final Permit.

WHEREAS, the costs of the services to be performed by Najarian Associates will be based on a time and material basis at a sum not to exceed Twenty-Five Thousand and no/100 (\$25,000.00) Dollars; and

WHEREAS, by Resolution No. 20-13 the MSA did appoint Najarian as one of its consulting professionals for the year 2020; and

WHEREAS, the Secretary/Treasurer of the MSA has certified that funds are available in the annual budget of the MSA.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the MSA that Najarian Associates is engaged without competitive bidding as a professional service under the provisions of the Local Public Contract Law because the qualitative nature of these services will not reasonably permit the drawing of specifications; and be it

FURTHER RESOLVED, that the amount of this Contract shall not exceed Twenty-Five Thousand and no/100 (\$25,000.00) Dollars without further authorization from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that the MSA publish in the official newspaper of publication 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

DATED: September 24, 2020

MUSCONETCONG SEWERAGE AUTHORITY

RESOLUTION NO. 20-36

2019 Audit Certification

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2019 has been completed and filed with the Director of the Division of Local Government Services pursuant to .J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Musconetcong Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2019, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON September 22, 2020.



JOSEPH SCHWAB, Secretary-Treasurer

Date

RESOLUTION NO. 20-37

Resolution of the Musconetcong Sewerage Authority
Awarding Contract No. 300 to Coppola Services, Inc.
for a New Influent Screening Facility
Pursuant to N.J.S.A. 40A:11-1, et seq.

WHEREAS, on September 15, 2020 the Musconetcong Sewerage Authority opened bids received for Contract No. 300 for a new Influent Screening Facility as described in the Technical Specifications in the Notice to Bidders; and

WHEREAS, the following bids were received:

Bidder Ranking	Bidder's Name	Price
1	Coppola Services, Inc.	\$1,598,890.00
2	JEV Construction	\$1,780,000.00
3	Allied Construction	\$1,914,000.00
4	DeMaio Electrical	\$1,976,750.00
5	Fred Devens Construction	\$1,995,535.00
6	CMS Construction	\$2,041,370.00
7	MBE Mark III	\$2,127,000.00
8	Scafar Contracting	\$2,179,900.00
9	Railroad Construction	\$2,850,000.00

WHEREAS, the Authority makes the following findings:

1. Coppola Services, Inc. (hereinafter "Coppola") submitted the lowest responsible bid for the contract, which bid is in the amount of \$1,598,890.00.

2. The bid of Coppola complied with the following requirements of the Notice to Bidders including:
 - a. A bid guarantee;
 - b. Certificate from Surety Company;
 - c. Statement of Corporate Ownership;
 - d. Listing of Subcontractors;
 - e. Bidder's Acknowledgement of Receipt of Revisions;
 - f. Signed Proposal; and
 - g. Disclosure of Investment Activities in Iran.
3. Funds for this project will be sought from the New Jersey I-Bank.
4. PS&S the Consulting Engineers for the Musconetcong Sewerage Authority reviewed the bid package from Coppola and by letter to the Authority dated September 17, 2020 recommended that Contract No. 300 be awarded to Coppola Services, Inc. in the amount of \$1,598,890.00 subject to funding by the New Jersey I-Bank.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Contract No. 300 for a new Influent Screening Facility is hereby awarded to Coppola Services, Inc. in the amount of \$1,598,890.00; subject to funding by the New Jersey I-Bank as approved by the New Jersey Department of Environmental Protection; and be it

FURTHER RESOLVED, that the amount of the Contract shall not exceed \$1,598,890.00 without further approval from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED that Coppola shall sign a Site Access Agreement as prepared by MSA prior to entering upon MSA's facilities; and be it

FURTHER RESOLVED, that James Schilling, as Director, or Steven Rattner, as Chairman, is hereby authorized to sign and award Contract No. 300 to Coppola Services, Inc. on behalf of the Musconetcong Sewerage Authority.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:



Joseph Schwab, Secretary-Treasurer



Steven Rattner, Chairman

Dated: September 24, 2020

RESOLUTION NO. 20-38

Resolution of the Musconetcong Sewerage Authority
Authorizing the Award of a Contract for Additional Professional Services to
Paulus Sokolowski & Sartor as a Non-Fair and Open Contract
Pursuant to the Provisions of N.J.S.A. 19:44A-20.4 or 20.5
Without Public Advertising as a Professional Service

WHEREAS, on October 24, 2019 by Resolution No. 19-53 the MSA awarded a contract in the amount of \$13,300.00 to PS&S for engineering services in connection with an application for renewal of MSA's NJPDES permit; and

WHEREAS, a renewal permit application prepared by PS&S was submitted on December 31, 2020; and

WHEREAS, the MSA received a pre-Draft Permit on July 31, 2020 and PS&S assisted in the review and submission of comments to the NJDEP; and

WHEREAS, the original Proposal from PS&S included an allowance for review, coordination and interaction with NJDEP which could not be defined at that time; and

WHEREAS, the MSA received a Draft Permit on September 17, 2020; and

WHEREAS, additional work will be needed for the preparation and submission of comments to NJDEP on the Draft Permit; and

WHEREAS, PS&S has submitted a Proposal dated September 17, 2020 requesting additional funds in the amount of \$7,500.00;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that additional funding is hereby awarded to PS&S for engineering services in connection with preparing and submitting comments to the Draft Permit; and

WHEREAS, the cost of the services to be performed by PS&S will be based on a time and material basis at a sum not to exceed Seven Thousand Five Hundred and no/100 (\$7,500.00) Dollars; and

WHEREAS, the Secretary/Treasurer of the MSA has certified that funds are available in the annual budget of the MSA.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the MSA that additional funds in the amount of \$7,500.00 shall be available for additional work by PS&S; and be it

FURTHER RESOLVED, that the amount of this Contract shall not exceed Seven Thousand Five Hundred and no/100 (\$7,500.00) Dollars without further authorization from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that the MSA publish in the official newspaper of publication 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

DATED: September 24, 2020

RESOLUTION NO. 20-39

Resolution of the Musconetcong Sewerage Authority
Authorizing the Award of a Contract for Professional Services to
Nusbaum Stein Goldstein Bronstein & Kron, PA as a Non-Fair and Open Contract
Pursuant to the Provisions of N.J.S.A. 19:44A-20.4 or 20.5
Without Public Advertising as a Professional Service

WHEREAS, the Musconetcong Sewerage Authority (hereinafter "MSA") requires Legal Services regarding a NJPDES permit renewal from the New Jersey Department of Environmental Protection ("NJDEP") which includes revised limits for Nitrates and Total Dissolved Solids as well as other conditions; and

WHEREAS, Nusbaum Stein Goldstein Bronstein & Kron, PA ("Nusbaum Stein") has previously provided legal services to MSA including in connection with permit renewal and an ensuing appeal;

WHEREAS, Nusbaum Stein has submitted a Proposal for professional services dated September 22, 2020; and

WHEREAS, the cost of the services to be performed by Nusbaum Stein will be based on a time and material basis at a sum not to exceed Twelve Thousand Five Hundred and no/100 (\$12,500.00) Dollars; and

WHEREAS, the Secretary/Treasurer of the MSA has certified that funds are available in the annual budget of the MSA.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a Contract is hereby awarded to Nusbaum Stein for legal services in connection with NJPDES Permit renewal; and

FURTHER RESOLVED, that the amount of this Contract shall not exceed Twelve Thousand Five Hundred and no/100 (\$12,500.00) Dollars without further authorization from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that the MSA publish in the official newspaper of publication 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

DATED: September 24, 2020



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PAUL R. NUSBAUM, Retired
ALAN D. GOLDSTEIN, Retired
RONALD BRONSTEIN, Retired
LEWIS STEIN (1961-2019)
LARRY I. KRON (1968-2014)

NUSBAUM STEIN GOLDSTEIN
BRONSTEIN & KRON P.A.

□ CERTIFIED MATRIMONIAL LAW ATTORNEY
× CERTIFIED CIVIL TRIAL ATTORNEY
^ CERTIFIED WORKERS' COMPENSATION
LAW ATTORNEY

□ MEMBER FLORIDA BAR
+ MEMBER PENNSYLVANIA BAR
◇ MEMBER NEW YORK BAR
* MEMBER DISTRICT OF COLUMBIA BAR

September 22, 2020

Musconetcong Sewerage Authority
110 Continental Drive N
Budd Lake, NJ 07828

Re: NJPDES Permit Renewal

Dear Commissioners and Director Schilling:

We have been requested to provide legal services in connection with an application by the Authority to renew its NJPDES permit with NJDEP. The Authority received a pre-Draft Permit on July 31, 2020 and a Draft Permit on September 17, 2020. We have assisted in the preparation of comments to the pre-Draft Permit, submission to the DEP, coordinating the timing of submission, participating in telephone calls with DEP and the Authority's Permit renewal team, and communicating with members of the team. We will provide similar services for the Draft Permit. In addition, this firm will oversee litigation and strategy regarding the pending appeal as well as any further litigation which may be needed. The extent of the work needed to protect the Authority's legal interests in this regard cannot be precisely calculated at this time. As of this date in connection with the above we request allocation of the sum of Twelve Thousand Five Hundred (\$12,500.00) Dollars payable on a time and materials basis at this firm's hourly rate for the Authority for the year 2020 which is \$220.00/hour.

We look forward to continuing to work with the Authority on these important issues.

Sincerely,


Patrick J. Dwyer

PJD/bmbs