# MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
October 24, 2024

**REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY**
**110 CONTINENTAL DRIVE, BUDD LAKE, NJ 07828**

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

| | |
|---|---|
| Members Present: | Erik Bradley, Andrew Cangiano, Michael Grogan, Brian McNeilly, Steven Rattner, Anthony Riccardi, Thomas Romano, Richard Schindelar, Elmer Still |
| Members Absent: | Melanie Michetti, Joseph Schwab, Jack Sylvester |
| Others Present: | Diane Alexander, Esq., Thomas Carroll – QPA, Jilliam Martucci – Office Manager, Rob Mellinger, Esq., James Schilling – Executive Director, James Wancho – PE |
| Others Absent: | N/A |

Attendance Roll Call:

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

# Musconetcong Sewerage Authority
## Balance Sheet
### As of December 31, 2023

| | Dec 31, 23 |
|---|---|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| CI 6556 · Capital Improvement TD - 6556 | 368.31 |
| OA 8169 · Operating Acct TD - 8169 | 1,106,424.81 |
| PR 3717 · Payroll Account TD - 3717 | 46,130.55 |
| CI 5030 · *CLOSED* Capital Account - 5030 | 328,697.40 |
| Es 3226 · Escrow Account TD Bank - 3226 | 10,539.11 |
| RR 1360 · Renewal & Replacement TD -1360 | 785,316.65 |
| Petty Cash | 278.74 |
| Total Checking/Savings | 2,277,755.57 |
| Accounts Receivable | |
| 1200 · Accounts Receivable | -0.02 |
| Total Accounts Receivable | -0.02 |
| Other Current Assets | |
| NJIB Note Receivable | 3,090,435.00 |
| Prepaid Expenses | 179.99 |
| Total Other Current Assets | 3,090,614.99 |
| Total Current Assets | 5,368,370.54 |
| Fixed Assets | |
| Construction in Progress | 1,609,092.35 |
| Accumulated Depreciation | -39,721,047.17 |
| Capital Assets, Depreciated | 61,481,592.62 |
| Land | 505,700.00 |
| Total Fixed Assets | 23,875,337.80 |
| Other Assets | |
| Def. Pension Outflows | 329,952.00 |
| Total Other Assets | 329,952.00 |
| TOTAL ASSETS | **29,573,660.34** |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 200,560.89 |
| Total Accounts Payable | 200,560.89 |
| Other Current Liabilities | |
| NJIB Note Payable | 9,239,577.00 |
| Accrued Payroll Liabilities | |
| Garnishment | 302.14 |
| VALIC | 310.00 |
| PERS - Contributions | 160,317.11 |
| PERS - Loans | 148,057.09 |
| PERS - Insurance | 16,596.76 |
| Union Dues | -1,191.91 |
| Accrued Payroll Liabilities - Other | -48,448.76 |
| Total Accrued Payroll Liabilities | 275,942.43 |

# Musconetcong Sewerage Authority
## Balance Sheet
### As of December 31, 2023

| | Dec 31, 23 |
|---|---|
| Escrow Deposits Payable | |
| 30 Continental Drive - J Sassan | 2,511.25 |
| Matrix Mount Olive | -183.50 |
| 271 KH · 271 Kings Hwy - Adler WH | 2,036.25 |
| 40 · Bank Street Crown Walk Urban Re | 1,825.00 |
| 34 · Bnk Street Urban Renewal LLC | 12.50 |
| QC · QuickChek Roxbury | 210.00 |
| Waterloo Valley Road Sewer Ext. | 100.75 |
| Villages at Roxbury | 965.00 |
| Crownpoint Multifamily Project | 904.25 |
| Escrow Deposits Payable - Other | 5,548.49 |
| Total Escrow Deposits Payable | 13,929.99 |
| Due to Municipalities | -215,991.00 |
| Compensated Absenses Payable | 61,681.72 |
| Accrued Interest Payable | 58,090.70 |
| Accounts Payable - Pension | -223,012.24 |
| Accrued Liabilities | 47,771.68 |
| Total Other Current Liabilities | 9,257,990.28 |
| Total Current Liabilities | 9,458,551.17 |
| Long Term Liabilities | |
| Net Pension Liaiblity | 1,394,376.00 |
| Loans Payable | 2,145,402.38 |
| Def. Inflows of Resources | |
| Unamort Gain on Refunding 2007 | 10,200.00 |
| Def. Pension Inflows | 991,342.00 |
| Total Def. Inflows of Resources | 1,001,542.00 |
| Total Long Term Liabilities | 4,541,320.38 |
| Total Liabilities | 13,999,871.55 |
| Equity | |
| Net Investment in Capital Asset | 22,689,413.56 |
| Restricted | |
| Current Debt Service | 29,252.00 |
| Future Retirement Reserve | 50,000.00 |
| B-29 Capital Improvements | |
| PS Controls 1-5 | 12,287.50 |
| 365 PPE · Contract 365 Plant Process Eval | 12,852.35 |
| 360 · Contract 360 HVAC & Roofs | |
| 360 BR · Contract 360 HVAC/Roofs - BR | 1,027,462.33 |
| 360 Leg · Contract 360 HVAC/Roofs - Legal | 3,684.40 |
| 360 IB · Contract 360 HVAC/Roofs-NJIBank | 6,269.74 |
| 360 PSS · Contract 360 HVAC Roofs PSS | 32,403.21 |
| Total 360 · Contract 360 HVAC & Roofs | 1,069,819.68 |
| Contract 295 - Tertiary Ttmt | |
| 295 PSS · Contract 295 TT - PS&S | 1.25 |
| 295 IHC · Contract 295 TT - IHC | 922.35 |
| 295 - Misc (Permit, Legal) | 104.00 |
| Total Contract 295 - Tertiary Ttmt | 1,027.60 |
| Contract 300 Influent Screening | |
| 300 PSS · Contract 300 Infl Scr - PSS | 1,267.77 |
| 300 Cop · Contract 300 Infl Scr - Coppola | 304.05 |
| 300 - Misc (Permit, Legal) | 825.02 |
| Total Contract 300 Influent Screening | 2,396.84 |

# Musconetcong Sewerage Authority
## Balance Sheet
### As of December 31, 2023

| | Dec 31, 23 | |
|---|---|---|
| 350 · Contract 350 - PCSIU | 241.25 | |
| 325 · Contract 325 - SC 3&4 | 11,694.10 | |
| 330 · Contract 330 GT 1 | 9,776.65 | |
| 310 · Contract 310 Phase III Air Perm | 1,460.92 | |
| Telecommunications Project | 4,760.00 | |
| 305 · Contract 305 NJIB Application | 48.82 | |
| 285 · Contract 285 - SC #1 & 2 | 93,801.49 | |
| 270 · Contract 270 Thickeners | 8,843.08 | |
| 280 · Contract 280 PC #2 | 21,342.49 | |
| B-29 Capital Improvements - Other | -283,817.77 | |
| Total B-29 Capital Improvements | | 966,535.00 |
| B-30 Renewal and Replacement | | |
| 335 · Contract 335 - 19 Pumps | 29,033.67 | |
| B-30 Renewal and Replacement - Other | 534,975.60 | |
| Total B-30 Renewal and Replacement | | 564,009.27 |
| Operations | | 50,000.00 |
| Total Restricted | | 1,659,796.27 |
| Unrestricted | | |
| Designated | | -107,978.00 |
| Undesignated | | 835,952.10 |
| Total Unrestricted | | 727,974.10 |
| 3000 · Opening Bal Equity | | -7,507,976.57 |
| 32000 · Retained Earnings | | -2,679,002.76 |
| Net Income | | 683,584.19 |
| Total Equity | | 15,573,788.79 |
| TOTAL LIABILITIES & EQUITY | | **29,573,660.34** |

The Financial Reports for 2024 were accepted on a motion offered by Mr. McNeilly, seconded by Mr. Cangiano and the affirmative All in Favor vote of members present. All In Favor:

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

Comments:

- None

2:01 PM
10/16/24
Accrual Basis

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

| | Jan - Sep 24 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Net Position Utilized | 0.00 | 126,593.00 | -126,593.00 | 0.0% |
| Interest | 77,631.73 | | | |
| trustee passdown | 4,562,560.61 | 4,715,000.00 | -152,439.39 | 96.8% |
| Total Income | 4,640,192.34 | 4,841,593.00 | -201,400.66 | 95.8% |
| Gross Profit | 4,640,192.34 | 4,841,593.00 | -201,400.66 | 95.8% |
| Expense | | | | |
| Personnel Services | | | | |
| B-1 · Administrative-S&W | 147,867.53 | 185,000.00 | -37,132.47 | 79.9% |
| B-14 · Operating-S&W | 460,121.66 | 668,000.00 | -207,878.34 | 68.9% |
| Total Personnel Services | 607,989.19 | 853,000.00 | -245,010.81 | 71.3% |
| Employee Benefits | | | | |
| B-9 · Pension | 115,201.00 | 120,000.00 | -4,799.00 | 96.0% |
| B-8 · Social Security | 44,816.33 | 66,000.00 | -21,183.67 | 67.9% |
| B-10 · Hosp | | | | |
| Dental/Vision | 3,923.88 | | | |
| B-10 · Hosp - Other | 171,827.24 | 230,000.00 | -58,172.76 | 74.7% |
| Total B-10 · Hosp | 175,751.12 | 230,000.00 | -54,248.88 | 76.4% |
| B-11 · Disability Insurance | 6,466.03 | 10,000.00 | -3,533.97 | 64.7% |
| B-6 · Unemployment | 5,633.92 | 7,000.00 | -1,366.08 | 80.5% |
| Total Employee Benefits | 347,868.40 | 433,000.00 | -85,131.60 | 80.3% |
| Administration Expenses | | | | |
| B-2 · Administrative-OE | | | | |
| Influent Limit/PSS | 256.25 | | | |
| B-2 · Administrative-OE - Other | 20,980.13 | 40,000.00 | -19,019.87 | 52.5% |
| Total B-2 · Administrative-OE | 21,236.38 | 40,000.00 | -18,763.62 | 53.1% |
| Total Administration Expenses | 21,236.38 | 40,000.00 | -18,763.62 | 53.1% |
| Operations and Maintenance | | | | |
| B-33 · IT & Cyber Security | 19,146.31 | 27,000.00 | -7,853.69 | 70.9% |
| B-3 · Legal | 34,865.90 | 35,000.00 | -134.10 | 99.6% |
| B-4 · Audit | 10,000.00 | 20,000.00 | -10,000.00 | 50.0% |
| B-5 · Engineer | | | | |
| NJPDES Permit | 370.00 | | | |
| B-5 · Engineer - Other | 21,936.88 | 35,000.00 | -13,063.12 | 62.7% |
| Total B-5 · Engineer | 22,306.88 | 35,000.00 | -12,693.12 | 63.7% |
| B-15 · Telephone | 8,495.93 | 15,000.00 | -6,504.07 | 56.6% |
| B-16 · Electric | 280,284.79 | 550,000.00 | -269,715.21 | 51.0% |
| B-17 · Propane/Fuel Oil | 10,006.36 | 15,000.00 | -4,993.64 | 66.7% |
| B-18 · Supplies/Chemicals | 128,171.01 | 225,000.00 | -96,828.99 | 57.0% |
| B-27 · Laboratory Supplies | 7,554.63 | 8,000.00 | -445.37 | 94.4% |
| B-13 · Office | 11,142.50 | 30,000.00 | -18,857.50 | 37.1% |
| B-31 · External Services | 63,443.62 | 75,000.00 | -11,556.38 | 84.6% |
| B-28 · Education/Training | 12,829.71 | 18,000.00 | -5,170.29 | 71.3% |
| B-25 · Laboratory Fees | 16,224.00 | 20,000.00 | -3,776.00 | 81.1% |
| B-19 · Maintenance/Repairs | 116,244.49 | 200,000.00 | -83,755.51 | 58.1% |
| B-20 · Insurance | 167,071.00 | 145,000.00 | 22,071.00 | 115.2% |
| B-24 · NJDEP Fees | 18,542.23 | 25,000.00 | -6,457.77 | 74.2% |
| B-12 · Trustee Admin Fee | 70,665.16 | 10,000.00 | 60,665.16 | 706.7% |
| B-23 · Permit Appl/Compliance Fees | 16,322.09 | 40,000.00 | -23,677.91 | 40.8% |
| B-21 · Equipment | 33,901.38 | 70,000.00 | -36,098.62 | 48.4% |
| B-26 · Sludge Disposal | 662,528.00 | 1,095,370.00 | -432,842.00 | 60.5% |
| B-22 · Contingency | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Total Operations and Maintenance | 1,709,745.99 | 2,683,370.00 | -973,624.01 | 63.7% |
| Debt Service | | | | |
| Debt Svs - Principal Payment | 139,621.83 | | | |
| Debt Svs - Interest Payment | 147,604.14 | | | |
| Debt Service - Other | 0.00 | 357,223.00 | -357,223.00 | 0.0% |
| Total Debt Service | 287,225.97 | 357,223.00 | -69,997.03 | 80.4% |
| Reserves | | | | |
| B-32 · Reserve for Debt Service | 0.00 | 75,000.00 | -75,000.00 | 0.0% |

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

| | Jan - Sep 24 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| B-29 · Capital Improvement | 150,000.00 | 200,000.00 | -50,000.00 | 75.0% |
| B-30 · Renewal & Replacement | 150,000.00 | 200,000.00 | -50,000.00 | 75.0% |
| Total Reserves | 300,000.00 | 475,000.00 | -175,000.00 | 63.2% |
| Pension Reimbursement | -11,719.70 | | | |
| Union Dues | -156.00 | | | |
| Total Expense | 3,262,190.23 | 4,841,593.00 | -1,579,402.77 | 67.4% |
| Net Ordinary Income | 1,378,002.11 | 0.00 | 1,378,002.11 | 100.0% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Workers Comp Wage Reimbursement | 4,524.00 | | | |
| Short Term Disability Reimburse | 1,499.42 | | | |
| Total Other Income | 6,023.42 | | | |
| Net Other Income | 6,023.42 | | | |
| **Net Income** | **1,384,025.53** | **0.00** | **1,384,025.53** | **100.0%** |

# Musconetcong Sewerage Authority
## Balance Sheet
### As of September 30, 2024

| | Sep 30, 24 |
|---|---|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| CI 6556 · Capital Improvement TD - 6556 | 932,646.67 |
| OA 8169 · Operating Acct TD - 8169 | 1,536,597.29 |
| PR 3717 · Payroll Account TD - 3717 | 11,458.28 |
| CI 5030 · *CLOSED* Capital Account - 5030 | 328,697.40 |
| Es 3226 · Escrow Account TD Bank - 3226 | 11,030.19 |
| RR 1360 · Renewal & Replacement TD -1360 | 657,663.00 |
| Petty Cash | 445.39 |
| Total Checking/Savings | 3,478,538.22 |
| Accounts Receivable | |
| 1200 · Accounts Receivable | 89,186.37 |
| Total Accounts Receivable | 89,186.37 |
| Other Current Assets | |
| NJIB Note Receivable | 3,090,435.00 |
| Prepaid Expenses | 179.99 |
| Total Other Current Assets | 3,090,614.99 |
| Total Current Assets | 6,658,339.58 |
| Fixed Assets | |
| Construction in Progress | 1,609,092.35 |
| Accumulated Depreciation | -39,721,047.17 |
| Capital Assets, Depreciated | 61,481,592.62 |
| Land | 505,700.00 |
| Total Fixed Assets | 23,875,337.80 |
| Other Assets | |
| Def. Pension Outflows | 329,952.00 |
| Total Other Assets | 329,952.00 |
| TOTAL ASSETS | **30,863,629.38** |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | -45,458.98 |
| Total Accounts Payable | -45,458.98 |
| Other Current Liabilities | |
| NJIB Note Payable | 11,374,311.00 |
| Accrued Payroll Liabilities | |
| Garnishment | 302.14 |
| VALIC | -760.00 |
| PERS - Contributions | 193,623.60 |
| PERS - Loans | 160,632.76 |
| PERS - Insurance | 18,689.57 |
| Union Dues | -975.41 |
| Accrued Payroll Liabilities - Other | -48,448.76 |
| Total Accrued Payroll Liabilities | 323,063.90 |

# Musconetcong Sewerage Authority
## Balance Sheet
### As of September 30, 2024

| | Sep 30, 24 | |
|---|---|---|
| Escrow Deposits Payable | | |
| Stonewald/Morris HH | | 610.00 |
| 30 Continental Drive - J Sassan | | 2,511.25 |
| Matrix Mount Olive | | 1,118.62 |
| 271 KH · 271 Kings Hwy - Adler WH | | 2,036.25 |
| 40 · Bank Street Crown Walk Urban Re | | 1,825.00 |
| 34 · Bnk Street Urban Renewal LLC | | 12.50 |
| QC · QuickChek Roxbury | | 210.00 |
| Waterloo Valley Road Sewer Ext. | | 100.75 |
| Villages at Roxbury | | 965.00 |
| Crownpoint Multifamily Project | | 904.25 |
| Escrow Deposits Payable - Other | | 5,548.49 |
| Total Escrow Deposits Payable | | 15,842.11 |
| Due to Municipalities | | -126,804.61 |
| Compensated Absenses Payable | | 61,681.72 |
| Accrued Interest Payable | | 58,090.70 |
| Accounts Payable - Pension | | -299,338.10 |
| Accrued Liabilities | | 47,771.68 |
| Total Other Current Liabilities | | 11,454,618.40 |
| Total Current Liabilities | | 11,409,159.42 |
| Long Term Liabilities | | |
| Net Pension Liaiblity | | 1,394,376.00 |
| Loans Payable | | 2,145,402.38 |
| Def. Inflows of Resources | | |
| Unamort Gain on Refunding 2007 | 10,200.00 | |
| Def. Pension Inflows | 991,342.00 | |
| Total Def. Inflows of Resources | | 1,001,542.00 |
| Total Long Term Liabilities | | 4,541,320.38 |
| Total Liabilities | | 15,950,479.80 |
| Equity | | |
| Net Investment in Capital Asset | | 22,689,413.56 |
| Restricted | | |
| Current Debt Service | 29,252.00 | |
| Future Retirement Reserve | 50,000.00 | |
| B-29 Capital Improvements | | |
| 370 WQ · Contract 370 Water Quality | 41,565.02 | |
| PS Controls 1-5 | 8,696.55 | |
| 365 PPE · Contract 365 Plant Process Eval | 12,288.60 | |
| 360 · Contract 360 HVAC & Roofs | | |
| 360 BR · Contract 360 HVAC/Roofs - BR | 101,652.72 | |
| 360 Leg · Contract 360 HVAC/Roofs - Legal | 6,125.97 | |
| 360 IB · Contract 360 HVAC/Roofs-NJIBank | 4,110.99 | |
| 360 PSS · Contract 360 HVAC Roofs PSS | 135.32 | |
| Total 360 · Contract 360 HVAC & Roofs | 112,025.00 | |
| Contract 295 - Tertiary Ttmt | | |
| 295 PSS · Contract 295 TT - PS&S | 1.25 | |
| 295 IHC · Contract 295 TT - IHC | 922.35 | |
| 295 - Misc (Permit, Legal) | 104.00 | |
| Total Contract 295 - Tertiary Ttmt | 1,027.60 | |
| Contract 300 Influent Screening | | |
| 300 PSS · Contract 300 Infl Scr - PSS | 1,267.77 | |
| 300 Cop · Contract 300 Infl Scr - Coppola | 304.05 | |
| 300 - Misc (Permit, Legal) | 825.02 | |
| Total Contract 300 Influent Screening | 2,396.84 | |

# Musconetcong Sewerage Authority
## Balance Sheet
### As of September 30, 2024

| | Sep 30, 24 | |
|---|---|---|
| 350 · Contract 350 - PCSIU | 241.25 | |
| 325 · Contract 325 - SC 3&4 | 11,694.10 | |
| 330 · Contract 330 GT 1 | 9,776.65 | |
| 310 · Contract 310 Phase III Air Perm | 1,460.92 | |
| Telecommunications Project | 4,760.00 | |
| 305 · Contract 305 NJIB Application | 48.82 | |
| 285 · Contract 285 - SC #1 & 2 | 93,801.49 | |
| 270 · Contract 270 Thickeners | 8,843.08 | |
| 280 · Contract 280 PC #2 | 21,342.49 | |
| B-29 Capital Improvements - Other | -257,556.97 | |
| Total B-29 Capital Improvements | | 72,411.44 |
| B-30 Renewal and Replacement | | |
| 335 · Contract 335 - 19 Pumps | 29,033.67 | |
| B-30 Renewal and Replacement - Other | 460,231.95 | |
| Total B-30 Renewal and Replacement | | 489,265.62 |
| Operations | | 50,000.00 |
| Total Restricted | | 690,929.06 |
| Unrestricted | | |
| Designated | -107,978.00 | |
| Undesignated | 835,952.10 | |
| Total Unrestricted | | 727,974.10 |
| 3000 · Opening Bal Equity | | -7,571,676.57 |
| 32000 · Retained Earnings | | -1,995,418.57 |
| Net Income | | 371,928.00 |
| Total Equity | | 14,913,149.58 |
| TOTAL LIABILITIES & EQUITY | | **30,863,629.38** |

The **Pending Vouchers** for October 19, 2024, were approved for payment on a motion offered by Mr. Riccardi, seconded by Mr. Cangiano and the affirmative Roll Call vote of members present. Roll Call Vote:

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

Comments:

- None

## Musconetcong Sewerage Authority
### Through October 17, 2024

| | Name | Memo | Split | Amount |
|---|---|---|---|---|
| **OPERATING:** | Advance Auto Parts | Invoice 7927426347237 | B-19 · Maintenance/Repairs | 47.71 |
| | Alfred DeFelice | 2024 AEA Conference Stipend | B-28 · Education/Training | 700.00 |
| | Alfred DeFelice | Mileage Reimbursement | B-28 · Education/Training | 93.80 |
| | Allen, Scott | 2024 Dental Reimbursement | B-2 · Administrative-OE | 750.12 |
| | American Wear | Uniform Service 09.20.24-10.15.24 | B-31 · External Services | 2,366.34 |
| | Assoc. of Environmental Authori | 2024 AEA Conference | B-28 · Education/Training | 4,560.00 |
| | Assoc. of Environmental Authori | 2024 AEA Conference | B-28 · Education/Training | 1,440.00 |
| | Blue Diamond Disposal, Inc. | Invoice 823749 - Monthly Trash Service 10 | B-31 · External Services | 469.00 |
| | Business Machine Technologies | Invoice 2371746, 2371708, 2371689 | B-33 · IT & Cyber Security | 1,334.32 |
| | Cangiano, Andrew | 2024 AEA Conference Stipend | B-2 · Administrative-OE | 700.00 |
| | Cleary Giacobbe Alfieri Jacobs | Invoice 139246 Through 09/2024 | B-3 · Legal | 835.00 |
| | Detection Instruments | Invoice 7513-59050 | B-31 · External Services | 142.75 |
| | Eddie Koster Plumbing & Heating | Invoice 18854 | B-19 · Maintenance/Repairs | 330.00 |
| | Elmer M. Still | 2024 AEA Conference Stipend | B-2 · Administrative-OE | 700.00 |
| | ESRI | ArcGIS Annual Subscription 12.07.24-012.( | B-15 · Telephone | 825.00 |
| | Grainger | Invoice # 9244397569 | B-18 · Supplies/Chemicals | 98.58 |
| | Grainger | Invoice # 9248343882 | B-18 · Supplies/Chemicals | 304.39 |
| | Grainger | Invoice # 9259440304 | B-18 · Supplies/Chemicals | 360.04 |
| | Grainger | Invoice # 8266495176 | B-18 · Supplies/Chemicals | 663.83 |
| | *Hach Company | Invoice # 14129288 | B-27 · Laboratory Supplies | 644.08 |
| | Jilliam Martucci | 2024 AEA Conference Stipend - Dental/Mi | B-2, B-10 | 1,075.68 |
| | Joseph Schwab | 2024 NJWEA Annual conference | B-2 · Administrative-OE | 700.00 |
| | Michael Grogan | 2024 AEA Conference Stipend | B-2 · Administrative-OE | 700.00 |
| | Municipal Maintenance Co. | Invoice 22564 | B-19 · Maintenance/Repairs | 8,870.00 |
| | *Netcong Hardware Co. | July/August/September 2024 | B-18 · Supplies/Chemicals | 142.20 |
| | New Jersey League of Municipali | 2024 NJLM Conference | B-2 · Administrative-OE | 350.00 |
| | North Jersey Pump & Controls, I | Invoice 1787-24 | B-19 · Maintenance/Repairs | 4,200.00 |
| | Office Concepts Group | Invoice 1190692-0, 1190692-1, 1190692-2 | B-13 · Office | 1,884.18 |
| | One Call Concepts, Inc. | Invoice 4095445 | B-2 · Administrative-OE | 70.07 |
| | PS&S | Invoice # 171683 - General Consulting - thi | B-5 · Engineer | 3,701.25 |
| | R-D Trucking | Invoice 4856 - Sludge Hauling - 09.02.24- | B-26 · Sludge Disposal | 45,920.00 |
| | RingCentral | Invoice CD_000915354 - Service 09.19.24 | B-15 · Telephone | 312.84 |
| | Schilling, James | 2024 AES Conference Stipend | B-2 · Administrative-OE | 700.00 |
| | Schilling, James | 2024 Mileage Reimbursement | B-2 · Administrative-OE | 93.80 |
| | Steven Rattner | 2024 AEA Conference Stipend | B-2 · Administrative-OE | 700.00 |
| | Sylvester, John | | B-2 · Administrative-OE | 700.00 |
| | Thomas Carroll | 2024 AEA Conference Stipend | B-2 · Administrative-OE | 700.00 |
| | Thomas Romano | 2024 AEA Conference Stipend | B-2 · Administrative-OE | 700.00 |
| | Tritec Office Equipment | Invoice INV1212 Water Cooler Contract 08. | B-13 · Office | 59.00 |
| | USALCO | Invoice 910129796 | B-18 · Supplies/Chemicals | 11,423.20 |
| | Water Environment Federation | Invoice 385181 - R. Schindelar | B-28 · Education/Training | 182.00 |
| | | | **TOTAL:** | **100,549.18** |

| | Name | Memo | Split | Amount |
|---|---|---|---|---|
| **CAPITAL RECOVERY:** | Badger Roofing Company, Inc. | C360 Pay App 10 | 360 BR · Contract 360 HVAC/R | 55,096.53 |
| | One Water Consulting, LLC | Invoice 1796 - Refined Nitrate Monte Carlo | 370 WQ · Contract 370 Water Q | 5,025.25 |
| | PS&S | Invoice # 171681 - General Consulting - thr | 360 IB · Contract 360 HVAC/Ro | 4,091.25 |
| | PS&S | Invoice # 171682 - C365 PPE - through 09 | 365 PPE · Contract 365 Plant P | 434.63 |
| | | | **TOTAL:** | **64,647.66** |
| **PAYROLL:** | MSA Payroll | Processing Date 09.27.2024 | B-1, B-14 | 32,525.27 |
| | MSA Payroll | Processing Date 10.11.2024 | B-1, B-14 | 31,003.32 |
| | | | **TOTAL:** | **63,528.59** |
| **RENEWAL & REPLACEMENT:** | | | **TOTAL:** | **0.00** |
| **ESCROW:** | | | **TOTAL:** | **0.00** |
| **ONLINE PYMTS** | Altice | Confirmation # 945325407 | B-15 · Telephone | 315.00 |
| **MANUAL CKS:** | American Water | Confirmation # 1594199221 - 09.06.24-10 | B-31 · External Services | 1,769.87 |
| | First Energy | Confirm # 109369957 - Account # 100 10 | B-16 · Electric | 5,735.32 |
| | First Energy | Confirm # 109710735 - Account # 200 0[ | B-16 · Electric | 2,312.26 |
| | Direct Energy | Confirmation # 2899456, 2899457, 2899 | B-16 · Electric | 2,533.97 |
| | Direct Energy | Confirmation # 2905459 | B-16 · Electric | 15,486.53 |
| | Direct Energy | Confirmation # 2907781 | B-16 · Electric | 334.13 |
| | Local 32 | Union Dues 09-2024 | Accrued Payroll Liabilities:Union | 292.50 |
| | Lowe's | Reference # 2873315863 | B-19 · Maintenance/Repairs | 472.11 |
| | NJ Division of Pensions & Benefit | Reference # 26731581 | Accounts Payable - Pension | 3,746.86 |
| | NJ Division of Pensions & Benefit | Reference # 28280317 | Accounts Payable - Pension | 6,308.26 |
| | NJ Division of Pensions & Benefit | Reference # 28170134 | Accounts Payable - Pension | 3,154.13 |
| | NJSHBP | Reference # 28170240 - 10.01.24-10.31.24 | B-10 · Hosp | 23,400.29 |
| | PVSC | Confirmation # 200158028937 - 09.01.24 | B-26 · Sludge Disposal | 34,112.00 |
| | Primepoint | Invoice 6333324 - Process Date 09.27.24 | B-31 · External Services | 34.13 |
| | Primepoint | Invoice 636078 - Process Date 10.11.24 | B-31 · External Services | 46.38 |
| | Shell/WEX Fleet | Confirmation # 816910082024 | B-17 · Propane/Fuel Oil | 316.91 |
| | State of NJ - DOL | Confirmation # 81-416543964 - 221-866-4 | B-6 · Unemployment | 102.95 |
| | VALIC | Confirmation # 362500 - Processing 09.1 | Accrued Payroll Liabilities:VALIC | 235.00 |
| | VALIC | Confirmation # 367421 - Processing 10.11.1 | Accrued Payroll Liabilities:VALIC | 235.00 |
| | Verizon Wireless | 09.02.24-10.01.24 - Meter Chamber Flow [ | B-15 · Telephone | 249.97 |
| | | | **TOTAL:** | **101,193.57** |

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

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

Comments:

- Correspondence A: Chairman Rattner inquired about the .09 increase, Mr. Schilling reiterated that there was in fact no award for the Energy Consortium.

- **Correspondence:**
  - A. Direct Energy: Amendment to Electric Generation Service Agreement
  - B. State of NJ: Treatment Works Approval No. 24-0314, Stonewald Court Drive Affordable Housing Project, Mount Olive Township, Morris County
  - C. *PS&S: Proposal to Provide Professional Engineering Services for Handrail & Railing Evaluation

**Monthly Reports:**

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

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

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

- Mr. Schilling advised The Board that Mount Olive Fire Inspector conducted the Annual inspection today (10.24.2024) went very well, certificate issued.
- Commissioner Riccardi inquired about the open positions; Mr. Schilling advised two positions have been filled, one remains open with a promising candidate for consideration.

The Office Manager's Report for the month of October 2024 was accepted on a motion offered by Mr. Romano and seconded by Mr. Schindelar and the affirmative all-in-favor vote of members present. All in Favor:

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

Office Manager's Report Comments:

- Commissioner Romano asked if the MSA completed email phishing training, Ms. Martucci confirmed yes and that there are phishing campaigns issued regularly. Chairman Rattner inquired about the phishing reports and what the term "opened" but not clicked, it was explained that the email was viewed but that "they didn't take the bait."

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

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

Engineer's Report Comments:

- None

**New Business:**

Resolution No. 24-42 was offered on a motion by Mr. Romano seconded by Mr. Cangiano and the affirmative all-in favor of members present. All in Favor:

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

*See attached resolution

Comments:

- None

Resolution No. 24-43 was offered on a motion by Mr. Romano seconded by Mr. Cangiano and the affirmative Roll Call vote of members present. Roll Call Vote:

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

Comments:

- Mr. Schilling verified that all railings and handrails will be evaluated.

**Old Business:**

- Draft LOA: Township of Roxbury Well No. 2 PFAS Water Treatment Facility Discharge to MSA

**Adjournment:**

Motion made by Mr. Romano, seconded by Mr. Schindelar and the all-in favor Vote of members present, Chairman Rattner adjourned the meeting at 07:46 pm. All in Favor:

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

Respectfully Submitted:
Jilliam Martucci – Office Manager

**RESOLUTION NO. 24-42**

**RESOLUTION TO ESTABLISH**

**TIME AND PLACE**

**FOR REGULAR MEETINGS AND NOTICE THEREOF**

**WHEREAS**, the Senator Byron M. Baer Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., requires that all public bodies arrange for the posting of a schedule of the regular meetings of the public body to be held during the succeeding year.

**NOW, THEREFORE, BE IT RESOLVED** by the Musconetcong Sewerage Authority (MSA) as follows:

1. The meeting dates of the MSA, to be held during the period from October 24, 2024, to December 18, 2025, and to be convened at the offices of the MSA located at 110 Continental Drive, Budd Lake, NJ 07828 at 7:30 P.M. prevailing time, on Thursday evenings unless otherwise advertised, shall be as set forth below:

   October 24, 2024
   November 26, 2024
   December 19, 2024
   January 23, 2025
   February 27, 2025 (Reorganization and Regular Business)
   March 27, 2025
   April 24, 2025
   May 22, 2025
   June 26, 2025
   July 24, 2025
   August 28, 2025
   September 25, 2025
   October 23, 2025
   November 25, 2025 (Tuesday before Thanksgiving)
   December 18, 2025 (Third Thursday)

2. Pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8(d), which requires that all public bodies designate two newspapers to receive advance notice of Public Meetings, MSA hereby designates as the newspapers to receive all notices of meetings as required by the Open Public Meetings Act: a) the Daily Record; and b) the NJ Herald.
3. The Director is hereby authorized and directed to publish a certified copy of this Resolution within seven (7) days after the date of adoption. Additionally, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-18, within seven (7) days following the annual

reorganization meeting, the Director shall cause to be posted, and maintained throughout the year, a schedule of the regular meeting dates of the MSA in the Water Pollution Control Facility, and said meeting schedule shall be mailed to the Daily Record and the NJ Herald, and filed with the Clerks of the following municipalities encompassed within the jurisdiction of the MSA:

Township of Byram
Borough of Hopatcong
Borough of Mount Arlington
Township of Mount Olive
Borough of Netcong
Township of Roxbury
Borough of Stanhope

4. This resolution shall take effect immediately.

Moved:

Seconded:

| Governing Body | Voice Vote | | | Not | Not |
|---|---|---|---|---|---|
| Member | Aye | Nay | Abstain | Voting | Present |
| Erik Bradley | ✓ | | | | |
| Andrew Cangiano | ✓ | | | | |
| Mike Grogan | ✓ | | | | |
| Brian McNeilly | ✓ | | | | |
| Melanie Michetti | | | | | ✓ |
| Steve Rattner | ✓ | | | | |
| Anthony Riccardi | ✓ | | | | |
| Thomas Romano | ✓ | | | | |
| Richard Schindelar | ✓ | | | | |
| Joseph Schwab | | | | | ✓ |
| Elmer Still | ✓ | | | | |
| John Sylvester | | | | | ✓ |

Adopted October 24, 2025

Thomas Romano,
Assistant Secretary-Treasurer

Steven Rattner, Chairman

# RESOLUTION 24-43

## RESOLUTION AUTHORIZING ADDITIONAL WORK AND AMENDMENT TO PROFESSIONAL SERVICES CONTRACT WITH PS&S

**WHEREAS**, the Musconetcong Sewerage Authority ("MSA") authorized the execution of a contract for the provision of Professional Engineering Services with Paulus, Sokolowski & Sartor, LLC, ("PS&S") whose business address is located at 3 Mountain Road, P.O. Box 4039, Warren, New Jersey, 07059; and

**WHEREAS**, MSA has identified a need for additional Professional Engineering Services relevant to the design of a response to the structural failure of a guard/hand rail located around aeration basin #2 at the MSA treatment plant, and PS&S has submitted a proposal, dated October 18, 2024, to provide such services in an amount not to exceed $6,750.00 without further Board authorization; and

**WHEREAS,** the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) authorizes contracts for the provision of "Professional Services," which may be awarded without public advertising and competitive bidding, provided a notice is published in the official newspaper stating the nature, duration, service and amount of contract, and that the Resolution and contract are available for public inspection at the offices of the MSA.

**WHEREAS** funds are available for these purposes at line-item B-29, Capital.

**NOW, THEREFORE, BE IT RESOLVED** by the Musconetcong Sewerage Authority as follows:

1. The Chairperson, or the Executive Director, of the Musconetcong Sewerage Authority is hereby authorized and directed to execute either a separate contract for Professional Engineering Services, or an amendment to the existing contract for Professional Engineering Services, with the firm of Paulus, Sokolowski & Sartor, LLC, having an office at 3 Mountain Road, P.O. Box 4039, Warren, New Jersey, in accordance with the proposal for additional professional services dated October 18, 2024, attached hereto and made a part hereof, in an amount not to exceed $6,750.00 without prior Board authorization, conditioned upon the submission by PS&S of copies of its New Jersey Business Registration Certificate and Business Entity Disclosure Certification, insurance and any and all documents required by law or as may be required by MSA.

2. This contract is awarded without competitive bidding as a "Professional Service" pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5 and the contract for said services will not allow political contributions pursuant to the applicable provisions of N.J.S.A. 19:44A-20 et seq.

3. A notice of contract award shall be published in the official newspaper, stating the nature, duration, service and amount of the contract, and that the Resolution and contract are on file and available for public inspection at the MSA.

4. This Resolution shall take effect as provided by law.

**Certification of Funds**

I, James Schilling, Executive Director, do hereby certify that sufficient funds are available in the 2024 budget line-item B-29, Capital.

/s/ James Schilling
Executive Director
Musconetcong Sewerage Authority
Dated: October 22, 2024

**CERTIFICATION**

I hereby certify that the foregoing Resolution was adopted by the Musconetcong Sewerage Authority at its regular meeting held on October 24, 2024.

Musconetcong Sewerage Authority

ATTEST:

Thomas Romano,
Assistant Secretary-Treasurer

Steven Rattner, Chairman

Dated: October 24, 2024