

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
November 22, 2022

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

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

Members Present: Andrew Cangiano, Michael Grogan, Brian McNeilly, Steven Rattner, Thomas Romano, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

Members Absent: James Benson, Melanie Michetti, Michael Pucilowski

Others Present: Thomas Carroll – QPA, Patrick Dwyer – Esq., Jilliam Martucci – Administrative, James Schilling – Executive Director, James Wancho – PE

Attendance Roll Call:

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

Date/Time Call to Order: Thursday November 22, 2022 – 7:30PM
Others Present: Tom Carroll, Pat Dwyer, James Wancho, James Schilling, Jilliam Martucci

Motion / Resolution	Benson	Cangiano	Grogan	McNeilly	Michetti	Pucilowski	Rattner	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Absent	Present	Present	Present	Absent	Absent	Present	Present	Present	Present	Present	Present
Regular Meeting Minutes: 10.27.2022 ALL IN FAVOR	Absent	Aye	Abstain	Aye	Absent	Absent	Aye	Aye	Abstain	Aye	Aye	Aye
2022 Budget vs Actual ROLL CALL	Absent	Yes	Yes	Second Yes	Absent	Absent	Yes	Motion Yes	Yes	Yes	Yes	Yes
October 31, 2022 Balance Sheet ROLL CALL	Absent	Yes	Yes	Second Yes	Absent	Absent	Yes	Motion Yes	Yes	Yes	Yes	Yes
Pending Vouchers November 17, 2022 ROLL CALL	Absent	Yes	Yes	Second Yes	Absent	Absent	Yes	Yes	Second Yes	Yes	Yes	Motion Yes
Correspondence ALL IN FAVOR	Absent	Aye	Aye	Aye	Absent	Absent	Aye	Aye	Second Aye	Motion Aye	Aye	Aye
Directors Report, Maintenance & Repairs November, 2022 Flow Data – October 2022 ALL IN FAVOR	Absent	Aye	Aye	Aye	Absent	Absent	Aye	Second Aye	Motion Aye	Aye	Aye	Aye
Engineers Report- October, 2022 ALL IN FAVOR	Absent	Aye	Aye	Aye	Absent	Absent	Aye	Aye	Second Aye	Motion Aye	Aye	Aye
New Business:												
Resolution # 22-49 ROLL CALL	Absent	Yes	Yes	Yes	Absent	Absent	Yes	Second Yes	Yes	Yes	Motion Yes	Yes
Resolution # 22-50 ROLL CALL *AS AMENDED*	Absent	Yes	Yes	Yes	Absent	Absent	Yes	Yes	Yes	Yes	Motion Yes	Second Yes
Resolution # 22-51 ROLL CALL	Absent	Yes	Yes	Yes	Absent	Absent	Yes	Motion Yes	Yes	Second Yes	Yes	Yes
Resolution # 22-52 ROLL CALL	Absent	Yes	Yes	Yes	Absent	Absent	Yes	Yes	Second Yes	Motion Yes	Yes	Yes
Resolution # 22-53 ROLL CALL	Absent	Yes	Yes	Yes	Absent	Absent	Yes	Motion Yes	Yes	Second Yes	Yes	Yes
Old Business:												
Closed Session 07:55 pm ALL IN FAVOR	Absent	Aye	Aye	Aye	Absent	Absent	Aye	Motion Aye	Aye	Second Aye	Aye	Aye
Open Session: 08:13 pm ALL IN FAVOR	Absent				Absent	Absent						
Adjournment: 08:14 pm ALL IN FAVOR	Absent	Aye	Aye	Aye	Absent	Absent	Aye	Second Aye	Aye	Aye	Motion Aye	Aye

Chairman Rattner open and closed the meeting to the public.

The "Regular" meeting minutes of October 27, 2022 accepted on a motion offered by Mr. Sylvester, seconded by Mr. Romano and the affirmative all in favor vote of members present. All In Favor Vote:

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

Comments:

- None

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

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

Comments:

- None

Financial Reports – 2022

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

Accrual Basis

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	2,217.36			
trustee passdown	2,268,500.00			
Total Income	2,270,717.36			
Gross Profit	2,270,717.36			
Expense				
66900 - Reconciliation Discrepancies	10.10			
Personnel Services				
B-1 - Administrative-S&W	133,339.05	171,640.00	-38,310.95	77.7%
B-14 - Operating-S&W	541,126.82	668,000.00	-126,873.18	81.0%
Total Personnel Services	674,465.87	839,640.00	-165,184.13	80.3%
Employee Benefits				
B-9 - Pension	106,541.00	105,000.00	1,541.00	101.5%
B-8 - Social Security	50,077.70	66,458.00	-16,380.30	75.4%
B-10 - Hosp				
Dental/Vision	5,354.36	200,000.00	-47,408.50	76.3%
B-10 - Hosp - Other	152,591.50			
Total B-10 - Hosp	157,945.86	200,000.00	-42,054.14	79.0%
B-11 - Disability Insurance	5,756.45	10,000.00	-4,243.55	57.6%
B-6 - Unemployment	5,848.79	7,000.00	-1,151.21	83.5%
Total Employee Benefits	326,169.80	388,458.00	-62,288.20	84.0%
Administration Expenses				
B-2 - Administrative-OE	23,411.29	40,000.00	-16,588.71	58.5%
Total Administration Expenses	23,411.29	40,000.00	-16,588.71	58.5%
Operations and Maintenance				
B-3 - Legal	18,197.14	35,000.00	-16,802.86	52.0%
B-4 - Audit	0.00	20,000.00	-20,000.00	0.0%
B-5 - Engineer				
NJPDES Permit	-7,500.00			
B-5 - Engineer - Other	31,090.44	35,000.00	-3,910.56	88.6%
Total B-5 - Engineer	23,589.44	35,000.00	-11,410.56	67.4%
B-16 - Telephone	8,690.85	25,000.00	-16,319.15	34.7%
B-18 - Electric	295,717.44	460,000.00	-164,282.56	64.3%
B-17 - Propane/Fuel Oil	23,290.43	30,000.00	-6,709.57	77.6%
B-18 - Supplies/Chemicals	141,134.17	200,000.00	-58,865.83	70.8%
B-27 - Laboratory Supplies	3,126.32	8,000.00	-4,873.68	39.1%
B-13 - Office	17,585.82	30,000.00	-12,414.18	58.0%
B-31 - External Services	69,062.41	75,000.00	-5,937.59	92.1%
B-28 - Education/Training	11,843.14	12,000.00	-156.86	98.7%
B-25 - Laboratory Fees	13,048.75	20,000.00	-6,951.25	65.2%
B-19 - Maintenance/Repairs	157,438.57	204,000.00	-46,561.43	77.2%
B-20 - Insurance	130,852.00	120,000.00	10,852.00	108.0%
B-24 - NJDEP Fees	19,177.82	25,000.00	-5,822.08	76.7%
B-12 - Trustee Admin Fee	14,400.00	25,000.00	-10,600.00	58.0%
B-23 - Permit App/Compliance Fees	26,109.42	25,000.00	1,109.42	104.4%
B-21 - Equipment	38,998.79	70,000.00	-31,011.21	54.4%
B-26 - Sludge Disposal	644,770.25	810,000.00	-165,229.75	78.6%
B-22 - Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Operations and Maintenance	1,656,200.86	2,254,000.00	-597,799.14	73.5%
Debt Service				
Debt Svs - Principal Payment	392,777.68			
Debt Svs - Interest Payment	328,538.55			
Debt Service - Other	0.00	724,723.00	-724,723.00	0.0%
Total Debt Service	721,313.21	724,723.00	-3,409.79	99.5%
Reserves				
B-29 - Capital Improvement	98,538.39	200,000.00	-101,461.61	49.3%
B-30 - Renewal & Replacement	54,938.65	200,000.00	-145,061.35	27.5%
Total Reserves	153,477.04	400,000.00	-246,522.96	38.4%

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

Accrual Basis

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
Misc. Income	-86.26			
Operating Refund	-101.49			
Pension Reimbursement	-11,183.25			
Total Expense	3,543,667.18	4,646,821.00	-1,103,153.82	76.3%
Net Ordinary Income	-1,272,949.82	-4,646,821.00	3,373,871.18	27.4%
Other Income/Expense				
Other Income				
Short Term Disability Reimburse	11,531.03			
Total Other Income	11,531.03			
Other Expense				
Bank Fee	-40.00			
Total Other Expense	-40.00			
Net Other Income	11,571.03			
Net Income	-1,261,378.79	-4,646,821.00	3,385,442.21	27.1%

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of October 31, 2022

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
OA 8169 - Operating Acct TD - 8169	759,554.11
PR 3717 - Payroll Account TD - 3717	5,590.91
CI 6030 - Capital Improvement TD - 6030	1,323,448.45
Es 3226 - Escrow Account TD Bank - 3226	11,427.99
RR 1360 - Renewal & Replacement TD -1360	651,384.05
Petty Cash	100.00
Total Checking/Savings	2,751,486.11
Other Current Assets	
NJIB Note Receivable	3,090,435.00
Prepaid Expenses	178.99
Total Other Current Assets	3,090,614.99
Total Current Assets	5,842,101.10
Fixed Assets	
Construction in Progress	1,609,092.35
Accumulated Depreciation	-39,721,047.17
Capital Assets, Depreciated	61,481,569.62
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	30,047,390.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-44,758.98
Total Accounts Payable	-44,758.98
Other Current Liabilities	
NJIB Note Payable	9,089,735.00
Accrued Payroll Liabilities	
Garnishment	302.14
VALIC	50.00
PERS - Contributions	100,094.43
PERS - Loans	111,508.95
PERS - Insurance	12,819.77
Union Dues	-1,016.41
Accrued Payroll Liabilities - Other	-47,699.60
Total Accrued Payroll Liabilities	176,059.28
Escrow Deposits Payable	
Matrix Mount Olive	1,296.25
271 KH - 271 Kings Hwy - Adler WH	2,036.28
40 - Bank Street Crown Walk Urban Re	1,825.00
34 - Bank Street Urban Renewal LLC	12.50
QC - QuickChak Roxbury	210.00
Waterloo Valley Road Sewer Ext.	100.75
Villages at Roxbury	965.00
Crownpoint Multifamily Project	804.25
Escrow Deposits Payable - Other	5,548.40
Total Escrow Deposits Payable	12,896.49
Total Current Liabilities	9,287,960.00
Long Term Liabilities	
Net Pension Liability	1,394,376.00
Loans Payable	2,145,402.38
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	10,200.00
Def. Pension Inflows	991,342.00
Total Def. Inflows of Resources	1,001,542.00
Total Long Term Liabilities	4,541,320.38
Total Liabilities	13,829,300.38
Equity	
Net Investment in Capital Asset	22,669,413.56
Restricted	
Current Debt Service	28,562.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	57,500.00
365 PPS - Contract 365 Plant Process Eval	
360 - Contract 360 HVAC & Roofs	24,872.50
360 IB - Contract 360 HVAC/Roofs-NJIBank	150,222.00
360 PSS - Contract 360 HVAC Roofs PSS	
Total 360 - Contract 360 HVAC & Roofs	175,094.50
Contract 295 - Tertiary Tmt	
295 PSS - Contract 295 TT - PS&S	1,390.63
295 IHC - Contract 295 TT - IHC	97,686.00
295 - Misc (Permit, Legal)	104.00
Total Contract 295 - Tertiary Tmt	99,170.13
Contract 300 Influent Screening	
300 PSS - Contract 300 Infl Scr - PSS	1.08
300 Cop - Contract 300 Infl Scr - Coppola	304.05
300 - Misc (Permit, Legal)	1,669.00
Total Contract 300 Influent Screening	1,973.13
AS - Air Sampling	5,479.08
350 - Contract 350 - PCSIU	1,122.50
325 - Contract 325 - SC 384	11,694.10
330 - Contract 330 ST 1	9,776.65
310 - Contract 310 Phase III Air Perm	1,490.92
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	134,001.48
Total B-29 Capital Improvements	626,568.46
B-30 Renewal and Replacement	
335 - Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	648,336.56
Total B-30 Renewal and Replacement	677,370.23

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of October 31, 2022

	Oct 31, 22
Compensated Absence Payable	61,681.72
Accrued Interest Payable	28,072.75
Accounts Payable - Pension	-81,479.98
Accrued Liabilities	47,771.68
Total Other Current Liabilities	9,332,738.98
Total Current Liabilities	9,287,960.00
Long Term Liabilities	
Net Pension Liability	1,394,376.00
Loans Payable	2,145,402.38
Def. Inflows of Resources	
Unamort Gain on Refunding 2007	10,200.00
Def. Pension Inflows	991,342.00
Total Def. Inflows of Resources	1,001,542.00
Total Long Term Liabilities	4,541,320.38
Total Liabilities	13,829,300.38
Equity	
Net Investment in Capital Asset	22,669,413.56
Restricted	
Current Debt Service	28,562.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	57,500.00
365 PPS - Contract 365 Plant Process Eval	
360 - Contract 360 HVAC & Roofs	24,872.50
360 IB - Contract 360 HVAC/Roofs-NJIBank	150,222.00
360 PSS - Contract 360 HVAC Roofs PSS	
Total 360 - Contract 360 HVAC & Roofs	175,094.50
Contract 295 - Tertiary Tmt	
295 PSS - Contract 295 TT - PS&S	1,390.63
295 IHC - Contract 295 TT - IHC	97,686.00
295 - Misc (Permit, Legal)	104.00
Total Contract 295 - Tertiary Tmt	99,170.13
Contract 300 Influent Screening	
300 PSS - Contract 300 Infl Scr - PSS	1.08
300 Cop - Contract 300 Infl Scr - Coppola	304.05
300 - Misc (Permit, Legal)	1,669.00
Total Contract 300 Influent Screening	1,973.13
AS - Air Sampling	5,479.08
350 - Contract 350 - PCSIU	1,122.50
325 - Contract 325 - SC 384	11,694.10
330 - Contract 330 ST 1	9,776.65
310 - Contract 310 Phase III Air Perm	1,490.92
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	134,001.48
Total B-29 Capital Improvements	626,568.46
B-30 Renewal and Replacement	
335 - Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	648,336.56
Total B-30 Renewal and Replacement	677,370.23

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Cash Basis

Musconetcong Sewerage Authority
Balance Sheet
As of October 31, 2022

	Oct 31, 22
Operations	50,000.00
Total Restricted	1,433,190.69
Unrestricted	
Designated	-107,878.00
Undesignated	835,952.10
Total Unrestricted	727,974.10
3000 - Opening Bal Equity	-5,504,351.57
32000 - Retained Earnings	-2,819,762.98
Net Income	-308,343.28
Total Equity	16,218,090.52
TOTAL LIABILITIES & EQUITY	30,047,390.90

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The **Pending Vouchers** for November 17, 2022 were approved for payment on a motion offered by Mr. Sylvester, seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call Vote:

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

Comments:

- None

Musconetcong Sewerage Authority

Transaction List by Date
Through November 18, 2022

OPERATING:	American Wear	Uniform Service	B-31 - External Services	630.40
	AmeriGas Propane	Invoice 3142111887 & 214258978	B-17 Propane/Gas	775.28
	AmeriGas Propane	Invoice 3143143168	B-17 Propane/Gas	688.15
	Assoc. of Environmental Author	2022 AEA Conference Registratio	B-2 - Administrative-OE	425.00
	Blue Diamond Disposal, Inc.	Invoice 674213 - Monthly Trash St	B-31 - External Services	437.33
	Business Machine Technologies	Invoice(s) 2366132, 2366091, 236	B-31 - External Services	972.10
	Cintas First Aid & Safety	Invoice 5131208109	B-31 - External Services	184.77
	Classic Bagel & Deli	Order # 0001094 - Personnel Corr	B-2 - Administrative-OE	28.03
	Detection Instruments	Invoice 3354-53537	B-21 - Equipment	131.45
	Domain Directory	Invoice 78382-3	B-13 - Office	289.00
	Fisher Scientific	Invoice A22429981	B-27 - Laboratory Suppl	1,347.29
	GateHouse Media/NJ Herald	Invoice 5022341 - SH Advertisem	B-2	37.05
	Grainger	Invoice # 9475860194 & 94853171	B-19 - Maintenance/Rej	1,572.42
	Grainger	Invoice # 9490290583	B-19 - Maintenance/Rej	33.74
	Grainger	Invoice # 9495945884 & 94965841	B-19 - Maintenance/Rej	232.29
	JCP&L	Invoice # 95009838302 - Pump St	B-16 - Electric	1,673.14
	JCP&L	Invoice # 95009881658	B-16 - Electric	11,634.28
	Jilliam Martucci	Mileage/Dental Reimbursement	B-2, B-10	64.86
	Keith DeFazio	Dental/Eye/Boot Reimbursement	B-10, B-18	534.45
	McNeilly, Brian	2022 AEA Conference Stipend	B-2 - Administrative-OE	700.00
	Michael Kunkel	2022 Vision Reimbursement	Dental/Vision	374.00
	Napa Auto Parts	Invoice 5720-575742	B-19 - Maintenance/Rej	276.87
	NJ Division of Pensions & Bene	2022 Retro Salary - J. Schilling	B-9	136.56
	Nusbaum, Stein,Goldstein,Bron	Invoice 32850 & 32849	B-3, B-23	3,005.06
	Office Concepts Group	Invoices 1099299-0, 1099299-1	B-13 - Office	855.94
	One Call Concepts, Inc.	Invoice 2105411	B-2 - Administrative-OE	84.37
	Passaic Valley Sewerage Comr	Invoice 521091 - Liquid Waste Act	B-26 - Sludge Disposal	35,419.50
	PCS Pump and Process	Invoice 8891	B-31 - External Services	1,045.00
	Precision Electric Motor Works	Invoice RI44312 - Pump Rebuild	B-21 - Equipment	9,285.00
	PS&S	Invoice # 156925 - General Engin	360 PSS - Contract 360	1,207.50
	PS&S	Invoice # 156922 -Development of	B-2 - Administrative-OE	4,495.00
	Pumping Service, Inc.	Invoice 1133324	B-19 - Maintenance/Rej	4,640.02
	Quinn, Shane	Mileage Reimbursement	B-2 - Administrative-OE	95.98
	Rattner, Steven	2022 AEA Stipend	B-2 - Administrative-OE	700.00
	Russell Reid	Invoice 0006602574 - Sludge Hau	B-26 - Sludge Disposal	26,391.00
	SEM/BDS Stroudsburg Electric	Invoice 6387451	B-19 - Maintenance/Rej	348.29
	State of NJ, Dept. of Labor	EIN 0-221-866-449/000-00 Year E	B-6 - Unemployment	95.70
	Suburban Consulting Engineers	Invoice 55270	B-5 Engineer	1,463.75

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	The Plumbing Store	Invoice 16935	B-19 - Maintenance/Rej	3,420.00
	Tulpenhocken Spring Water	Invoice 714088	B-31 - External Services	49.59
	USA Bluebook	Invoice 146721	B-18 - Supplies/Chemic	545.93
	Wielkocz & Company LLC	2023 Budget Preparation	B-4 - Audit	6,125.00
		TOTAL:		122,451.09

CAPITAL:	Iron Hills Construction	Pay Application 16	B-29, C295IHC	34,391.00
	Iron Hills Construction	Pay Application 17	B-29, C295IHC	62,372.15
	PS&S	Invoice # 156926 - Air Monitoring t	AS - Air Sampling	253.75
	PS&S	Invoice # 159624 - Contract 360 t	360 PSS - Contract 360	19,591.77
	PS&S	Invoice # 156923 - Plant Process I	365 PPE - Contract 365	1,210.62
		TOTAL:		117,819.29

PAYROLL:	MSA Payroll	Payroll 10.28.2022	B-1, B-14	32,027.82
	MSA Payroll	Retro Payroll 2022	B-1, B-14	2,751.34
	MSA Payroll	Payroll 11.10.2022	B-1, B-14	31,889.06
		TOTAL:		66,668.22

ESCROW:				TOTAL: 0.00
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RENEWAL:				TOTAL: 0.00
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ONLINE	Direct Energy	Confirmation # 2371605	B-16 - Electric	23992.42
PYMTS &	JCP&L	Confirmation # 92378949	B-16 - Electric	6,851.87
MANUAL	Lowe's	Reference # 2233566032	B-19	279.33
CHECKS:	Local 32	Union Dues 10.01.22-10.31.22	Accrued Payroll Liabilit	351.00
	NJ Division of Pensions & Bene	Reference # 30512049	Accounts Payable - Per	4,371.92
	NJSHBP	Reference # 31170234	B-10 - Hosp	16,922.02
	Primepoint	Invoice 538486 - 10.28.2022 Paym	B-31 - External Services	33.00
	Primepoint	Invoice 539402 - 11.01.2022 Retr	B-31 - External Services	34.25
	Primepoint	Invoice 539971 - 11.10.2022 Paym	B-31 - External Services	51.50
	Shell/WEX	Confirmation # 816911162022	B-17 Propane/Gas	472.87
	Tractor Supply	Confirmation # 600901642524436	B-19 - Maintenance/Rej	361.94
	VALIC	Confirmation # 245559	Accrued Payroll Liabilit	500.00
	VALIC	Confirmation # 246233	Accrued Payroll Liabilit	500.00
	Verizon Wireless	Account # 3849-00001 - Meter Ch	B-15 - Telephone	329.24
		TOTAL:		55,051.36

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The following **correspondence** for November 2022 was received and filed on a motion offered by Mr. Schwab, seconded by Mr. Schindelar and the affirmative all in favor vote of members present. All In Favor Vote:

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

- **Correspondence:**

- Borough of Netcong, Planning Board: Terrace Street Block 22 Lot 15 & Block 16, Lot 10.03
- NJIB - State of NJ, DEP: Payment Requisition No. S340384-09-SC-22, Project No. S340384-09 (CLP)
- First Environmental: 2022 Environmental Joint Insurance Fund (EJIF) Audit
- BMT Monthly Report: November, 2022
- NJ Ibank: Construction Loan Accrue Interest Monthly Statement as of 10.31.2022
- *PS&S: Contract 295, Tertiary Treatment Project – Additional Professional Services Proposal
- *Byram Township: NJ Highlands Council Grant/Byram Township Chapter of the Sussex County Wastewater Management Plan
- *PS&S: Revised Version Draft Permit PCP220001

Comments:

- G: Chairman Rattner stated that it he is unsure of the accuracy of the gallonage provided
 - Mr. Schilling stated advised this was forwarded to Counsel, Engineer and the Byram representatives.

Monthly Reports:

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

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

Comments:

- Mr. Schilling advised The Board that the heat in the admin building has failed again, we are having issues even locating a repair technician that will even come on site due to the age of the system. As a temporary solution we have installed some electric heaters.
 - Chairman Rattner verified that there is only one furnace for the building. Mr. Schilling verified yes; Chairman Rattner suggested that we just replace the furnace. Mr. Schilling advised the replacement is not even in the realm of what we are looking at.
 - Mr. Schilling advised that we located a technician through the manufacturer however they are in Delaware and the rates are high.
 - Mr. Schindelar stated that we should have the technician come and perform the repair to get us through the winter. Mr. Schilling responded that there is no guarantee it can be repaired, this would just be for them to come look at the unit & attempt to diagnose the issue.
 - Chairman Rattner stated that Commissioner Still as the Purchasing Agent can approve up to \$20,000.00 for emergency repairs.
- Mr. Schilling stated that as requested he has included the year end projection in his monthly report - he has recently revised line-item B-26 for Sludge to reflect \$828,000 which will be slightly over the \$810,000.

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

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

Comments:

- Mr. Wancho, PE advised that the DEP requested to modify the air permit to include a provision that we cannot change the odor management plan unless a permit modification is obtained.
 - Mr. Schilling advised this was all included in the Revised Agenda.

New Business:

Resolution No. 22-49 was offered on a motion by Mr. Still seconded by Mr. Romano and the affirmative roll call vote of members present. Roll Call Vote:

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

*See attached resolution

Comments:

- None

Resolution No. 22-50 was amended on a motion by Mr. Still seconded by Mr. Sylvester and the affirmative all-in favor vote of members present. All In Favor Vote:

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

Resolution No. 22-50 was offered as amended on a motion by Mr. Still seconded by Mr. Sylvester and the affirmative roll call vote of members present. Roll Call Vote:

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

*See attached resolution

Comments:

- Mr. Schwab asked for a general synopsis as to why this is being done
 - Mr. Schilling explained in detail that we are correcting a payroll function that has been in place for years, where the MSA essentially pays employees ahead of time. Our payroll records which are audited do not match other records.
 - Mr. Schilling advised that this was discussed with the Personnel Committee it was discussed that the employees not incur the burden and go a week without being paid especially in this economy.
 - Mr. Sylvester verified that these funds are available in the 2022 budget, Mr. Schilling confirmed yes.
 - Chairman Rattner stated that this should be paid out of payroll not administrative expenses.
 - Mr. Sylvester stated that yes procure this from payroll.
 - Mr. Schwab stated to amend the resolution to reflect B-1 and B-14.

Resolution No. 22-51 was offered on a motion by Mr. Romano seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call Vote:

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

*See attached resolution

Comments:

- Mr. Schilling advised that we are currently at \$0.04 a gallon, this resolution has us at \$0.65 a gallon year one and \$0.70 a gallon year two.

Resolution No. 22-52 was offered on a motion by Mr. Schwab seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call Vote:

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

*See attached resolution

Comments:

- None

Resolution No. 22-53 was offered on a motion by Mr. Romano seconded by Mr. Schwab and the affirmative roll call vote of members present. Roll Call Vote:

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

*See attached resolution

Comments:

- None

Old Business:

Comments:

- None

Closed Session:

Entered Closed Session on a motion made by Mr. Romano, seconded by Mr. Schwab at 07:55pm and the affirmative all in favor vote of members present. All In Favor Vote:

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

Comments:

- None

Open Session:

Entered Open Session on a motion made by Mr. _____, seconded by Mr. _____ at 08:13pm by an all-in favor Vote of members present. All In Favor Vote:

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

Comments:

- None

Adjournment:

Motion made by Mr. Still, seconded by Mr. Romano at 08:14pm and the all-in favor Vote of members present, Chairman Rattner adjourned the meeting at 08:14pm. All In Favor Vote:

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

Respectfully Submitted:
Jilliam Martucci - Administrative Assistant

RESOLUTION NO. 22-49

Resolution of the Musconetcong Sewerage Authority
Revising the Employment Status and Salary of Jilliam Martucci
Effective January 1, 2023

WHEREAS, Jilliam Martucci, (hereinafter "Employee"), has been employed by the Musconetcong Sewerage Authority (hereinafter the "Authority") as an administrative assistant since November 25, 2019 and

WHEREAS, the Authority has conducted a performance review for services rendered by Employee and discussed same with Employee; and

WHEREAS, having conducted such review the Authority has determined to revise Employee's job title and increase her annual salary effective January 1, 2023;

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

1. Effective January 1, 2023 Jilliam Martucci shall be promoted to the position of Administrative Assistant / Office Manager. Her job duties shall be as set forth on the attached job description. Her workweek shall consist of 32.5 hours and her salary shall be \$54,000.00/year (\$31.95/hr.); and it is

FURTHER RESOLVED, that this change in Employee's employment status is authorized by the Commissioners of the Authority.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

Dated: November 22, 2022

RESOLUTION NO. 22-50

Resolution of the Musconetcong Sewerage Authority
Revising the Payroll Processing Schedule

WHEREAS, the Musconetcong Sewerage Authority (the "MSA") recognizes that its payroll processing schedule is uneconomical and cumbersome and desires to modify the system to take advantage of operational efficiencies;

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

1. Effective as soon as is practically reasonable after the date hereof the MSA shall institute a revision to its payroll processing schedule so that processing shall occur only after an employee has worked the hours for which he/she is being paid; and it is
2. FURTHER RESOLVED that the monies needed to effectuate this revision namely, to meet payroll for the gap period during which the revision is implemented, are available under Budget line item B-1, B-14 for Payroll Expenses.

MUSCONETCONG SEWERAGE AUTHORITY

ATTEST:


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

Dated: November 22, 2022

RESOLUTION NO. 22-51

Resolution of the Musconetcong Sewerage Authority
Awarding Contract No. SH-22 to R-D Trucking, Inc.
to Pump and Transport Sludge from the
Musconetcong Sewerage Authority Treatment Plant to the
Passaic Valley Sewerage Commission

WHEREAS, on November 10, 2022 the Musconetcong Sewerage Authority (hereinafter "MSA") received the following bids to pick up sewage sludge from the Musconetcong Sewerage Authority treatment plant and on a periodic basis pursuant to MSA Contract SH-22 transport and unload the sludge in compliance with all applicable regulations to the Passaic Valley Sewerage Commission located at 600 Wilson Avenue, Newark, New Jersey:

<u>Company Name</u>	<u>2/15/23 - 2/14/24</u>	<u>2/15/24 - 2/14/25</u>
R-D Trucking, Inc. 1874 Route 23 North West Milford, NJ 07480	\$65.00 per 1,000 gallons	\$70.00 per 1,000 gallons
Russell Reid Waste Hauling and Disposal Service Co., Inc. 200 Smith Street Keasby, NJ 08832	\$76.50 per 1,000 gallons	\$78.95 per 1,000 gallons
Spectraserv Inc. 75 Jacobus Ave. South Kearny, NJ 07032	\$76.00 per 1,000 gallons	\$76.00 per 1,000 gallons
Coppola Services, Inc. 28 Executive Pkwy. Ringwood, NJ 07456	\$116.80 per 1,000 gallons	\$129.10 per 1,000 gallons
Waste Management of NJ 100 Brandywine Blvd., #300 Newtown, PA 18940	\$94.70 per 1,000 gallons	\$99.44 per 1,000 gallons

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WHEREAS, the Commissioners of the Musconetcong Sewerage Authority hereby make the following findings of fact:

1. R-D Trucking, Inc. submitted the lowest bid for Contract No. SH-22 for the periods:

- a. 2/15/23 - 2/14/24 \$65.00 per 1,000 gallons;
- b. 2/15/24 - 2/14/25 \$70.00 per 1,000 gallons;

2. R-D Trucking, Inc. submitted a conforming bid in that it complied with all of the requirements of the Notice of Bidders and submitted all of the required documents, namely:

- a. Stockholder Disclosure Certification
- b. Certificate of Insurance
- c. Public Works Contractor's Registration Act;
- d. Business Registration Certificate;
- e. Certificate of Employee Information Report;
- f. Mandatory Equal Opportunity Language;
- g. Disclosure of Investment Activities in Iran
- h. Americans with Disabilities Act of 1990 Certification

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Contract No. SH-22 to transport sewage sludge from the MSA treatment plant on a periodic basis and unload the sludge in compliance with all appropriate regulations at the Passaic Valley Sewerage Commission, 600 Wilson Avenue, Newark, New Jersey is hereby awarded to R-D Trucking, Inc., on its bid and at the prices as set forth above; and be it

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FURTHER RESOLVED, that James Schilling as Director is hereby authorized to execute a Contract with R-D Trucking, Inc. on behalf of the Musconetcong Sewerage Authority.

ATTEST:

MUSCONETCONG SEWERAGE AUTHORITY


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

DATED: November 22, 2022

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RESOLUTION NO. 22-52

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

WHEREAS, by Resolution No. 19-27 the MSA awarded a contract for professional services to Paulus, Sokolowski & Sartor, LLC ("PS&S") in the amount of \$445,410.00 for the Final Design, Bid and Construction Phase for a Tertiary Treatment Facility / Replacement of Micro Strainers project pursuant to Contract 295, including submitting an application to the New Jersey I-Bank for financing; and

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

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

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

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

WHEREAS, by Resolution 22-26 the contract with PS&S was increased in the amount of \$48,000.00 pursuant to a Proposal dated April 15, 2022 seeking additional funding for increased costs resulting from equipment/material delays, additional structural coordination/design for grating additions and issues with filter operations and repair; and

WHEREAS, PS&S has submitted a Proposal dated November 10, 2022 requesting an additional \$4,500.00 to account for additional services provided during the completion of construction, resolution of punch list items with the Contractor, completion of record drawings and O&M manual coordination; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the contract is hereby amended for PS&S to provide additional engineering services in connection with Contract 295 as set forth in the Proposal dated November 10, 2022 in an amount not to exceed \$4,500.00 and be it

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

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

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

ATTEST:

MUSCONETCONG SEWERAGE AUTHORITY


Joseph Schwab, Secretary-Treasurer


Steven Rattner, Chairman

DATED: November 22, 2022

SEE ATTACHED PROPOSAL DATED NOVEMBER 10, 2022

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**Resolution 22-53
2023 ADOPTED BUDGET RESOLUTION**

Musconetcong Sewerage Authority

FISCAL YEAR: January 01, 2023 to December 31, 2023

WHEREAS, the Annual Budget and Capital Budget/Program for the Musconetcong Sewerage Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023 has been presented for adoption before the governing body of the Musconetcong Sewerage Authority at its open public meeting of November 22, 2022; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$4,480,000.00, Total Appropriations, including any Accumulated Deficit, if any, of \$4,599,889.00, and Total Unrestricted Net Position utilized of \$119,889.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$2,760,000.00 and Total Unrestricted Net Position Utilized of \$300,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Musconetcong Sewerage Authority at an open public meeting held on November 22, 2022 that the Annual Budget and Capital Budget/Program of the Musconetcong Sewerage Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.



(Secretary's Signature)

11-22-2022
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Benson				✓
Cargiano	✓			
Grogan	✓			
McNeilly	✓			
Michetti				✓
Pucilowski				✓
Rattner	✓			
Romano	✓			
Schindelar	✓			
Schwab	✓			
Still	✓			
Sylvester	✓			