

MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting
November 24, 2020

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

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

Members Present: Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Thomas Romano, Richard Schindelar, Joseph Schwab

Members Absent: James Benson, Andrew Cangiano, Elmer Still, Jack Sylvester

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

Attendance Roll Call:

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

Date/Time Call to Order: Thursday November 24, 2020 – 7:30PM

Others Present: Tom Carroll, Patrick Dwyer, Jim Wancho, James Schilling, Jilliam Martucci

Motion / Resolution	Benson	Cangiano	Grogan	McNeilly	Michetti	Pucilowski	Rattner	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Absent	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Absent
Regular Meeting Minutes: October 22, 2020 ALL IN FAVOR	Absent	Absent	Aye	Seconded Aye	Motion Aye	Aye	Aye	Aye	Aye	Aye	Absent	Absent
2020 Budget vs Actual ROLL CALL	Absent	Absent	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Motion Yes	Absent	Absent
October 31, 2020 Balance Sheet ROLL CALL	Absent	Absent	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Motion Yes	Absent	Absent
Pending Vouchers; November 19, 2020 ROLL CALL	Absent	Absent	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Motion Yes	Absent	Absent
Correspondence All IN FAVOR	Absent	Absent	Aye	Aye	Aye	Motion Aye	Aye	Aye	Seconded Aye	Aye	Absent	Absent
Directors Report, Maintenance & Repairs November, 2020 Flow Data -October, 2020 ALL IN FAVOR	Absent	Absent	Aye	Aye	Aye	Motion Aye	Aye	Aye	Seconded Aye	Aye	Absent	Absent
Engineers Report- November, 2020 ALL IN FAVOR	Absent	Absent	Aye	Aye	Aye	Motion Aye	Aye	Aye	Aye	Seconded Aye	Absent	Absent
New Business:												
Resolution # 20-45 ROLL CALL -	Absent	Absent	Yes	Yes	Yes	Yes	Yes	Seconded Yes	Yes	Motion Yes	Absent	Absent
Resolution # 20-44 ROLL CALL -	Absent	Absent	Yes	Yes	Yes	Motion Yes	Yes	Yes	Seconded Yes	Yes	Absent	Absent
Resolution # 20-46 ROLL CALL -	Absent	Absent	Yes	Yes	Yes	Motion Yes	Yes	Seconded Yes	Yes	Yes	Absent	Absent
Closed Session: 08:08 pm *Permit Discussion ALL IN FAVOR	Absent	Absent	Aye	Seconded Aye	Aye	Aye	Aye	Aye	Motion Aye	Aye	Absent	Absent
Open Session: 08:25 pm ALL IN FAVOR	Absent	Absent	Aye	Seconded Aye	Aye	Aye	Aye	Motion Aye	Aye	Aye	Absent	Absent
Adjournment: 08:26 pm ALL IN FAVOR	Absent	Absent	Aye	Seconded Aye	Aye	Aye	Aye	Aye	Motion Aye	Aye	Absent	Absent

Chairman Rattner opened and closed the meeting to the public.

The "Regular" meeting minutes of October 22, 2020 were moved on a motion offered by Mrs. Michetti, seconded by Mr. McNeilly All In Favor Vote:

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

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

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

Financial Report – October 31, 2020

10:36 AM
11/17/20
Accrual Basis

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

	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Net Position Utilized	0.00	107,978.00	-107,978.00	0.0%
Interest	15,031.75			
trustee pasadown	4,461,401.98	4,427,402.00	33,999.98	100.8%
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	130,705.74	165,958.00	-35,252.26	78.8%
B-14 - Operating-S&W	566,825.95	667,500.00	-110,674.05	83.4%
Total Personnel Services	697,531.69	833,458.00	-145,926.31	82.5%
Employee Benefits				
B-9 - Pension	101,018.00	102,000.00	-982.00	99.0%
B-8 - Social Security	51,624.56	65,500.00	-13,875.44	78.8%
B-10 - Hosp	3,803.85			
Dental/Vision	115,880.84	200,000.00	-84,119.16	57.9%
Hospitalization	-9,057.63			
B-10 - Hosp - Other				
Total B-10 - Hosp	110,426.86	200,000.00	-89,573.14	55.2%
B-11 - Disability Insurance	4,862.27	10,000.00	-5,037.73	49.6%
B-6 - Unemployment	5,660.49	7,000.00	-1,339.51	80.9%
Total Employee Benefits	273,692.18	384,500.00	-110,807.82	71.2%
Administration Expenses				
B-2 - Administrative-OE	33,353.98	40,000.00	-6,646.02	83.4%
Total Administration Expenses	33,353.98	40,000.00	-6,646.02	83.4%
Operations and Maintenance				
B-3 - Legal	23,590.10	30,000.00	-6,409.90	78.6%
B-4 - Audit	13,941.95	15,000.00	-1,058.05	92.9%
B-5 - Engineer				
NJPDES Permit	2,645.00			
B-5 - Engineer - Other	18,124.26	30,000.00	-11,875.74	60.4%
Total B-5 - Engineer	20,769.26	30,000.00	-9,230.74	69.2%
B-15 - Telephone	17,392.25	20,000.00	-2,607.75	87.0%
B-16 - Electric	250,400.88	482,500.00	-232,099.12	51.0%
B-17 - Propane/Fuel Oil	7,596.46	29,000.00	-21,403.54	26.2%
B-18 - Supplies/Chemicals	161,155.98	200,000.00	-38,844.04	80.6%
B-27 - Laboratory Supplies	4,443.80	12,000.00	-7,556.20	37.0%
B-13 - Office	21,152.52	30,000.00	-8,847.48	70.5%
B-31 - External Services	58,928.44	70,000.00	-13,071.56	81.3%
B-28 - Education/Training	8,438.03	20,000.00	-11,561.97	42.2%
B-25 - Laboratory Fees	10,474.76	30,000.00	-19,525.25	34.9%
B-19 - Maintenance/Repairs	163,134.50	200,000.00	-36,865.50	81.6%
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	15,030.00	20,000.00	-4,970.00	75.2%
B-23 - Permit Appl/Compliance Fees	27,846.01	25,000.00	2,846.01	110.0%
B-21 - Equipment	66,844.18	70,000.00	-3,355.82	95.2%
B-26 - Sludge Disposal	556,172.86	720,000.00	-163,827.14	77.2%
B-22 - Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Operations and Maintenance	1,554,145.27	2,163,500.00	-609,354.73	71.8%
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	300,000.00	300,000.00	0.00	100.0%
B-30 - Renewal & Replacement	100,000.00	100,000.00	0.00	100.0%
Total Reserves	400,000.00	400,000.00	0.00	100.0%

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10:36 AM
11/17/20
Accrual Basis

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

	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
Total Expense	3,645,456.94	4,535,380.00	-889,923.06	80.4%
Net Ordinary Income	830,976.77	0.00	830,976.77	100.0%
Net Income	830,976.77	0.00	830,976.77	100.0%

Musconetcong Sewerage Authority
Balance Sheet
As of October 31, 2020

	Oct 31, 20
Due to Municipalities	-254,218.00
Compensated Absences Payable	49,512.72
Accrued Interest Payable	30,709.64
Accounts Payable - Pension	64,700.64
Accrued Liabilities	23,750.00
Total Other Current Liabilities	5,943,929.03
Total Current Liabilities	5,906,259.60
Long Term Liabilities	
Net Pension Liability	1,861,226.00
Loans Payable	2,784,238.38
Def. Inflows of Resources	17,000.00
Unamort Gain on Refunding 2007	894,022.00
Def. Pension Inflows	894,022.00
Total Def. Inflows of Resources	911,022.00
Total Long Term Liabilities	5,556,486.38
Total Liabilities	11,462,745.98
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	44,231.32
330 - Contract 330 OT 1	9,776.65
310 - Contract 310 Phase III Air Perm	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	93,801.49
295 - Contract 295 Tertiary Trtmt	184,511.08
270 - Contract 270 Thickeners	8,843.08
280 - Contract 280 PC #2	21,342.49
B-29 Capital Improvements - Other	746,655.47
Total B-29 Capital Improvements	1,203,638.98
B-30 Renewal and Replacement	
335 - Contract 335 - 19 Pumps	29,033.67
315 - Contract 315 Sludge Pumps Eval	40,015.98
B-30 Renewal and Replacement - Other	473,604.35
Total B-30 Renewal and Replacement	542,654.00
Operations	50,000.00
Total Restricted	1,875,544.98
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	438,579.69
Total Equity	22,491,866.53
TOTAL LIABILITIES & EQUITY	33,954,612.51

Musconetcong Sewerage Authority
Balance Sheet
As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
OA 8169 - Operating Acct TD - 8169	1,732,304.51
PR 3717 - Payroll Account TD - 3717	4,714.56
CI 5030 - Capital Improvement TD - 5030	845,359.86
Es 3226 - Escrow Account TD Bank - 3226	9,892.99
RR 1360 - Renewal & Replacement TD -1360	339,213.80
Petty Cash	150.00
Total Checking/Savings	2,931,636.72
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	8,931,816.71
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	33,954,612.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-37,669.43
Total Accounts Payable	-37,669.43
Other Current Liabilities	
NJIB Note Payable	6,000,000.00
Accrued Payroll Liabilities	
VALIC	-450.00
PERS - Contributions	20,002.83
PERS - Loans	42,505.14
PERS - Insurance	6,762.67
Union Dues	-1,540.50
Accrued Payroll Liabilities - Other	-47,699.60
Total Accrued Payroll Liabilities	19,580.54
Escrow Deposits Payable	
40 - Bank Street Crown Walk Urban Re	1,825.00
34 - Bnk Street Urban Renewal LLC	12.50
QC - QuickChek Roxbury	219.00
Waterloo Valley Road Sewer Ext.	100.75
Hopatcong State Park WQMP Amend	1,292.50
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	5,548.49
Total Escrow Deposits Payable	9,893.49

The Pending Vouchers for the month of November 19, 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	Absent	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	Absent
Mr. Pucilowski	Yes	Mr. Sylvester	Absent

Comments:

- Mr. Schwab requested detailed invoice on Najarian invoices going forward.

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

<u>OPERATING:</u>	Allen, Scott	Vision Reimbursement	Dental/Vision	319.00
	Allmax Software, Inc.	Invoice 25290	B-25 · Laboratory Fe	935.00
	American Wear	Uniform Service 10.20.20	B-31 · External Servi	615.11
	Aqua Pro-Tech Laboratories	Invoice 71239 - Effluent Sa	B-25 · Laboratory Fe	1,055.75
	Aqua Pro-Tech Laboratories	Invoice 0100006M 10.01.20	B-25 · Laboratory Fe	1,179.35
	Barbato, Nick	Dental & Vision Reimburse	B-10 · Dental/Vision	1,103.07
	Barbato, Vince	Dental & Boot Reimburse	B-18, B-10	842.23
	Business Machine Technolc	Invoice 2360495 - Monthly	B-31 · External Servi	525.00
	Business Machine Technolc	Invoice	B-31 · External Servi	3,181.16
	Cintas First Aid & Safety	Invoice 5040323194	B-31 · External Servi	51.63
	Cleary Giacobbe Alfieri Jac	Invoice 87110	B-3 · Legal	1,645.00
	DeFazio, Keith	Dental Reimbursement	Dental/Vision	75.00
	EcoMaids	Invoice 692 & 353	B-31 · External Servi	365.00
	EcoMaids	Invoice 1047,1048,1049	B-31 · External Servi	470.00
	ERA	Invoice 928008	B-25 · Laboratory Fe	421.52
	Fisher Scientific	Invoice 2005888 & 224208	B-27 · Laboratory Su	760.62
	GMH Associates of America	Invoice 20C9123S	B-19 · Maintenance/I	1,531.50
	Grainger	Invoice 9478576367	B-19 · Maintenance/I	155.88
	Hach Company	Invoice 12182495	B-27 · Laboratory Su	289.09
	JCP&L	Invoice 950088803476 - Ac	B-16 · Electric	5,408.03
	JCP&L	Account 100 106 392 077	B-16 · Electric	4,979.40
	Lackawanna Computer Rep	Invoice 2020-12023 - Final	B-13 · Office	621.20
	Lawson Products	Invoice 9307942990	B-19 · Maintenance/I	170.02
	Lowe's Companies, Inc.	Account #9002310680	B-19 · Maintenance/I	102.10
	Najarian Assoc.	Invoice 37470 - NJPDES P	B-23 · Permit Appl/C	5,945.00
	Najarian Assoc.	Invoice 37621 - NJPDES P	B-23 · Permit Appl/C	7,800.00
	National Domains, LLC	Account 149,23,167863 - V	B-13 · Office	380.00
	Netcong Hardware Co.	Invoice A269601	B-19 · Maintenance/I	19.77
	Netcong Hardware Co.	Invoice A20643	B-19 · Maintenance/I	12.65
	NJ American Water Co.	Account # 1018-21002373;	B-31 · External Servi	782.74
	NJ American Water Co.	Invoice 1018-2100237336	B-31 · External Servi	659.25
	Nusbaum, Stein,Goldstein,E	Invoice 226 Legal Services	B-3 · Legal	5,263.00
	Office Concepts Group	Invoice 975363-1 - Safety C	B-13 · Office	299.90
	Office Concepts Group	Invoice 981626-2	B-13 · Office	824.21
	One Call Concepts, Inc.	Invoice 105427 - October 2	B-2 · Administrative	183.04
	Passaic Valley Sewerage C	Invoice 518292 - 10.01.20	B-26 · Sludge Dispo	39,234.30
	PS&S	Invoice 141867 NJPDES P	NJPDES Permit	2,148.75
	PS&S	Invoice 141868 - General C	B-5 · Engineer	1,317.50
	Quadient	Invoice 57985395 - Acct 7	B-13 · Office	79.00
	Russell Reid	Invoice 6019750	B-26 · Sludge Dispo	25,609.70
	Russell Reid	Invoice 6046724 - Sludge	B-26 · Sludge Dispo	28,424.85
	Sanitation Squad	Invoice 33 - COVID Cleani	B-31 · External Servi	1,100.00
	Schilling, James	Dental Reimbursement 10.	Dental/Vision	481.60
	Skylands Urgent Care	Covid-19 screening	B-10 · Hosp	100.00
	Smart Water Inc.	Invoice 40676 - NJDEP Qu	B-31 · External Servi	600.00
	State Chemical Solutions	Invoice 90746466	B-18 · Supplies/Cher	4,378.92
	Tractor Supply Company	Account # 6035 3012 0511	B-19 · Maintenance/I	154.95
	USA Bluebook	PO 7343 - Invoices 37729	B-21 · Equipment	1,798.31
	USA Bluebook	invoice 397224	B-21 · Equipment	2,037.13
	USALCO	Invoice 20176079	B-18 · Supplies/Cher	6,683.03
	USALCO	Invoice 1376355 DelPAC 1	B-18 · Supplies/Cher	6,763.62
	Verizon	Account # 756,215,705.00	B-15 · Telephone	49.34
	Verizon	Account # 542023849-000	B-15 · Telephone	744.26
	Water Environment Federat	Member ID 01660084 - M I	B-28 · Education/Tra	182.00
	Whitemarsh Corporation	Invoice 109430	B-18 · Supplies/Cher	113.47
		TOTAL:		170,971.95
<u>CAPITAL:</u>	GMH Associates of America	Contract 330 - GT 1	330 · Contract 330 C	3,718.00
	GMH Associates of America	Invoice 20C114S - GT Con	B-29 · Capital Impro	13,395.00
	Iron Hills Construction, Inc.	Invoice 2 - Contract 295 - F	295 · Contract 295 T	75,460.00
	PS&S	Invoice 141866 - Contract ;	295 · Contract 295 T	18,382.16
	PS&S	Invoice - 141864 NJ IBank	305 · Contract 305 N	1,036.25
	PS&S	Invoice 141869 - Contract ;	325 · Contract 325 -	1,214.97
	PS&S	Invoice 141865 - Re-Bid In	300 · Contract 300 Ir	3,831.67
	PS&S	Invoice 14186 - Consulting	B-5 · Engineer	1,410.00
		TOTAL:		118,448.05
<u>PAYROLL:</u>	Primepoint Payroll	10.30.2020	B-1, B-14	31,759.78
	Primepoint Payroll	11.13.2020	B-1, B-14	32,676.83
		TOTAL:		64,436.61
<u>ONLINE/MANUAL:</u>	VALIC	10.27.2020	Accrued Payroll Liab	450.00
	Direct Energy	Confirm # 1626212	B-16 - Electric	65,300.97
	NJ Division of Pensions & B	Reference # 30170639 - E	Accounts Payable: P	4,458.94
	VALIC	11,12,2020	Accrued Payroll Liab	450.00
	NJSHBP	Reference # 30940427 - SI	B-10	14,225.07
	Direct Energy	Confirm #1640282	B-16 - Electric	12,995.33
		TOTAL:		97,880.31
<u>ESCROW:</u>			TOTAL:	0.00
<u>RENEWAL & REPLACEMENT</u>			TOTAL:	0.00

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

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

Correspondence:

- A. Najarian Associates: Proposal for 2021 NJPDES Permit Support
 - B. Township of Roxbury: Notice of Public Hearing, Re: 401 Route 10 Roxbury, NJ – 11.04.2020 @ 7:30pm (virtually)
 - C. NJUA JIF: Public Hearing 2021 Proposed Budgets - 11.17.2020 @ 10:30am (via Zoom)
 - D. Township of Roxbury: Public Notice, Re: 271 Kings Highway Roxbury, NJ
 - E. NJUAJIF: 2020 Dividend
 - F. Musconetcong Watershed Association: Interior Designates National Trail - Musconetcong
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Monthly Reports:

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

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

Comments:

- Mr. Schwab asked about the aerator at the pump station is working. Mr. Schilling advised it is working out very well that he will actually be discussing that with the engineering & finance committees as it was a free trial and the trial is now coming to an end. He would like to discuss the aerators for all pump stations as there is very little solid grease accumulation.
- Mr. Pucilowski asked about there only being one dilution water pump. Mr. Schilling advised that that we didn't lose a pump, maintenance must have removed the pump & not replaced, there is space for it. Chairman Rattner asked if maintenance could advise when it was removed.
- Mr. Pucilowski asked if we should be looking for an emergency crew to assist at the MSA in the event of a COVID-19 related incident involving multiple staff members. Mr. Schilling advised that we are having the facility sanitized and cleaned on a weekly basis, as well as air purification systems as well as practicing social distancing. Mr. Schilling advised that the biggest threat to the Authority would be if he were out for an extended period of time because he is the only licensed operator, collection system, underground storage tank, lab manager, safety coordinator. Mr. Schilling advised that he & Mr. Pucilowski discussed succession planning in the event of Mr. Schilling being out for an extended period of time, they spoke about PS&S involvement in the event this did happen as well as American Water & Viola. Mr. Pucilowski requested a Personnel Committee meeting to discuss a succession plan as well as the Director & Admin reviews. Mr. Schilling asked Mr. Wancho, PE if PS&S would be able provide licensing in the event Mr. Schilling was out for an extended period on the wastewater & collection side. Mr. Wancho, PE advised that it would not be necessary the plant could still operate under Mr. Schilling's license, the MSA would just need someone qualified to step in to make decisions, PS&S has staff temporarily, if it were long term DEP would have to be notified & we may have to have a licensed operator for the same number of hours as Mr. Schilling. Mr. Schwab asked what the definition of long term is, Mr. Wancho, PE advised 6 months, he further stated that PS&S has an S4, C4 on staff. Mrs. Michetti asked with regard to the licensing couldn't an individual with licensing one stage down take over the licensing. Mr. Wancho, PE & Mr. Schilling both confirmed yes. Mr. Schilling confirmed with Mr. Wancho, PE that they have the staffing to handle this situation.

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

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

Comments:

- Mr. Wancho, PE advised the Air Permit Sampling was conducted a few days ago and everything was good, he will be filing a report to submit to the DEP. Mr. Pucilowski asked the completion timeframe. Mr. Wancho, PE Contract 295 end of 2021, Contract 300 a bit longer due to the delay in start. There are delays due to COVID-19 in manufacturer aspects, all contractors have worked around the delays. Mr. Pucilowski asked if the loan would be affected, Mr. Wancho, PE advised no it would not, we would just have to file a change order.
- Mr. Schilling advised that the Contract 300 documents have been signed by Chairman Rattner & Commissioner Schwab, they are now with the attorney for review. Mr. Dwyer, Esq. advised that he received the contracts and he will review them.

New Business:

Resolution No. 20-45 was accepted on a motion by Mr. Schwab seconded by Mr. Romano and the affirmative roll call vote of members present. Roll Call:

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

See attached Resolution

Comments:

- Mrs. Michetti asked if Mr. Schilling or the Auditor will be providing the annual charges for Capital & Operating broken down by municipality. Mr. Schilling confirmed yes that will be provided.

Resolution No. 20-44 was tabled on a motion by Mr. Pucilowski seconded by Mr. Schindelar and the affirmative roll call vote of members present. Roll Call:

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

See attached resolution

Comments:

- Pat Dwyer, Esq. advised that there were terms & conditions attached to the contract and one of the terms was for the MSA to indemnify Reiner Pumps in which he feels is an overage, he has eliminated this term. Mr. Dwyer, Esq. also deferred to Mr. Schilling as well as the time to deliver the pumps. Mr. Schilling advised that there are delays with regard to manufacturing which occurs overseas, which causing delays in US Customs. Mrs. Michetti requested that if they cannot deliver on time that they provide reasoning why ex: customs, manufacturing delays etc. Mr. Schilling stated that we have purchased numerous ABS pumps and that he & Mr. Wancho, PE were not concerned about the language. Mr. Wancho, PE stated that the pumps directly & not through the contractor where there is a 10% profit. Chairman Rattner stated with most contracts if it is something above their control and COVID-19 is one of these situations. Mr. Wancho, PE agrees with Mrs. Michetti that they should be required to provided an explanation for the delay. Mr. Dwyer, Esq advised he would amend the wording on the timeframe.

Resolution No. 20-46 was offered on a motion by Mr. Pucilowski seconded by Mr. Romano and the affirmative roll call vote of members present. Roll Call Vote:

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

See attached resolution

New Business:

Comments:

- Mr. Pucilowski requested that Mr. Schilling setup up meeting for both Engineering & Personnel Committees prior to the next MSA Board Meeting.

Old Business:

- None

Closed Session:

Moved to closed session at 8:08pm on a motion by Mr. Schindelar seconded by Mr. McNeilly and the affirmative all in favor vote of members present. All in Favor Vote:

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

Open Session:

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

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

Adjournment:

Motion made by Mr. Schindelar, seconded by Mr. McNeilly and the All in Favor Vote of members present, Mr. Schindelar adjourned the meeting at 8:26pm.

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

Respectfully Submitted:
Jilliam Martucci - Administrative Assistant

INSERT RESOLUTION

20-45

20-44

20-46