

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
October 22, 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, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Thomas Romano, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent: Andrew Cangiano

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

Attendance Roll Call:

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

Date/Time Call to Order: Thursday October 22, 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	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Regular Meeting Minutes: September 24, 2020 ROLL CALL	Yes	Absent	Yes	Yes	Seconded Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes
2020 Budget vs Actual ROLL CALL	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Motion Yes	Yes	Yes
September 30, 2020 Balance Sheet ROLL CALL	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Motion Yes	Yes	Yes
Pending Vouchers, October 16, 2020 ROLL CALL	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Motion Yes	Yes	Yes
Correspondence ALL IN FAVOR	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Seconded Aye	Motion Aye	Aye	Aye
Director's Report, & Repairs October, 2020 Flow Data -September, 2020 ALL IN FAVOR	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Seconded Aye	Aye	Aye	Motion Aye
Maintenance Report October, 2020 ALL IN FAVOR	Aye	Absent	Aye	Motion Aye	Aye	Aye	Aye	Aye	Seconded Aye	Aye	Aye	Aye
Engineers Report- September, 2020 ALL IN FAVOR	Aye	Absent	Aye	Aye	Aye	Seconded Aye	Aye	Aye	Aye	Motion Aye	Aye	Aye
New Business												
Resolution # 20-40 ROLL CALL -	Yes	Absent	Yes	Yes	Seconded Yes	Motion Yes	Yes	Yes	Yes	Yes	Yes	Yes
Resolution # 20-41 ROLL CALL -	Yes	Absent	Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Yes
Resolution # 20-42 ROLL CALL -	Yes	Absent	Yes	Yes	Yes	Seconded Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes
Resolution # 20-43 ROLL CALL -	Yes	Absent	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes	Yes	Seconded Yes
Resolution # 20-44 OPA Appointment - *Yes overrid	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Yes	Motion Yes	Yes
Resume in person meetings ROLL CALL -	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Yes	Motion Yes
Closed Session: 08:25pm *Yes overrid	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Motion Aye	Aye	Aye	Aye	Seconded Aye
Open Session: 08:50pm ALL IN FAVOR	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Seconded Aye	Aye	Aye	Motion Aye
Adjournment: 08:57pm ALL IN FAVOR	Aye	Absent	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Aye	Motion Aye	Seconded Aye

Chairman Rattner opened and closed the meeting to the public.

The “Regular” meeting minutes of September 24, 2020 were moved on a motion offered by Mr. Romano, seconded by Mrs. Michetti Roll Call Vote:

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

Comments:

- Chairman Rattner asked Mr. McNeilly to assist admin and Director with setting up Zoom virtual meeting as we seem to be having connectivity issues with current platform of GoMeet.

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

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

Comments:

- Chairman Rattner comments on six accounts showing on the Budget vs. Actual that are at 75% and that they may go over budget, but won’t be an issue with the overall budget, stating it wouldn’t be an issue as we can make internal transfers.

Financial Report – September 30, 2020

10:29 AM
10/16/20
Accrual Basis

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

	Jan - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Not Position Utilized	0.00	107,978.00	-107,978.00	0.0%
Interest	15,031.75			
Trustee passed down	4,461,401.96	4,427,402.00	33,999.96	100.6%
Total Income	4,476,433.71	4,535,380.00	-58,946.29	98.7%
Gross Profit	4,476,433.71	4,535,380.00	-58,946.29	98.7%
Expense				
Personnel Services				
B-1 - Administrative-S&W	112,626.97	165,958.00	-53,129.03	68.0%
B-14 - Operating-S&W	481,737.05	697,500.00	-185,762.95	72.2%
Total Personnel Services	594,364.02	833,458.00	-238,891.98	71.3%
Employee Benefits				
B-9 - Pension	101,018.00	102,000.00	-982.00	99.0%
B-8 - Social Security	44,613.59	65,500.00	-20,886.41	68.1%
B-10 - Hosp				
Dental/Eyeglass	3,047.05			
Hospitalization	99,471.10	200,000.00	-100,528.90	49.7%
B-10 - Hosp - Other	-9,037.49			
Total B-10 - Hosp	93,480.60	200,000.00	-106,519.34	46.7%
B-11 - Disability Insurance	4,982.27	10,000.00	-5,017.73	49.8%
B-6 - Unemployment	5,639.00	7,000.00	-1,360.34	80.6%
Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total Employee Benefits	240,714.18	384,500.00	-134,785.82	64.0%
Administration Expenses				
B-2 - Administrative-DE	33,088.23	40,000.00	-6,911.77	82.7%
Administration Expenses - Other	0.00	0.00	0.00	0.0%
Total Administration Expenses	33,088.23	40,000.00	-6,911.77	82.7%
Operations and Maintenance				
B-3 - Legal	20,986.76	30,000.00	-9,013.24	70.0%
B-4 - Audit	13,941.95	15,000.00	-1,058.05	92.9%
B-5 - Engineer	10,298.01	30,000.00	-19,701.99	34.3%
B-15 - Telephone	10,598.76	20,000.00	-9,401.24	52.9%
B-16 - Electric	174,295.67	482,500.00	-308,204.33	36.1%
B-17 - Propane/Fuel Oil	7,318.40	20,000.00	-12,681.60	36.6%
B-18 - Supplies/Chemicals	145,000.53	200,000.00	-54,999.47	72.5%
B-27 - Laboratory Supplies	4,443.80	12,000.00	-7,556.20	37.0%
B-13 - Office	20,311.25	30,000.00	-9,688.75	67.7%
B-31 - External Services	56,320.71	70,000.00	-13,679.29	80.6%
B-28 - Education/Training	8,256.03	20,000.00	-11,743.97	41.3%
B-25 - Laboratory Fees	9,419.00	30,000.00	-20,581.00	31.4%
B-19 - Maintenance/Repairs	160,519.07	200,000.00	-39,480.93	80.3%
B-20 - Insurance	105,037.00	110,000.00	-4,963.00	95.5%
B-24 - NJDEP Fees	24,196.32	25,000.00	-803.68	96.8%
B-12 - Trustee Admin Fee	16,030.00	20,000.00	-4,970.00	75.2%
B-23 - Permit Appl/Compliance Fees	10,035.01	25,000.00	-14,964.99	40.1%
B-21 - Equipment	64,400.05	70,000.00	-5,599.95	92.0%
B-26 - Sludge Disposal	492,984.56	720,000.00	-227,015.44	68.5%
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	1,372,286.83	2,163,500.00	-791,213.17	63.4%
Debt Service				
Debt Svs - Principal Payment	645,580.49	638,837.00	6,743.49	101.1%
Debt Svs - Interest Payment	51,153.33	75,085.00	-23,931.67	68.1%
Total Debt Service	696,733.82	713,922.00	-17,188.18	97.6%
Reserves				
B-29 - Capital Improvement	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%

Page 1

10:29 AM
10/16/20
Accrual Basis

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

	Jan - Sep 20	Budget	\$ Over Budget	% of Budget
Union Dues	0.00			
Total Expense	3,240,369.08	4,535,380.00	-1,295,010.92	71.0%
Net Ordinary Income	1,230,044.63	0.00	1,230,044.63	100.0%
Other Income/Expense				
Other Expense	0.00			
Bank Fee	0.00			
Total Other Expense	0.00			
Net Other Income	0.00			
Net Income	1,230,044.63	0.00	1,230,044.63	100.0%

10:28 AM
10/16/20
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of September 30, 2020

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Operating Acct TD - 8169	1,437,740.40
Payroll Account TD 2014 - 3717	40,451.49
Capital Improvement TD - 5030	660,037.70
Escrow Account TD Bank - 3226	9,892.99
Renewal & Replacement TD -1360	339,213.80
Petty Cash	160.00
Total Checking/Savings	2,787,486.38
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	8,787,666.37
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	33,810,463.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-42,918.93
Total Accounts Payable	-42,918.93
Other Current Liabilities	
NJIB Note Payable	6,000,000.00
Accrued Payroll Liabilities	
PERS - Contributions	17,773.36
PERS - Loans	41,325.38
PERS - Insurance	4,633.20
Union Dues	-1,640.50
Accrued Payroll Liabilities - Other	-47,699.60
Total Accrued Payroll Liabilities	14,391.84
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	1,292.60
Crownpoint Multifamily Project	804.25
Escrow Deposits Payable - Other	5,648.49
Total Escrow Deposits Payable	9,893.49

Page 1

10:28 AM
10/16/20
Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of September 30, 2020

	Sep 30, 20
Due to Municipalities	-254,218.00
Compensated Absences Payable	49,612.72
Accrued Interest Payable	30,709.64
Accounts Payable - Pension	71,014.42
Accrued Liabilities	23,760.00
Total Other Current Liabilities	5,945,054.11
Total Current Liabilities	5,902,135.18
Long Term Liabilities	
Net Pension Liability	1,801,220.00
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	5,558,486.38
Total Liabilities	11,458,621.56
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	70,007.52
330 - Contract 330 OT 1	15,326.16
310 - Contract 310 Phase III Air Porm	450.92
Telecommunications Project	4,760.00
305 - Contract 305 NJIB Application	2,246.78
300 - Contract 300 Influent Screening	87,019.70
285 - Contract 285 - SC #1 & 2	93,001.49
265 - Contract 265 Tertiary Trmt	273,022.72
270 - Contract 270 Thickeners	8,843.08
260 - Contract 260 PC #2	21,342.49
B-29 Capital Improvements - Other	671,655.47
Total B-29 Capital Improvements	1,248,588.32
B-30 Renewal and Replacement	
335 - Contract 335 - 18 Pumps	29,033.67
315 - 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	60,000.00
Total Restricted	1,095,472.32
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	278,627.43
Total Equity	22,351,641.61
TOTAL LIABILITIES & EQUITY	33,810,463.17

Page 2

The Pending Vouchers for the month of October 16, 2020 were approved for payment on a motion offered by Mr. Schwab, seconded by Mr. Romano and the affirmative roll call vote of members present.

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

Comments:

- Chairman Rattner addressed Mr. Schwab to comment on the pending vouchers for approval.
- Mr. Schwab stated there were only a few minor issues that the admin was able to assist in resolving.
- Chairman Rattner asked that Mr. Schwab briefly explain so the other Commissioners understand.
- Mr. Schwab explained that there were two contractor payments that needed adjustments. One being for Iron Hills Construction and the second for GMH the job needed to be completed prior to final payment being issued. Everything is straightened out and good.

Musconetcong Sewerage Authority				
Transaction List by Date				
Through October 15, 2020				
	Name	Memo	Split	Amount
OPERATING:	Allen, Scott	License Reimbursement S2	B-28 · Education/	50.00
	American Wear	Uniform Services 09.22.20	B-31 · External S	607.28
	Bio Triad Environmental, Inc.	Invoice 07174 - Vapor DOX	B-18 · Supplies/C	7,980.00
	Bio Triad Environmental, Inc.	Invoice 07277 Scrub Dry Co	B-21 · Equipment	11,814.00
	Blue Diamond Disposal, Inc.	Trash Service 10.01.20-10.3	B-31 · External S	312.37
	Cintas First Aid & Safety	Invoice # 5035342457	B-31 · External S	81.95
	Dell EMC	Invoice 530020970964 - Ser	B-21 · Equipment	2,237.23
	Gralinger	Invoices 05.08.20-09.15.20	B-19 · Maintenanc	927.99
	Hach Company	Invoice 12140292 & 121415	B-27 Lab Supplie	1,570.05
	JCP&L	Account 100 106 392 077 -	B-16 Electric	5,396.21
	Jilliam Martucci	Mileage & OOP	B-2 · Administrati	20.30
	Lawson Products	Invoice 9307879648	B-19 · Maintenanc	47.18
	Lowe's Companies, Inc.	Account #99002310680	B-19 · Maintenanc	723.38
	McMaster-Carr Supply Co.	Invoice 45631065	B-19 · Maintenanc	258.90
	MJG Services, LLC	Invoice 2020-8VAC	B-26 · Sludge Dis	2,250.00
	Nusbaum, Stein,Goldstein,Bron	Invoice # 187	B-3, B-23	8,268.34
	Office Concepts Group	Invoice 972776-0, 973398-0	B-13 · Office	959.22
	Office Concepts Group	Invoice 75363-0 & 976281-0	B-13 · Office	121.87
	One Call Concepts, Inc.	Invoice 95428 - September	B-2 · Administrati	155.87
	Passaic Valley Sewerage Comm	Invoice 518172	B-26 · Sludge Dis	35,348.60
	PCS Pump and Process	Invoice 6982	B-31 · External S	700.00
	PS&S	Invoice 141484	B-23 NJPDES	2,645.00
	PS&S	Invoice 141485	B-5 Engineer	1,826.25
	Quadient	Postage Usage - Account #	B-13 · Office	39.50
	Quinn, Shane	Dental Reimbursement 09.2	Dental/Eyeglass	139.65
	Quinn, Shane	Dental Reimbursement	B-10 · Hosp	726.24
	Rapid Pump & Meter Service	Invoice RSRI60980 - Valve F	B-21 · Equipment	22,890.00
	Raritan Group, Branch 100	Invoice 3069182	B-19 · Maintenanc	177.08
	Russell Reid	Invoice 005995314 08.03.20	B-26 · Sludge Dis	23,934.10
	Sanitation Squad	Invoice 32	B-31 · External S	1,100.00
	Skylands Urgent Care	COVID-19 Screenings	B-10 · Hosp	1,000.00
	State Chemical Solutions	Invoice 901701999	B-18 · Supplies/C	1,726.47
	The New Sign Connection	Invoice 2020-953 - Hazmat	B-18 · Supplies/C	700.00
	Tractor Supply Company	Account # 6035 3012 0511	B-19 · Maintenanc	73.97
	USA Bluebook	Invoice 367575 -	B-18 · Supplies/C	101.01
	USALCO	Invoice 2017099	B-18 · Supplies/C	6,776.17
	USALCO	Invoice 20174527	B-18 · Supplies/C	6,738.92
	Verizon	Final Invoice & Balance/ Pai	B-15 · Telephone	864.03
	Verizon	Account 542023849-00001 -	B-15 · Telephone	744.16
		TOTAL:		152,033.29

	Name	Memo	Split	Amount
CAPITAL:	GMH Associates of America	Invoice 20C3028S3 & 20C20	B-29, SC 3/4, GT	21,763.70
	Iron Hills Construction Inc.	Contract 295 - Payment App	B-29, Contract 29	74,426.64
	PS&S	Invoice 141488	B-29, Contract 35	2,313.75
	PS&S	Invoice 141482	B-29, Contract 33	300.00
	PS&S	Invoice 141483	B-29, Contract 29	14,085.00
	PS&S	Invoice 141487	B-29, Contract 32	1,788.75
		TOTAL:		114,677.84
PAYROLL:	Primepoint Payroll	Payroll 10.02.2020	B-1, B-14	31,391.08
	Primepoint Payroll	Payroll/Waivers 10.02.20	B-1, B-14	5,295.05
	Primepoint Payroll	Payroll 10.16.20	B-1, B-14	31,581.56
		TOTAL:		68,267.67
ONLINE:	Valic	09.28.20 - Confirm # 000376	Accrued Payroll L	450.00
	NJ Division of Pensions & Bene	Estimated Monthly PERS	Accounts Payroll:	6,313.78
	WEX/Shell	Confirmation 816910072020	B-17 Propane/Fuel	278.00
	Valic	10.13.20 - Confirm # 000380	Accrued Payroll L	450.00
	NJSHBP	Reference # 27390842	B-10 Hospitalizati	16,409.74
		TOTAL:		23,901.52
ESCROW:			TOTAL:	0.00
RENEWAL & REPLACEMENT			TOTAL:	0.00

The following correspondence for the month of September, 2020 was received and filed on a motion offered by Mr. Schwab, seconded by Mr. Schindelar. All in Favor Vote:

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

6. Correspondence:

- A. Suburban Consulting Engineers: Public Notice of Application, Freshwater Wetlands General Permit – Borough of Mt Arlington, File No. SCE-R11128-011
- B. NJDEP Public Notice MSA Draft Permit NJ0027821
- C. State of NJ – DEP: Underground Storage Tank Systems Registration Certificate
- D. Lake Hopatcong Foundation – Morris County Historic Preservation Trust Fund 2020 Grant
- E. State of NJ – DEP, Compliance & Enforcement: Program Interest ID 018164, Inspection Date: September 17, 2020, Compliance Inspection SCI200001
- F. State of NJ – Dept of Community Affairs, Bureau of Fire Code Enforcement: Life Hazard Use Certificate of Registration Expiration 09.28.2021
- G. QPA Job Description
- H. State of NJ – DEP, division of Water Quality: NJWB, State Project No. S340384-09, Contract 300 Influent Screening Facility Project
- I. *AEA Virtual Annual Meeting & Conference – November 12-13, 2020
- J. *Mount Olive Township, Office of the Business Administrator – feature in Business View Magazine
- K. *BMT – Business Machine Technologies – explanation of services

Comments:

- Correspondence G: Mr. Pucilowski thanked the board for putting together the QPA job description, he also advised that the candidate is still very interested.
 - Mr. Schwab asked if we needed to adopt a formal resolution for the job description.
 - Mr. Dwyer, Esq. confirmed yes.

Monthly Reports:

The Director's Report, and Maintenance and Repairs Report, for the month of October, 2020 and Flow Data for September, 2020 was accepted on a motion offered by Mr. Sylvester and seconded by Mr. Schindelar. All in Favor Vote:

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

Comments:

- Director Schilling thanked the Board for their support and condolences.
- Director Schilling advised that he had copied the board via email on information received from Mount Olive Township with regard to the auction of 57 acres across from the old BASF.
- Director Schilling asked to address the employee that has tested positive for COVID-19 under closed session. Mr. Dwyer, Esq. agreed.
- Director Schilling stated that Mr. Schwab, Secretary Treasurer & Mr. Wancho, PE would discuss the change order although it is not really a change order for Contract 295.
- Mr. Schwab asked Director Schilling if the aerator was installed at PS#4.
 - Director Schilling confirmed it was in fact handled, also added that this vendor is featured in USA BlueBook. Director Schilling stated that they saw a difference within 15 minutes, grease was breaking up and that they expect to see improved PH and less corrosivity. Director Schilling also advised that this is a free trial right now and at no cost to the MSA.
 - Mr. Schwab asked if this would create any odors at the pump station. Director Schilling advised that they are hoping just the opposite and that odors will in fact decrease. Director Schilling advised that we will be conducting some of our own testing.

The Maintenance and Repairs Report, for the month of October, 2020 was accepted on a motion offered by Mr. McNeilly and seconded by Mr. Schindelar. All in Favor Vote:

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

The Engineer's Report for the month of October, 2020 was accepted on a motion offered by Mr. Schwab, seconded by Mr. Pucilowski. All in Favor Vote:

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

Comments:

- Mr. Wancho, PE spoke on Contract 295, work in plant 2 has revealed some deteriorated conditions, there are several small change orders as he would call them at this point for the project including hand rails and a new ladder into the dilution water pit. There is an allowance side of the contract which covers unforeseen issues to not impede to progress of the project. Contract modification & change order is actually not required, a line item disbursement is acceptable for these items. Mr. Wancho, PE stated that they have not contracted a vendor for these items however he would consult with the Director & Secretary Treasurer with regard to moving forward.
- Mr. Schwab stated that as far as reimbursement, there is an actual form that would need to be signed by the contractor, engineer and MSA representative. Mr. Wancho, PE, PE confirms that this will be documented accordingly as a disbursement out of the allowance item. Mr. Schwab confirmed that the documentation will be included with the voucher review for disbursement. Mr. Schwab did ask that going forward that a call or email be made for approval items like these. Mr. Schwab did suggest that someone be designated to approve these things
- Mr. Pucilowski asked what the amounts were. Mr. Wancho, PE advised a total of approximately \$5000.00 and \$2000.00 and the allowance is \$75,000.00. Mr. Romano states that it makes sense that Mr. Schwab be the one that make the decision. Mr. Pucilowski asked that once Mr. Schwab reviews and approves if Director

Schilling could notify the Board accordingly. Mr. Schwab requested that these approvals wait for the monthly Board meetings. Mr. Schwab & Mr. Pucilowski agreed for everyone to be informed. Director Schilling stated that we would try to quantify against the \$75,000.00 allowance item. Mr. Wanchow, PE, mentioned that there may be a second allowance items with regard to the roofs and installing the sky lights.

New Business:

Resolution No. 20-40 was accepted on a motion by Mr. Pucilowski seconded by Mrs. Michetti and the affirmative roll call vote of members present. Roll Call:

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

See attached Resolution

Resolution No. 20-41 was tabled on a motion by Mr. Michetti seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call:

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

See attached resolution

Resolution No. 20-42 was offered on a motion by Mr. Romano seconded by Mr. Pucilowski and the affirmative roll call vote of members present. Roll Call Vote:

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

See attached resolution

Resolution No. 20-43 was offered on a motion by Mr. Pucilowski seconded by Mr. Sylvester and the affirmative roll call vote of members present. Roll Call Vote:

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

See attached resolution

Comments:

- Director Schilling stated that he has populated the 2021 draft budget, we received the information from the DCA late this year, not until October 6, 2020. Director Schilling hopes to have this by early next week to the Finance Committee and on the November 2020 Meeting Agenda for introduction.
 - Chairman Rattner commented that is not an issue.
- Chairman Rattner asked about the banners for Mount Olive Township for the 100th Anniversary, he believes that we should come up with a format for donations going forward if we should implement as a budget item if it benefits the MSA.
 - Mr. Schwab stated that he does not believe we should go the route of donating; he believes we should stay out of it. Chairman Rattner stated that he believes if that is our position that we should have a formal resolution stating that is our policy.
- Mr. Pucilowski stated that Mr. Dwyer, Esq. should have the resolution for the recommendation of hiring the QPA.
 - Mr. Schwab asked if that is the recommendation of the Personnel Committee. Mr. Pucilowski confirmed it was.
 - Chairman Rattner commended the Personnel Committee on their work on the hiring of the QPA.
 - Mr. Dwyer, Esq., Esq. advised that we can utilize the previous Resolution 20-34.
 - Mr. Pucilowski stated it would be until the Re-Organization Meeting.
 - Mr. Schwab asked why only until the Re-Org Meeting seeing as it is an at will employee.
 - Mr. Dwyer, Esq., Chairman Rattner & Mr. Schwab all agree that we hire the QPA as permanent position and he not need to be re-appointed.
 - Mr. Pucilowski states that he was reappointed every year.
 - Director Schilling stated that both previous QPA's were in fact hired as employees but also appointed annually.
 - Chairman Rattner asked what the Directors opinion is. Director Schilling agreed he would like to bring on the recommended QPA as a part time employee with the MSA.
 - Chairman Rattner asked the board if there were any objections to this being a permanent position. There were no objections.
 - Mr. Dwyer, Esq., Esq stated let it be adopted the authority to hire a QPA, as a part time employee with no benefits.
 - Mr. Schwab asked that the resolution be amended and approved.

Resolution No. 20-34, as amended was offered on a motion by Mr. Schwab seconded by Mr. Romano and the affirmative roll call vote of members present. Roll Call Vote:

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

See attached resolution

- Mr. Schwab asked if there is anyway to have socially distanced in person MSA Board Meetings.
 - There was suggestion of perhaps utilizing the garage area at the MSA.
 - Director Schilling, Director stated that we could certainly look into the use of the garage space.
 - Mr. Sylvester agreed it is time we begin meeting in person again
 - Mr. Still asked if any member towns may have space for us to meet.
 - Chairman Rattner stated that to his knowledge no other towns are open for meeting.
 - Mr. Still stated that the weather may not allow to have the doors open.
 - Mr. Still confirmed that Netcong is having only Council meetings.

- Mr. Schwab also suggested a hybrid option. Mr. McNeilly said this may not meet DCA requirements. Director Schilling stated that we have already had a tremendous amount of technological issues with regard to connectivity issues, he does not believe that is a good option.
- Mr. Sylvester suggested the firehouse on Allen Street and College Road. Mr. Still stated he was up for anything set up in 6-foot distances. Mr. Sylvester & Mr. McNeilly suggested we revisit once Director Schilling reviews the MSA garage options.

Old Business:

- Chairman Rattner inquired about BMT, he advised that he spoke with Counsel and that this is not a professional services contract. Chairman Rattner asked about the total cost as well as insurance and liability of this company, how will they indemnify us if something goes wrong.
 - Director Schilling advised that it is costing \$550.00 per month and that the server is a one-time expense and that the recovery & backup is an annual charge.
 - Chairman Rattner refers to the total cost.
 - Director Schilling explains the synergies between BMT & Tritec Ricoh.
 - Mr. Schwab interjected that he trusts the Directors decision.
 - Mr. Still stated that we need to move along.

Closed Session:

Moved to closed session at 8:25pm on a motion by Mr. Romano seconded by Mr. Sylvester and the affirmative all in favor vote of members present. All in Favor Vote:

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

Open Session:

Moved to open session at 8:56pm on a motion by Mr. Sylvester seconded by Mr. Schindelar and the affirmative all in favor vote of members present. All in Favor Vote:

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

Comments:

- Mr. Dwyer, Esq., Esq. stated for the record the Closed Session matters for the Permit Litigation & Personnel matters will be made public once resolved.

Adjournment:

Motion made by Mr. Still, seconded by Mr. Sylvester and the All in Favor Vote of members present, Mr. Schindelar adjourned the meeting at 8:57pm.

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

Respectfully Submitted:
Jilliam Martucci - Administrative Assistant

RESOLUTION OF THE MUSCONETCONG SEWERAGE AUTHORITY ADOPTING A CORRECTIVE
ACTION PLAN BASED ON THE 2019 AUDIT
RESOLUTION NO. 20-40

WHEREAS, by Resolution the Commissioners of the Musconetcong Sewerage Authority have certified that they have received the 2019 annual audit and have personally reviewed the 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-1 7; and

WHEREAS, the Audit includes Comments and Recommendations requiring action by the Authority; and

WHEREAS, N.J.A.C. 5:3 1-7.6(i) requires a "corrective action plan, in the form of a resolution, to be adopted by the members of the governing body with respect to Comments and Recommendations made in the audit, shall be filed forthwith the Division within 45 days of receipt of the annual audit"; and

WHEREAS, a corrective action plan addressing these Comments and Recommendations has been prepared by the Authority; and

WHEREAS, the Commissioners of the Authority have reviewed this 2019 Corrective Action Plan (attached hereto).

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Musconetcong Sewerage Authority the following:

1. The Commissioners hereby approve and adopt the 2019 Corrective Action Plan.
2. The Secretary of the Authority is hereby directed to promptly submit to the Director of the Division of Local Government Services the Corrective Action Plan, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Musconetcong Sewerage Authority upon a roll call of all Commissioners of the Authority eligible to vote at the meeting held on October 22, 2020.



JOSEPH SCHWAB, Secretary-Treasurer

10-25-2020

Date

CORRECTIVE ACTION

Name of Authority: Musconetcong Sewerage Authority
County: Morris _____
Audit Year Ending: 12/31/19 _____
Contact Person: James Schilling, Executive Director _____
Telephone Number: (973) 347-1525 _____

Finding 2019-01

Description: The Authority has not established an accounting system that records additions, deletions and depreciation to the property, plant and equipment control account.
Corrective Action: The Authority will work with its auditor to develop a system that records additions, deletions and depreciation to the property, plant and equipment control accounts.
Implementation: Immediately.

Finding 2019-02

Description: Capital expenditures were made without a budgetary capital line item.
Corrective Action: Management acknowledges this finding and will amend their capital budget accordingly in future periods, as needed.
Implementation: Immediately.

RESOLUTION NO. 20-41

Resolution of the Musconetcong Sewerage Authority
Authorizing the Award of a Contract for Professional
Services to PS&S in Connection with MSA Contract 350
for Plant Control Signal Infrastructure Upgrade

WHEREAS, the Musconetcong Sewerage Authority (hereinafter "MSA") is desirous of awarding a Contract for professional services to PS&S for engineering services in connection with a Plant Control Signal Infrastructure Upgrade; and

Whereas, PS&S has submitted a Proposal dated September 16, 2020 describing the scope of services and proposed cost; and

WHEREAS the cost in PS&S's Proposal is as follows:

Engineering Design	\$6,200
Construction Phase Engineering	<u>\$2,300</u>
Total	\$8,500; and

WHEREAS, the Secretary/Treasurer of the MSA has certified that funds are available in the budget of the MSA (Budget Line B-29); 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 connection with Plant Control Infrastructure Upgrade pursuant to the attached Proposal September 16, 2020 in an amount not to exceed Eight Thousand Five Hundred (\$8,500.00) and no/100 Dollars; and be it

FURTHER RESOLVED, that the above amount shall not exceed \$8,500.00 without further authorization from 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

October 22, 2020

SEE ATTACHED PS&S PROPOSAL DATED September 16, 2020



September 16, 2020

Mr. James Schilling, Director
Musconetcong Sewerage Authority
110 Continental Drive
Budd Lake, New Jersey 07828

Education

Re: Proposal to Provide Professional Engineering Services for Plant Control Signal Infrastructure Upgrade

Energy Utility

Hospitality

Dear Mr. Schilling:

Public Sector

Real Estate

Science & Technology

PS&S appreciates the opportunity to provide this Proposal covering engineering services for the above referenced project. It is our understanding the Authority may utilize the PVSC Purchasing Co-Op to procure a furnish, deliver, install contract to upgrade the Plant Control Signal Infrastructure. PS&S was requested to provide this proposal for assistance with implementing the installation. The following summarizes our proposed scope and fee for the project:

- Task 1.1 Engineering Design: PS&S will prepare an electrical engineering design drawing to replace the existing Mission System with a Programmable Logic Control ((PLC) based Plant Control Signal System. The PLC will have expandable Input/Output (I/O) capacity and an antenna to receive alarm signals from the various plant facilities. The Plant Control System will also incorporate a Human-Machine Interface (HMI) Working Station. The design will also include demolition of the existing pilot light matrix type Annunciator Panel and transfer all alarm signals to the new PLC so that all alarm signals will be shown on the new HMI Working Station.
- Task 1.2 Construction Phase Engineering: PS&S will review the contractor shop drawings and provide one field day of observation during construction. A field report will be prepared after the site visit.

The following is the estimated time required to perform the anticipated services:

	<u>Time (hours)</u>
<u>1.1 Engineering Design</u>	
Site Visit	8
Design Drawing Preparation	24
Contract coordination	2
Lump Sum:	34

67B Mountain Blvd Ext
PO Box 4039
Warren, NJ 07059

t. 732.560.9700

www.psands.com



James Schilling, Director
Musconetcong Sewerage Authority
September 16, 2020
Page 2 of 2

<u>1.2 Construction Phase Engineering</u>	<u>Time (hours)</u>
Review Shop drawing	4
Site visit (1)	8
Project Close-out	2
Lump Sum:	14

PROPOSED BUDGET

PS&S proposes to provide the above outlined services on a time and material basis, as outlined below:

1.1	Engineering Design	\$6,200
1.2	Construction Phase Engineering	\$2,300
	Total	\$8,500

AUTHORIZATION

We thank you for the opportunity to provide this proposal and look forward to working with you on this project. If this proposal is acceptable, please provide a copy of your authorizing resolution.

If you have any questions regarding this proposal, please contact us at your earliest convenience.

Sincerely,

PAULUS, SOKOLOWSKI AND SARTOR, LLC

James R. Wancho, P.E.
Vice President

cc. Fred Chen, PS&S

RESOLUTION NO. 20-42

**RESOLUTION OF THE MUSCONETCONG SEWERAGE AUTHORITY
TO RENEW ITS MEMBERSHIP IN THE NEW JERSEY UTILITY AUTHORITIES
JOINT INSURANCE FUND**

WHEREAS, the Musconetcong Sewerage Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2020 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Musconetcong Sewerage Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Chairman shall be and hereby is authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.


This Resolution agreed to this 22 day of October, 2020 by
a vote of:

 X Affirmative

 Negative



Joseph Schwab, Secretary-Treasurer



Steven Rattner, Chairman

**AGREEMENT TO RENEW MEMBERSHIP IN THE
NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

WHEREAS, the New Jersey Utility Authorities Joint Insurance Fund (hereinafter the Fund) is a duly chartered Municipal Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, the Musconetcong Sewerage Authority is currently a member of said Fund, and;

WHEREAS, effective December 31, 2020, said membership will expire unless earlier renewed, and;


WHEREAS, the Governing Body of the Musconetcong Sewerage Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. Musconetcong Sewerage Authority hereby renews its membership in the New Jersey Utility Authorities Joint Insurance Fund for a three (3) year period, beginning January 1, 2021 and ending 12:01 a.m. on January 1, 2024.
2. The Musconetcong Sewerage Authority hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Utility Authorities Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. The Musconetcong Sewerage Authority agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the Musconetcong Sewerage Authority in the New Jersey Utility Authorities Joint Insurance Fund, the New Jersey Utility Authorities Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Banking & Insurance, to accept the renewal application of the Musconetcong Sewerage Authority.
5. Executed the 22 day of October, 2020 as the lawful and binding act and deed of the Musconetcong Sewerage Authority, which execution has been duly authorized by public vote of the governing body.

AUTHORITY CHAIRPERSON


ATTEST Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

NEW JERSEY UTILITY AUTHORITIES
JOINT INSURANCE FUND

RESOLUTION NO. 20-43

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 an Application for I-Bank Funding and
Contract 300 for an Influent Screening Facility

WHEREAS, MSA published a public bid (Contract 300) for infrastructure
upgrades, specifically, an Influent Screening Facility; and

WHEREAS, MSA submitted an application to the New Jersey I-Bank for
financing in connection with this project; and

WHEREAS, the MSA rejected the original bids received for Contract 300 and re-
bid the project; and

WHEREAS, PS&S provided additional services in connection with the re-bid
process as set forth in the **attached** Proposal dated October 14, 2020; and

WHEREAS, additionally PS&S also seeks payment for assisting with preparation
and submission of payment requisitions to the New Jersey I-Bank; and

WHEREAS, based on the additional services provided and the anticipated
services to be provided PS&S has requested a contract amendment as follows:

Contract 300 Re-Bid	\$3,384.00
Payment Requisitions	<u>\$2,786.00</u>
Total	\$6,170.00

WHEREAS, ongoing preparation of reimbursement packages was not included
within the original scope of work to be performed; and

WHEREAS by reason of the foregoing the original budget for PS&S for Contract
300 and the I-Bank filings has been exhausted and additional fees are requested; and

WHEREAS, PS&S has submitted a Proposal (049670013) dated October 14, 2020 seeking additional payment of \$6,170.00 (attached); and

WHEREAS, the Musconetcong Sewerage Authority requires continued consulting engineering services in connection with these projects; 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 amendment is hereby awarded to PS&S to provide the within engineering services in connection with Contract 300 and the I-Bank loan application as set forth in their Proposal dated October 14, 2020 **(attached)** in an amount not to exceed \$6,170.00; 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

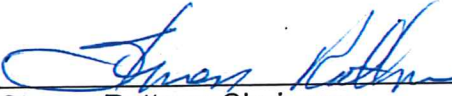
FURTHER RESOLVED that the Treasurer has confirmed funds for such work is available in the Budget for 2020 (Budget line B-29 Capital); and

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 Rattner, Chairman

DATED: October 22, 2020



October 14, 2020

049670013

Mr. James Schilling, Executive Director
110 Continental Drive
Budd Lake, New Jersey 07828

RE: Request for Contract Amendment
NJ IBank Coordination
Musconetcong Sewerage Authority
Wastewater Treatment Plant Improvements
Mount Olive Township, Morris County, New Jersey

Dear Mr. Schilling:

As you are aware, PS&S has been performing NJ IBank coordination services for the Musconetcong Sewerage Authority's (MSA's) Wastewater Treatment Plant (WWTP) Improvements Project. In addition, to the in-scope services associated with this task PS&S performed or is anticipating performing the following out of scope tasks:

Coordination with NJ IBank for re-bid of Contract 300 Influent Screening Facility

The scope of services provided for this task includes:

- Preparation and submission of correspondence to the NJDEP requesting that the originally received bids be rejected and project be re-bid.
- Coordination with NJDEP for receipt of permission to re-bid the project.
- Resubmission of revised bid documents for review and approval by the NJDEP.
- Preparation and submission of a 30-day bid notice for acceptance by the New Jersey Office of Equal Opportunity and Contract Assistance.
- Submission and coordination necessary for approval of addenda during the new bid phase.

Assistance with Preparation and Submission of Payment Requisitions

In addition, PS&S has assisted and will assist the MSA with preparation and submission of up to three (3) payment requisitions for this project.

Based on the additional scope of services already expended and the anticipated remaining scope of services herein discussed, PS&S requests a contract amendment for \$6,200 in accordance with the manhour breakdown included in table 1 below:



Table 1 - Contract Amendment Manhour Breakdown					
Musconetcong Sewerage Authority					
WWTP Improvements					
Position	Principal	Project Engineer	Engineer III	Project Controls	
Rate	\$202	\$200	\$150	\$95	
Task	Hours				Subtotal
Contract 300 Re-Bid - NJ IBank	2	10	4	4	\$3,384
Payment Requisitions	3		12	4	\$2,786
				Total	\$6,170

We appreciate your assistance in this matter and look forward to continuing to work with MSA on this project. If you have any questions regarding this proposal, please contact us at your earliest convenience.

Very truly yours,

PAULUS, SOKOLOWSKI AND SARTOR, LLC

Sandra Smith, P.E.
Project Engineer

RESOLUTION NO. 20-34

Resolution Designating Thomas F. Carroll as Qualified Purchasing Agent for the Musconetcong Sewerage Authority and Amending the Job Description for said Position

WHEREAS, P.L. 2009, c.166, codified as N.J.S.A. 40A:11-2 et seq., supplementing and amending Chapter 11 of Title 40A of the New Jersey Statutes allows local contracting units in New Jersey to create the position of Purchasing Agent; and

WHEREAS, pursuant to N.J.S.A. 40A:11-9 the MSA did by Resolution No. 12-42 adopted on November 15, 2012 create the position of Purchasing Agent; and

WHEREAS, by Resolution No. 13-06 adopted on February 6, 2013 the MSA did establish the job description and salary for the position of Purchasing Agent; and

WHEREAS, the position of Purchasing Agent has become vacant as of August 31, 2020; and

WHEREAS, the MSA desires to fill that position and to amend the job description for the position; and

WHEREAS Thomas F. Carroll has applied for the position of Purchasing Agent and has presented a valid Qualified Purchasing Agent Certificate issued by the New Jersey Division of Local Government Services, Department of Community Affairs, along with all other employment application material as requested; and


WHEREAS, Thomas F. Carroll has been shown the revised job description and has agreed to its terms;

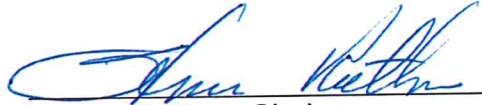
NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Thomas F. Carroll is hereby appointed to the

position of Purchasing Agent for the Musconetcong Sewerage Authority effective September 24 2020 to be paid an annual salary of \$5,000.00 paid biweekly with no other benefits.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

Dated: as of October 22, 2020

SEE ATTACHED JOB DESCRIPTION

MUSCONETCONG SEWERAGE AUTHORITY

110 Continental Drive • Budd Lake, N.J. 07828

Phone: (973) 347-1525

Fax: (973) 347-8356

Part-time Qualified Purchasing Agent

Job Specification

Under direction, prepares purchasing procedures and develops accepted purchasing methods and records with prescribed Laws, rules, regulations, standards, policies and procedures. Does other related duties as required. Anticipated work schedule is 8 to 10 hours per month. There are no benefits with this position.

General Duties:

- Monitor purchases and purchasing of the Authority
- Ensure compliance of State Public Purchasing Laws
- Review and assist in RFP's or RFQ's
- Assist with State Contracts and Co-Op purchases
- Review monthly Pending Vouchers and sign prior to Board Approval
- Assist in establishing Purchasing Protocol and Guidelines
- Review and assist with Professional Services contracts and agreements
- Review and assist in preparation of bid packages when public bidding is required or desired
- Ensure compliance with the current Bid Threshold of \$44,000.00 per law
- Ensure compliance with the Quote Threshold of \$6,600.00 or 15% of Bid Threshold per Law
- Review and track vendor purchases within 12-month rolling period to ensure compliance to Laws
- Ensure compliance with prevailing wage requirements
- Be available for by phone or email for consulting and questions
- Review all purchases in excess of \$6,600 prior to purchase. All purchase over \$6,600 will require QPA approval with the exception of statutory expenses or reoccurring expenses that have been previously approved by the Board
- Ensure that contractors adhere to state reporting requirements prior to recommending payment (i.e.: Certified Payrolls, AA-202's)

Reporting:

- Reports directly to the Authority Director
- Monthly Pending Vouchers statement for Secretary – Treasurer
- Available for consultation to the Authority Director and Board as needed

Meetings:

- Have Pending Vouchers report reviewed and finalized for monthly Commissioners meeting
- Attend monthly Commissioners meetings and be prepared to answer any questions regarding Pending Vouchers and Purchasing. Other meeting attendance may be required as directed

General Knowledge:

- Quick Books, Microsoft word, Microsoft Excel, Microsoft Outlook
- OPRA – Open Public Records Act requests
- Accounting and Recordkeeping function and requirement

Requirements:

- Valid Qualified Purchasing Agent Certification
- Five Years of experience with purchasing procedures