

# MUSCONETCONG SEWERAGE AUTHORITY

Commissioners' Meeting  
November 25, 2025

## 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 of The Board: Andrew Cangiano, Michael Grogan, John Hemmendinger, Brian McNeilly, Melanie Michetti, Steven Rattner, Anthony Riccardi, Thomas Romano, Richard Schindelar, Joseph Schwab, Elmer Still, Jack Sylvester

Others Present: Diane Alexander, Esq/Maraziti Falcon., Jilliam Martucci – Office Manager/MSA, Robert McNinch – Auditor/Wielkotz & Co., James Schilling – Director/MSA, James Wancho – PE/PS&S

Attendance Roll Call:

Name:	Present:	Absent:
Cangiano	x	
Grogan	x	
Hemmendinger	x	
McNeilly	x	
Michetti	x	
Rattner	x	
Riccardi	x	
Romano	x	
Schindelar	x	
Schwab	x	
Still	x	
Sylvester	x	

Motion / Resolution	Cangiano	Grogan	Hemmendinger	McNeilly	Michetti	Rattner	Riccardi	Romano	Schindelar	Schwab	Still	Sylvester
Attendance	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Regular Meeting Minutes: 10.23.2025 <b>ALL IN FAVOR</b>	Abstain	Yes	Yes	Yes	Yes	Abstain	Yes	Yes	Abstain	Yes	Motion Yes	Second Yes
2024 Financials <b>ROLL CALL</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Second Yes
2025 Financials <b>ROLL CALL</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Second Yes
Pending Vouchers – November 13, 2025 <b>ROLL CALL</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Second Yes	Yes	Yes	Yes
Correspondence – October/November 2025 <b>ALL IN FAVOR</b>	Yes	Yes	Yes	Second Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes
Directors Report, Maintenance & Repairs – 11/2025 and Flow Data– 10/2025 <b>ALL IN FAVOR</b>	Yes	Yes	Yes	Yes	Second Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes
Office Managers Report – 11/2025 <b>ALL IN FAVOR</b>	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes	Second Yes	Yes	Yes	Yes
Engineers Report – 11/2025 <b>ALL IN FAVOR</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Second Yes	Yes	Yes	Yes
<b>New Business:</b>												
Resolution 25-44: 2024 Audit <b>ROLL CALL</b>	Yes	Yes	Yes	Yes	Yes	Yes	Second Yes	Yes	Yes	Motion Yes	Yes	Yes
Resolution 25-45: 2026 Late Budget Introduction <b>ROLL CALL</b>	Yes	Yes	Yes	Second Yes	Motion Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Resolution 25-46: 2026 Budget Introduction <b>ROLL CALL</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Motion Yes	Second Yes	Yes	Yes	Yes
Resolution 25-47: Personnel Policy <b>ROLL CALL</b>	Second Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Resolution 25-48: Closed Session: 08:04 pm <b>ALL IN FAVOR</b>	Yes	Yes	Yes	Yes	Motion Yes	Yes	Yes	Second Yes	Yes	Yes	Yes	Yes
Open Session: 08:42 pm <b>ALL IN FAVOR</b>	Yes	Yes	Yes	Motion Yes	Yes	Yes	Yes	Second Yes	Yes	Yes	Yes	Yes
Resolution 25-49: Retro Salary Approval <b>ROLL CALL</b>	Yes	Yes	Yes	Yes	Yes	Yes	Second Yes	Motion Yes	Yes	Yes	Yes	Yes
<b>Old Business:</b>												
Draft LOA: Roxbury Twp, <u>Well</u> 2/PFAS Treatment –												
Adjournment: 08:43 pm <b>ALL IN FAVOR</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Second Yes	Yes	Yes	Motion Yes

Chairman Rattner opened and closed the meeting to the public.

Regular Meeting Minutes of October 23, 2025.

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
<b>Cangiano</b>						X
<b>Grogan</b>			X			
<b>Hemmendinger</b>			X			
<b>McNeilly</b>			X			
<b>Michetti</b>			X			
<b>Rattner</b>						X
<b>Riccardi</b>			X			
<b>Romano</b>			X			
<b>Schindelar</b>						X
<b>Schwab</b>			X			
<b>Still</b>	X		X			
<b>Sylvester</b>		X	X			

Comments: None

## 2024 Financial Reports

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly			x			
Michetti			x			
Rattner			x			
Riccardi			x			
Romano	x		x			
Schindelar			x			
Schwab			x			
Still			x			
Sylvester		x	x			

Comments:

- Commissioner Schwab advised that at the conclusion of the meeting, the 2024 Audit will be closed out.
- Rob McNinch – Auditor, Wielkots & Co. explained to the Board relative to the 2024 Audit concluding as well as the 2026 Budget introduction.
- Commissioner Schwab advised that there will be a 2.9% increase for 2026.

# Financial Reports – 2024

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Accrual Basis

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Net Position Utilized	126,593.00	126,593.00	0.00	100.0%
Interest	77,631.73			
trustee passdown	4,715,000.00	4,715,000.00	0.00	100.0%
<b>Total Income</b>	<b>4,919,224.73</b>	<b>4,841,593.00</b>	<b>77,631.73</b>	<b>101.6%</b>
<b>Gross Profit</b>	<b>4,919,224.73</b>	<b>4,841,593.00</b>	<b>77,631.73</b>	<b>101.6%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	-604.50			
<b>Personnel Services</b>				
B-1 · Administrative-S&W	184,903.13	185,000.00	-96.87	99.9%
B-14 · Operating-S&W	642,597.70	643,000.00	-402.30	99.9%
<b>Total Personnel Services</b>	<b>827,500.83</b>	<b>828,000.00</b>	<b>-499.17</b>	<b>99.9%</b>
<b>Employee Benefits</b>				
B-9 · Pension	115,201.00	116,000.00	-799.00	99.3%
B-8 · Social Security	61,094.06	62,000.00	-905.94	98.5%
B-10 · Hosp				
Dental/Vision	6,461.78			
B-10 · Hosp - Other	233,996.67	245,000.00	-11,003.33	95.5%
<b>Total B-10 · Hosp</b>	<b>240,458.45</b>	<b>245,000.00</b>	<b>-4,541.55</b>	<b>98.1%</b>
B-11 · Disability Insurance	7,029.93	8,000.00	-970.07	87.9%
B-6 · Unemployment	6,597.59	7,000.00	-402.41	94.3%
<b>Total Employee Benefits</b>	<b>430,381.03</b>	<b>438,000.00</b>	<b>-7,618.97</b>	<b>98.3%</b>
<b>Administration Expenses</b>				
B-2 · Administrative-OE				
Influent Limit/PSS	256.25			
B-2 · Administrative-OE - Other	29,920.17	31,000.00	-1,079.83	96.5%
<b>Total B-2 · Administrative-OE</b>	<b>30,176.42</b>	<b>31,000.00</b>	<b>-823.58</b>	<b>97.3%</b>
<b>Total Administration Expenses</b>	<b>30,176.42</b>	<b>31,000.00</b>	<b>-823.58</b>	<b>97.3%</b>
<b>Operations and Maintenance</b>				
B-33 · IT & Cyber Security	21,730.47	23,000.00	-1,269.53	94.5%
B-3 · Legal	32,602.26	45,000.00	-12,397.74	72.4%
B-4 · Audit	18,900.00	20,000.00	-1,100.00	94.5%
B-5 · Engineer	37,538.02	40,000.00	-2,461.98	93.8%
B-15 · Telephone/Internet	15,311.19	17,000.00	-1,688.81	90.1%
B-16 · Electric	463,372.75	450,000.00	13,372.75	103.0%
B-17 · Fuel/Oil	11,351.97	15,000.00	-3,648.03	75.7%
B-18 · Supplies/Chemicals	190,681.22	205,000.00	-14,318.78	93.0%
B-27 · Laboratory Supplies	8,095.06	8,000.00	95.06	101.2%
B-13 · Office	18,949.01	21,000.00	-2,050.99	90.2%
B-31 · External Services	65,150.30	70,000.00	-4,849.70	93.1%
B-28 · Education/Training	19,993.82	21,000.00	-1,006.18	95.2%
B-25 · Laboratory Fees	21,987.45	25,000.00	-3,012.55	87.9%
B-19 · Maintenance/Repairs	196,235.55	200,000.00	-3,764.45	98.1%
B-20 · Insurance	167,071.00	170,000.00	-2,929.00	98.3%
B-24 · NJDEP Fees	18,285.23	25,000.00	-6,714.77	73.1%
B-12 · Trustee Admin Fee	65,665.16	72,000.00	-6,334.84	91.2%
B-23 · Permit Appl/Compliance F...	28,734.59	35,000.00	-6,265.41	82.1%
B-21 · Equipment	68,698.04	70,000.00	-1,301.96	98.1%
B-26 · Sludge Disposal	1,001,801.40	1,005,370.00	-3,568.60	99.6%
B-22 · Contingency	0.00	0.00	0.00	0.0%
<b>Total Operations and Maintenance</b>	<b>2,472,154.49</b>	<b>2,537,370.00</b>	<b>-65,215.51</b>	<b>97.4%</b>
<b>Debt Service</b>				

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Accrual Basis

**Musconetcong Sewerage Authority**  
**Budget vs. Actual Expenditure Report**  
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Debt Svs - Principal Payment	184,621.83	200,503.00	-15,881.17	92.1%
Debt Svs - Interest Payment	107,604.14	106,720.00	884.14	100.8%
Debt Service - Other	0.00	0.00	0.00	0.0%
<b>Total Debt Service</b>	<b>292,225.97</b>	<b>307,223.00</b>	<b>-14,997.03</b>	<b>95.1%</b>
Reserves				
B-32 - Reserve for Debt Service	300,000.00	300,000.00	0.00	100.0%
B-29 - Capital Improvement	200,000.00	200,000.00	0.00	100.0%
B-30 - Renewal & Replacement	200,000.00	200,000.00	0.00	100.0%
<b>Total Reserves</b>	<b>700,000.00</b>	<b>700,000.00</b>	<b>0.00</b>	<b>100.0%</b>
Pension Reimbursement	0.00			
<b>Total Expense</b>	<b>4,751,834.24</b>	<b>4,841,593.00</b>	<b>-89,758.76</b>	<b>98.1%</b>
Net Ordinary Income	167,390.49	0.00	167,390.49	100.0%
Other Income/Expense				
Other Income				
Workers Comp Wage Reimbursement	4,524.00			
Cancellation of PY Payable	-103,679.06			
Short Term Disability Reimburse	1,499.42			
<b>Total Other Income</b>	<b>-97,655.64</b>			
Other Expense				
Accrued Sick & Vac Adjustment	23,320.48			
Cost of Issuance	116,058.70			
<b>Total Other Expense</b>	<b>139,379.18</b>			
Net Other Income	-237,034.82			
<b>Net Income</b>	<b>-69,644.33</b>	<b>0.00</b>	<b>-69,644.33</b>	<b>100.0%</b>

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Cash Basis

# Musconetcong Sewerage Authority

## Balance Sheet

As of December 31, 2024

	Dec 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
CI 6556 · Capital Improvement TD - 6556	959,654.00
OA 8169 · Operating Acct TD - 8169	1,771,949.13
PR 3717 · Payroll Account TD - 3717	3,190.72
Es 3226 · Escrow Account TD Bank - 3226	9,448.94
RR 1360 · Renewal & Replacement TD -1360	551,588.47
Petty Cash	592.24
<b>Total Checking/Savings</b>	<b>3,296,423.50</b>
Other Current Assets	
NJIB Note Receivable	182,086.00
Prepaid Expenses	179.99
<b>Total Other Current Assets</b>	<b>182,265.99</b>
<b>Total Current Assets</b>	<b>3,478,689.49</b>
<b>Fixed Assets</b>	
Construction in Progress	1,955,431.00
Accumulated Depreciation	-44,793,105.57
Capital Assets, Depreciated	67,774,533.68
Land	505,700.00
<b>Total Fixed Assets</b>	<b>25,442,559.11</b>
Other Assets	
Def. Pension Outflows	251,527.00
<b>Total Other Assets</b>	<b>251,527.00</b>
<b>TOTAL ASSETS</b>	<b>29,172,775.60</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	66,001.43
<b>Total Accounts Payable</b>	<b>66,001.43</b>
Other Current Liabilities	
NJIB Note Payable	2,387,195.00
Accrued Payroll Liabilities	
VALIC	-1,070.00
Union Dues	312.00
<b>Total Accrued Payroll Liabilities</b>	<b>-758.00</b>
Escrow Deposits Payable	
Stonewald/Morris HH	-216.25
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	-18.43
<b>Total Escrow Deposits Payable</b>	<b>9,448.94</b>

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Cash Basis

# Musconetcong Sewerage Authority

## Balance Sheet

As of December 31, 2024

	Dec 31, 24
Due to Municipalities	136,210.00
Compensated Absences Payable	80,222.64
Accrued Interest Payable	7,098.00
Accounts Payable - Pension	110,000.00
<b>Total Other Current Liabilities</b>	<b>2,729,416.58</b>
<b>Total Current Liabilities</b>	<b>2,795,418.01</b>
<b>Long Term Liabilities</b>	
Net Pension Liability	1,248,470.00
Loans Payable	
NJIB Series 2010	597,208.09
NJIB Series 2023	5,622,388.08
<b>Total Loans Payable</b>	<b>6,219,596.17</b>
Def. Inflows of Resources	
Unamort Premium NJIB 2023	237,857.70
Def. Pension Inflows	311,125.00
<b>Total Def. Inflows of Resources</b>	<b>548,982.70</b>
<b>Total Long Term Liabilities</b>	<b>8,017,048.87</b>
<b>Total Liabilities</b>	<b>10,812,466.88</b>
<b>Equity</b>	
Net Investment in Capital Asset	18,687,483.00
Restricted	
Current Debt Service	15,862.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
375 HR · Contract 375 Handrail/Railings	37,528.67
370 WQ · Contract 370 Water Quality	12,249.87
PS Controls 1-5	7,082.80
365 PPE · Contract 365 Plant Process Eval	9,488.94
360 · Contract 360 HVAC & Roofs	
360 BR · Contract 360 HVAC/Roofs - BR	6,279.11
360 Leg · Contract 360 HVAC/Roofs - Le...	6,125.97
360 IB · Contract 360 HVAC/Roofs-NJIBa...	19.74
360 PSS · Contract 360 HVAC Roofs PSS	135.32
<b>Total 360 · Contract 360 HVAC &amp; Roofs</b>	<b>12,560.14</b>
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
<b>Total Contract 295 - Tertiary Ttmt</b>	<b>1,027.60</b>
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
<b>Total Contract 300 Influent Screening</b>	<b>2,396.84</b>
305 · Contract 305 NJIB Application	48.82
B-29 Capital Improvements - Other	-862,949.99
<b>Total B-29 Capital Improvements</b>	<b>-780,566.31</b>
B-30 Renewal and Replacement	
335 · Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	617,820.55
<b>Total B-30 Renewal and Replacement</b>	<b>646,854.22</b>

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Cash Basis

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
**As of December 31, 2024**

	Dec 31, 24
Operations	50,000.00
Total Restricted	-17,850.09
Unrestricted	
Designated	
Future Debt Service Reserve	300,000.00
Total Designated	300,000.00
Undesignated	835,952.10
Total Unrestricted	1,135,952.10
32000 - Retained Earnings	-1,590,949.41
Net Income	145,673.12
Total Equity	18,360,308.72
TOTAL LIABILITIES & EQUITY	29,172,775.60

2025 Financial Reports

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly			x			
Michetti			x			
Rattner			x			
Riccardi			x			
Romano	x		x			
Schindelar			x			
Schwab			x			
Still			x			
Sylvester		x	x			

Comments: 07:42pm Mr. McNinch left the meeting.

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Accrual Basis

# Musconetcong Sewerage Authority

## Budget vs. Actual Expenditure Report

### January through October 2025

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Net Position Utilized	0.00	251,202.00	-251,202.00	0.0%
Interest	75,209.37			
trustee passdown	4,813,790.00	4,950,000.00	-136,210.00	97.2%
<b>Total Income</b>	<b>4,888,999.37</b>	<b>5,201,202.00</b>	<b>-312,202.63</b>	<b>94.0%</b>
<b>Gross Profit</b>	<b>4,888,999.37</b>	<b>5,201,202.00</b>	<b>-312,202.63</b>	<b>94.0%</b>
<b>Expense</b>				
Personnel Services				
B-1 · Administrative-S&W	160,919.49	195,000.00	-34,080.51	82.5%
B-14 · Operating-S&W	525,171.10	650,000.00	-124,828.90	80.8%
<b>Total Personnel Services</b>	<b>686,090.59</b>	<b>845,000.00</b>	<b>-158,909.41</b>	<b>81.2%</b>
Employee Benefits				
B-9 · Pension	131,199.00	120,000.00	11,199.00	109.3%
B-8 · Social Security	50,183.61	63,600.00	-13,416.39	78.9%
B-10 · Hosp				
Dental/Vision	4,217.05			
B-10 · Hosp - Other	260,151.81	280,000.00	-19,848.19	92.9%
<b>Total B-10 · Hosp</b>	<b>264,368.86</b>	<b>280,000.00</b>	<b>-15,631.14</b>	<b>94.4%</b>
B-11 · Disability Insurance	6,604.83	10,000.00	-3,395.17	66.0%
B-6 · Unemployment	6,097.59	7,000.00	-902.41	87.1%
<b>Total Employee Benefits</b>	<b>458,453.89</b>	<b>480,600.00</b>	<b>-22,146.11</b>	<b>95.4%</b>
Administration Expenses				
B-2 · Administrative-OE	25,332.21	40,000.00	-14,667.79	63.3%
<b>Total Administration Expenses</b>	<b>25,332.21</b>	<b>40,000.00</b>	<b>-14,667.79</b>	<b>63.3%</b>
Operations and Maintenance				
B-33 · IT & Cyber Security	21,306.33	27,000.00	-5,693.67	78.9%
B-3 · Legal	31,424.16	45,000.00	-13,575.84	69.8%
B-4 · Audit	0.00	20,000.00	-20,000.00	0.0%
B-5 · Engineer	41,035.08	40,000.00	1,035.08	102.6%
B-15 · Telephone/Internet	13,140.32	16,000.00	-2,859.68	82.1%
B-16 · Electric	303,389.25	550,000.00	-246,610.75	55.2%
B-17 · Fuel/Oil	7,693.13	7,000.00	693.13	109.9%
B-18 · Supplies/Chemicals	210,527.08	225,000.00	-14,472.92	93.6%
B-27 · Laboratory Supplies	2,334.73	4,000.00	-1,665.27	58.4%
B-13 · Office	24,672.77	30,000.00	-5,327.23	82.2%
B-31 · External Services	56,511.27	75,000.00	-18,488.73	75.3%
B-28 · Education/Training	16,359.00	25,000.00	-8,641.00	65.4%
B-25 · Laboratory Fees	17,583.91	25,000.00	-7,416.09	70.3%
B-19 · Maintenance/Repairs	170,898.86	200,000.00	-29,101.14	85.4%
B-20 · Insurance	177,103.00	179,000.00	-1,897.00	98.9%
B-24 · NJDEP Fees	23,651.67	25,000.00	-1,348.33	94.6%
B-12 · Trustee Admin Fee	28,345.76	40,000.00	-11,654.24	70.9%
B-23 · Permit Appl/Compliance F...	27,722.86	40,000.00	-12,277.14	69.3%
B-21 · Equipment	69,453.30	70,000.00	-546.70	99.2%
B-26 · Sludge Disposal	801,783.20	1,095,370.00	-293,586.80	73.2%
B-22 · Contingency	0.00	25,000.00	-25,000.00	0.0%
<b>Total Operations and Maintenance</b>	<b>2,044,935.68</b>	<b>2,763,370.00</b>	<b>-718,434.32</b>	<b>74.0%</b>
Debt Service				
Debt Svs - Principal Payment	118,518.68			
Debt Svs - Interest Payment	180,343.64			
Debt Service - Other	0.00	597,232.00	-597,232.00	0.0%

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11/12/25

Accrual Basis

**Musconetcong Sewerage Authority**  
**Budget vs. Actual Expenditure Report**  
 January through October 2025

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Total Debt Service	298,862.32	597,232.00	-298,369.68	50.0%
Reserves				
B-32 · Reserve for Debt Service	0.00	75,000.00	-75,000.00	0.0%
B-29 · Capital Improvement	0.00	200,000.00	-200,000.00	0.0%
B-30 · Renewal & Replacement	75,240.32	200,000.00	-124,759.68	37.6%
Total Reserves	75,240.32	475,000.00	-399,759.68	15.8%
Pension Reimbursement	-6,485.13			
Total Expense	3,582,429.88	5,201,202.00	-1,618,772.12	68.9%
Net Ordinary Income	1,306,569.49	0.00	1,306,569.49	100.0%
Other Income/Expense				
Other Income				
Workers Comp Wage Reimbursement	34,647.46			
Short Term Disability Reimburse	22,514.34			
Total Other Income	57,161.80			
Net Other Income	57,161.80			
Net Income	1,363,731.29	0.00	1,363,731.29	100.0%

12:03 PM  
11/12/25  
Cash Basis

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
As of October 31, 2025

	Oct 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CI 6556 · Capital Improvement TD - 6556	1,255,233.40
OA 8169 · Operating Acct TD - 8169	1,868,206.69
PR 3717 · Payroll Account TD - 3717	55,672.54
Es 3226 · Escrow Account TD Bank - 3226	16,825.19
RR 1360 · Renewal & Replacement TD -1360	454,243.16
Petty Cash	767.26
Total Checking/Savings	3,650,948.24
Other Current Assets	
NJIB Note Receivable	119,886.00
Prepaid Expenses	179.99
Total Other Current Assets	120,065.99
Total Current Assets	3,771,014.23
Fixed Assets	
Construction in Progress	1,955,431.00
Accumulated Depreciation	-44,793,105.57
Capital Assets, Depreciated	67,774,533.68
Land	505,700.00
Total Fixed Assets	25,442,559.11
Other Assets	
Def. Pension Outflows	251,527.00
Total Other Assets	251,527.00
<b>TOTAL ASSETS</b>	<b>29,465,100.34</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	380.27
Total Accounts Payable	380.27
Other Current Liabilities	
NJIB Note Payable	2,506,572.00
Accrued Payroll Liabilities	
VALIC	-130.00
PERS - Contributions	50,288.52
PERS - Loans	10,817.80
PERS - Insurance	3,352.70
Total Accrued Payroll Liabilities	64,329.02
Escrow Deposits Payable	
Roxbury PFAS WTFD to MSA	5,000.00
Hopatcong PFAS WTFD to MSA	1,319.25
Southwinds Development	1,000.00
Jefferson Township	1,661.00
Stonewald/Morris HH	283.75
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



12:03 PM  
11/12/25  
Cash Basis

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
**As of October 31, 2025**

	Oct 31, 25
Crownpoint Multifamily Project	904.25
Escrow Deposits Payable - Other	-18.43
<b>Total Escrow Deposits Payable</b>	<b>18,929.19</b>
Due to Municipalities	136,210.00
Compensated Absenses Payable	80,222.64
Accrued Interest Payable	7,098.00
Accounts Payable - Pension	23,574.40
<b>Total Other Current Liabilities</b>	<b>2,836,935.25</b>
<b>Total Current Liabilities</b>	<b>2,837,315.52</b>
<b>Long Term Liabilities</b>	
Net Pension Liability	1,248,470.00
Loans Payable	
NJIB Series 2010	597,208.09
NJIB Series 2023	5,622,388.08
<b>Total Loans Payable</b>	<b>6,219,596.17</b>
Def. Inflows of Resources	
Unamort Premium NJIB 2023	237,857.70
Def. Pension Inflows	311,125.00
<b>Total Def. Inflows of Resources</b>	<b>548,982.70</b>
<b>Total Long Term Liabilities</b>	<b>8,017,048.87</b>
<b>Total Liabilities</b>	<b>10,854,364.39</b>
<b>Equity</b>	
Net Investment in Capital Asset	18,687,483.00
Restricted	
Current Debt Service	15,862.00
Future Retirement Reserve	50,000.00
B-29 Capital Improvements	
375 HR · Contract 375 Handrail/Railings	8,435.68
370 WQ · Contract 370 Water Quality	3,329.32
PS Controls 1-5	11,934.05
365 PPE · Contract 365 Plant Process Eval	9,488.94
360 · Contract 360 HVAC & Roofs	
360 BR · Contract 360 HVAC/Roofs - BR	6,279.11
360 Leg · Contract 360 HVAC/Roofs - Le...	2,587.99
360 IB · Contract 360 HVAC/Roofs-NJIBa...	1,142.24
360 PSS · Contract 360 HVAC Roofs PSS	11.57
<b>Total 360 · Contract 360 HVAC &amp; Roofs</b>	<b>10,020.91</b>
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
<b>Total Contract 295 - Tertiary Ttmt</b>	<b>1,027.60</b>
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
<b>Total Contract 300 Influent Screening</b>	<b>2,396.84</b>
305 · Contract 305 NJIB Application	48.82
B-29 Capital Improvements - Other	-865,413.99
<b>Total B-29 Capital Improvements</b>	<b>-818,731.83</b>

12:03 PM  
11/12/25  
Cash Basis

**Musconetcong Sewerage Authority**  
**Balance Sheet**  
**As of October 31, 2025**

	Oct 31, 25
B-30 Renewal and Replacement	
375HRGR · Contract 375 Handrail/Railings	159,740.00
380 · Contract 380 - VFD Upgrades	144,247.78
335 · Contract 335 - 19 Pumps	29,033.67
B-30 Renewal and Replacement - Other	445,794.16
Total B-30 Renewal and Replacement	778,815.61
Operations	50,000.00
Total Restricted	75,945.78
Unrestricted	
Designated	
Future Debt Service Reserve	300,000.00
Total Designated	300,000.00
Undesignated	835,952.10
Total Unrestricted	1,135,952.10
3000 · Opening Bal Equity	-306,487.78
32000 · Retained Earnings	-1,445,276.29
Net Income	463,119.14
Total Equity	18,610,735.95
TOTAL LIABILITIES & EQUITY	29,465,100.34

**Pending Vouchers** as of November 13, 2025  
Roll Call Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly			x			
Michetti			x			
Rattner			x			
Riccardi			x			
Romano	x		x			
Schindelar		x	x			
Schwab			x			
Still			x			
Sylvester			x			

Comments: None

**Musconetcong Sewerage Authority**

Through November 13, 2025

	Name	Memo	Split	Amount
<b><u>OPERATING:</u></b>	Alfred DeFelice	2025 Mileage Reimbursement	B-2 · Administrativ	222.88
	Alfred DeFelice	2025 Dental Reimbursement	B-2 · Administrativ	98.00
	American Aquatic Testing, Inc	Invoice 14503 - 7 day Chronic To	B-25 · Laboratory I	1,300.00
	Anthony Riccardi	2025 AEA Conference Stipend	B-2 · Administrativ	700.00
	Blue Diamond Disposal, Inc.	Invoice 0000931341 - Monthly Tr	B-31 · External Ser	500.00
	Cintas First Aid & Safety	Invoice # 9344662347	B-31 · External Ser	121.00
	Coppola Services, Inc.	Invoice 4243324 & 4257142 - Slu	B-26 · Sludge Disp	42,556.80
	E&G Exterminators	Invoice 677455 - Quarterly Servic	B-31 · External Ser	230.00
	Fisch Solutions	Invoice 15365- Annual Service	B-15 · Telephone/I	439.00
	Garden State Laboratories, Inc	Invoice 00598301 - 09.03.25-09.	B-25 · Laboratory I	1,045.00
	GenServe LLC / R&J Control, In	Invoice 0567180-IN, 0567187-IN	B-19 · Maintenanc	4,967.57
	GenServe LLC / R&J Control, In	Semi Annual Generator Maintenanc	B-19 · Maintenanc	1,908.00
	Grainger	Invoice # 9676907711	B-18 · Supplies/Cf	112.97
	Grainger	Invoice # 9691981469	B-18 · Supplies/Cf	299.84
	Grainger	Invoice # 9703313362	B-18 · Supplies/Cf	94.78
	Jesse Szczubetek	2025 Dental/Vision Reimbursem	B-10 · Hosp:Denta	104.85
	Jilliam Martucci	2025 Dental & Mileage Reimburs	B-10, B-2	203.18
	Kahant Electrical Supply	Invoice 1058389-00	B-19 · Maintenanc	447.86
	Kenvil Power Mower	Invoice 258471 & 258686	B-19 · Maintenanc	416.23
	Magnum Vac Service, LLC	Invoice 755	B-26 · Sludge Disp	3,700.00
	Maraziti Falcon, LLP	Invoice 60655, 60658, 60657	B-3, B-23	2,911.00
	McMaster-Carr Supply Co.	Invoice 54198937	B-19 · Maintenanc	140.07
	Napa Auto Parts	Invoice 626967	B-19 · Maintenanc	176.16
	Netcong Hardware Co.	October 2025	B-18 · Supplies/Cf	26.98
	New Jersey League of Municipa	Invoice 1031887453 - 2025 NJLM	B-28 · Education/I	90.00
	Niusene Oliveira Cleaning Corr	Invoice 2318 - BI-weekly Cleanin	B-31 · External Ser	1,000.00
	One Call Concepts, Inc.	Invoice 5105448	B-2 · Administrativ	133.00
	PCS Pump and Process	Invoice 11480 - Troubleshoot Flo	B-19 · Maintenanc	760.00
	PS&S	Invoice # 179592 - General Engin	B-5 · Engineer	1,480.00
	RingCentral	Invoice CD_001249850	B-15 · Telephone/I	313.18
	Sal's Pizza	Invoice 46541	B-2 · Administrativ	37.60
	Schilling, James	2025 Mileage Reimbursement	B-2 · Administrativ	184.24
	State Chemical Solutions	Invoice 9039833925 - Customer	B-18 · Supplies/Cf	1,105.74
	Statewide Mechanical	Invoice 675852 - HVAC System M	B-19 · Maintenanc	3,466.00
	Tritec Office Equipment	Invoice INV3530	B-13 · Office	59.00
	UniFirst First Aid & Safety	Uniform Service - 10/2025	B-31 · External Ser	435.37
	USA Bluebook	Invoice INV00865774	B-19 · Maintenanc	64.73
	USALCO	Invoice # 910197180	B-18 · Supplies/Cf	11,984.05
	Wielkotz & Company LLC	Invoice 225-119-05464 - 2024 At	B-4 · Audit	16,400.00
		<b>TOTAL:</b>		<b>100,235.08</b>
<b><u>CAPITAL RECOVERY:</u></b>	Maraziti Falcon, LLP	Invoice 60656	360 Leg · Contract	44.00
	PS&S	Invoice # 179591 - C375/HR thro 375 HR	· Contract	8,405.00
		<b>TOTAL:</b>		<b>8,449.00</b>

	Name	Memo	Split	Amount
<b>ESCROW:</b>			<b>TOTAL:</b>	<b>0.00</b>
<b>ONLINE PYMTS &amp;</b>	Altice/Optimum	Confirmation # 11994012	B-15 · Telephone/I	380.00
	Amazon	Transaction No. 251103-165537	B-13 · Office	1,207.56
	American Water	Confirmation # 2130590891 - 10	B-31 · External Ser	1,163.27
	Direct Energy	Confirmation # 3207961	B-16 · Electric	20,923.75
	JCP&L	Confirm # 40116194 - Account #	B-16 · Electric	7,270.89
	JCP&L	Confirm # 41165051 - Account #	B-16 · Electric	5,401.75
	Local 32	Union Dues 10/2025	Union Dues	312.00
	Lowe's	Reference # 3224293758	B-19 · Maintenanc	126.70
	NJ Division of Pensions & Bene'	Reference # 29411312	Pension	6,023.68
	NJSHBP	Reference # 31060640 - 11.01.25	B-10 · Hosp	27,374.16
	PVSC	Confirmation # 200342659339	B-26 · Sludge Disp	33,529.60
	Primepoint	Invoice # 685446	B-31 · External Ser	34.13
	Primepoint	Invoice # 687407	B-31 · External Ser	44.38
	Shell	Confirmation # 816911032025	B-17 · Fuel/Oil	343.12
	Shell	Confirmation # 81691132025	B-17 · Fuel/Oil	303.27
	Verizon Wireless	Transaction ID: 4429560101	B-15 · Telephone/I	492.65
			<b>TOTAL:</b>	<b>104,930.91</b>
<b>PAYROLL:</b>	MSA Payroll	Processing Date: 10.24.2025	B-1, B-14	33,236.16
	MSA Payroll	Processing Date: 11.07.2025	B-1, B-14	31,091.32
			<b>TOTAL:</b>	<b>64,327.48</b>
<b>RENEWAL &amp; REPLACEMENT:</b>	Fox Fence	Invoice 33819 - C375	375HRGR · Contra	159,740.00
	Reiner Pump Systems, Inc.	Invoice # KCP816NJ - ABS Mixer	B-19 · Maintenanc	11,117.00
			<b>TOTAL:</b>	<b>170,857.00</b>

## **Correspondence** for September-October 2025

All In Favor Vote of Members Present:

<b>Name:</b>	<b>Motion:</b>	<b>Second:</b>	<b>Yes:</b>	<b>No:</b>	<b>Absent:</b>	<b>Abstain:</b>
<b>Cangiano</b>			x			
<b>Grogan</b>			x			
<b>Hemmendinger</b>			x			
<b>McNeilly</b>		x	x			
<b>Michetti</b>			x			
<b>Rattner</b>			x			
<b>Riccardi</b>			x			
<b>Romano</b>			x			
<b>Schindelar</b>			x			
<b>Schwab</b>			x			
<b>Still</b>			x			
<b>Sylvester</b>	x		x			

Comments:

- D: Mr. Schilling and Mr. Wancho, PE-PS&S, explained to the Board that all high voltage equipment is to be reviewed every five years. It came to MSA's attention during the headworks project that, as a safety concern, it would be budgeted through Capital Recovery.
- Mrs. Michetti advised that if the MSA does require PPE, explore the option to rent vs. purchase.
  - **Correspondence:**
    - A. Colliers Engineering & Design: Freshwater Wetlands Letter of Interpretation Application Notice to Neighboring Landowners, 129 Center Street LLC, Block 10901, Lot 4, Roxbury Township, Morris County, NJ
    - B. Heyman & Fletcher: ADG Amity Road LLC 49-53 Sparta Road Stanhope, Block 10105 Lot 12
    - C. Comments on Proposed Judicial Consent Order as to Defendants E. I. du Pont de Nemours and Company and Affiliates (collectively "DuPont"), Proposed Judicial Consent Order Approving Settlement with DuPont In the Matter of NJDEP, et al., v. E.I. Du Pont De Nemours and Company, et al. Case No.: 1:19-cv-14766-RMB-JBC (D.N.J.)
    - D. PS&S: Arc Flash Study Proposal
    - E. Maraziti Falcon, LLP: NJDEP, et al. v. E. I. Du Pont Nemours and Company, et al.; Civil Action No. 2:19-cv-14758-RMB-JBC-JS (Pompton Lakes Works), NJDEP, et al. v. E. I. Du Pont Nemours and Company, et al.; Civil Action No. 1:19-cv-14765-RMB-JBC-JS (Repauno Works), NJDEP, et al. v. E. I. Du Pont Nemours and Company, et al.; Civil Action No. 1:19-cv-14766-RMB-JBC-JS (Chambers Works), NJDEP, et al. v. E. I. Du Pont Nemours and Company, et al.; Civil Action No. 3:19-cv-14767-RMB-JBC-JS (Parlin Site)
    - F. US District Court for the District of New Jersey: NJ DEP vs. E.I. Du Pont Se Numours and Company, et. al.,- Civil Action No. 2:19-cv-14758-RMB-JBC, Civil Action No. 1:19-cv-14765-RMB-JBC, Civil Action No. 1:19-cv-14766-RMB-JBC, Civil Action No. 3:19-cv-14767-RMB-JBC

## **Monthly Reports:**

Director's Report, Maintenance & Repairs Report for November 2025, and Flow Data for October 2025

All In Favor Vote of Members Present:

<b>Name:</b>	<b>Motion:</b>	<b>Second:</b>	<b>Yes:</b>	<b>No:</b>	<b>Absent:</b>	<b>Abstain:</b>
<b>Cangiano</b>			x			
<b>Grogan</b>			x			
<b>Hemmendinger</b>			x			
<b>McNeilly</b>			x			
<b>Michetti</b>		x	x			
<b>Rattner</b>			x			
<b>Riccardi</b>			x			
<b>Romano</b>	x		x			
<b>Schindelar</b>			x			
<b>Schwab</b>			x			
<b>Still</b>			x			
<b>Sylvester</b>			x			

Comments from the Director's Report:

- Mr. Schilling addressed the issue at the plant related to the prohibited waste discharged to the plant.
- DEP Inspection completed, received a 7-page report. No violations.
- EJIF Inspection completed, receiving a score of 99/100.
- All permits reviewed by PS&S to verify everything is in order and compliant.

## Office Manager's Report for November 2025

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly	x		x			
Michetti			x			
Rattner			x			
Riccardi			x			
Romano			x			
Schindelar		x	x			
Schwab			x			
Still			x			
Sylvester			x			

Comments from the Office Manager's Report:

- None

## Engineer's Report for November 2025

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly			x			
Michetti			x			
Rattner			x			
Riccardi			x			
Romano	x		x			
Schindelar		x	x			
Schwab			x			
Still			x			
Sylvester			x			

Comments from the Engineer's Report:

- Mr. Wancho, PE, advised the Board that he submitted a monthly report; however, it was submitted after the Final Agenda had already gone out.
- Contract 375 is completed and just needs to be closed out.

## **New Business:**

Resolution No. 25-44

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly			x			
Michetti			x			
Rattner			x			
Riccardi		x	x			
Romano			x			
Schindelar			x			
Schwab	x		x			
Still			x			
Sylvester			x			

Comments: None

**New Business:**

Resolution No. 25-45

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly		x	x			
Michetti	x		x			
Rattner			x			
Riccardi			x			
Romano			x			
Schindelar			x			
Schwab			x			
Still			x			
Sylvester			x			

Comments: None

**New Business:**

Resolution No. 25-46

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly			x			
Michetti			x			
Rattner			x			
Riccardi			x			
Romano	x		x			
Schindelar		x	x			
Schwab			x			
Still			x			
Sylvester			x			

Comments: None

**New Business:**

Resolution No. 25-47

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano		x	x			
Grogan			x			
Hemmendinger			x			
McNeilly	x		x			
Michetti			x			
Rattner			x			
Riccardi			x			
Romano			x			
Schindelar			x			
Schwab			x			
Still			x			
Sylvester			x			

Comments: None

- 08:03pm: Jim Wancho, PE-PS&S left meeting



**New Business:**

Resolution No. 25-48 – Closed Session: 08:04pm

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly			x			
Michetti	x		x			
Rattner			x			
Riccardi			x			
Romano		x	x			
Schindelar			x			
Schwab			x			
Still			x			
Sylvester			x			

Comments: Personnel &amp; litigation matters

Open Session: 08:42pm

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly	x		x			
Michetti			x			
Rattner			x			
Riccardi			x			
Romano		x	x			
Schindelar			x			
Schwab			x			
Still			x			
Sylvester			x			

**New Business:**Resolution No. 25-49 – *As Amended*

All In Favor Vote of Members Present:

Name:	Motion:	Second:	Yes:	No:	Absent:	Abstain:
Cangiano			x			
Grogan			x			
Hemmendinger			x			
McNeilly			x			
Michetti			x			
Rattner			x			
Riccardi		x	x			
Romano	x		x			
Schindelar			x			
Schwab			x			
Still			x			
Sylvester	x		x			

Comments: Ms. Alexander, Esq. – Maraziti Falconi, LLP amended Resolution 25-49 verbally related to retro salary/hourly rate and an increase in hours per week for the Office Manager.

**Old Business:**

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

- Commissioner Michetti advised there is no change.

**Adjournment:**

Chairman Rattner adjourned the November 25, 2025, MSA Board meeting at 08:43 pm.

All In Favor Vote of Members Present:

<b>Name:</b>	<b>Motion:</b>	<b>Second:</b>	<b>Yes:</b>	<b>No:</b>	<b>Absent:</b>	<b>Abstain:</b>
<b>Cangiano</b>			x			
<b>Grogan</b>			x			
<b>Hemmendinger</b>			x			
<b>McNeilly</b>			x			
<b>Michetti</b>			x			
<b>Rattner</b>			x			
<b>Riccardi</b>			x			
<b>Romano</b>			x			
<b>Schindelar</b>		x	x			
<b>Schwab</b>			x			
<b>Still</b>			x			
<b>Sylvester</b>	x		x			

PREPARED BY: JILLIAM A. MARTUCCI  
OFFICE MANAGER  
MUSCONETCONG SEWERAGE AUTHORITY

**RESOLUTION 25-45**  
**MUSCONETCONG SEWERAGE AUTHORITY**

**WHEREAS**, the Local Authorities Law requires every Authority to transmit three certified copies of the Budget to the Director of Local Government Services at least 60 days prior to the end of the current fiscal year; and

**WHEREAS**, the Musconetcong Sewerage Authority Budget for the fiscal year ended December 31, 2026 was due on November 1, 2025.

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Musconetcong Sewerage Authority that the reason for the late introduction of the Authority Budget for the fiscal year ended December 31, 2026 is that the Authority's estimated revenues and appropriations were not known at the time the Budget was to be legally introduced.

Recorded Vote

<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
<u>12</u>	<u>—</u>	<u>—</u>	<u>—</u>

**CERTIFICATION**

The above is a true copy of a resolution adopted by the Musconetcong Sewerage Authority on November 25, 2025.

Joseph Schwab, Secretary-Treasurer

Dated: November 25, 2025

# RESOLUTION 25-46

## 2026 AUTHORITY BUDGET RESOLUTION

Musconetcong Sewerage Authority

**FISCAL YEAR: January 01, 2026 to December 31, 2026**

WHEREAS, the Annual Budget for Musconetcong Sewerage Authority for the fiscal year beginning January 01, 2026 and ending December 31, 2026 has been presented before the governing body of the Musconetcong Sewerage Authority at its open public meeting of November 25, 2025; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,092,000.00, Total Appropriations including any Accumulated Deficit, if any, of \$5,398,601.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$306,601.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$250,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Musconetcong Sewerage Authority, at an open public meeting held on November 25, 2025 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the) Musconetcong Sewerage Authority for the fiscal year beginning January 01, 2026 and ending December 31, 2026, is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Musconetcong Sewerage Authority will consider the Annual Budget and Capital Budget/Program for Adoption on December 18, 2025.

(Secretary's Signature)

11/25/2025  
(Date)

### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Cangiano	✓			
Grogan	✓			
Hemmendinger	✓			
McNeilly	✓			
Michetti	✓			
Rattner	✓			
Riccardi	✓			
Romano	✓			
Schindelar	✓			
Schwab	✓			
Still	✓			
Sylvester	✓			

## **RESOLUTION 25-47**

### **RESOLUTION ADOPTING UPDATES TO THE MUSCONETCONG SEWERAGE AUTHORITY PERSONNEL POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, it is the policy of the Musconetcong Sewerage Authority (“MSA”) to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meetings Act; and

**WHEREAS**, the MSA, in compliance with Joint Insurance Fund requirements, has determined that there is a need to update its personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and

**WHEREAS**, the Policy Manual has been updated to provide the current benefits and guidelines of the Authority, including the following changes:

- a. Updates to the Americans with Disabilities Policy to include provisions from the federal Pregnant Workers Fairness Act (2023) and its 2024 regulations; and
- b. Revisions to the Policy Against Harassment to include off-duty or non-work-related conduct that creates a hostile work environment, per Equal Employment Opportunity Commission guidance; and
- c. Modifications to the Vacation Leave Policy to align with current laws; and
- d. Addition of an Acknowledgment of Receipt page.

**WHEREAS**, the MSA previously adopted a Personnel Policies and Procedures Manual (“Policy Manual”), by Resolution No. 23-49, adopted on November 21, 2023; and

**WHEREAS**, the Authority recognizes the need to keep its policies current with applicable laws, best practices, and organizational needs; and

**WHEREAS**, an updated version of the Policy Manual has been prepared to reflect revisions, additions, and clarifications to existing policies.

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


1. The Authority hereby adopts the Personnel Policies and Procedures Manual ("Policy Manual"), attached hereto and made a part hereof, for the employees of the Musconetcong Sewerage Authority, superseding any prior versions.
2. The Policy Manual personnel policies and procedures shall apply to all officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.
3. This manual is intended to provide guidelines covering public service by Musconetcong Sewerage Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Musconetcong Sewerage Authority.
4. To the maximum extent permitted by law, employment practices for the Musconetcong Sewerage Authority shall operate under the legal doctrine known as "employment at will".
5. The Director and all managerial/supervisory personnel are responsible for these employment practices. A labor attorney appointed by the Musconetcong Sewerage Authority shall assist the Director in the implementation of the policies and procedures in this manual.
6. This resolution shall take effect immediately.

### **CERTIFICATION**

I hereby certify that the foregoing Resolution was adopted by the Musconetcong Sewerage Authority at its regular meeting held on November 25, 2025.

ATTEST:

Musconetcong Sewerage Authority

  
Joseph Schwab, Secretary-Treasurer

Steven Rattner, Chairman

**RESOLUTION 25-48**

**RESOLUTION AUTHORIZING CLOSED SESSION PURSUANT TO THE OPEN  
PUBLIC MEETINGS ACT TO DISCUSS ISSUES REGARDING PERSONNEL AND  
ATTORNEY CLIENT PRIVILEGE**

**BE IT RESOLVED** by the Musconetcong Sewerage Authority on this 25th day of November, 2025, as follows:

1. In accordance with the Open Public Meetings Act, the Authority shall adjourn to executive session in accordance with N.J.S.A. 10:4-12(b)(7), in order to discuss and obtain legal advice regarding personnel issues, which are communications subject to Attorney Client Privilege.
2. The minutes of the Closed Session relating to personnel issues and attorney client privilege will be released to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
3. This Resolution shall take effect as provided by law.

**CERTIFICATION**

I hereby certify that the foregoing Resolution was adopted by the Musconetcong Sewerage Authority at its regular meeting held on November 25, 2025.

Musconetcong Sewerage Authority

ATTEST:

\_\_\_\_\_  
Joseph Schwab, Secretary-Treasurer

\_\_\_\_\_  
Steven Rattner, Chairman

Dated: November 25, 2025



**RESOLUTION 25-49**

**RESOLUTION AUTHORIZING SALARY INCREASE**

**FOR MSA OFFICE MANAGER**

**NOW THEREFORE BE IT RESOLVED**, by the Musconetcong Sewerage Authority on this 25th day of November 2025, that following the Authority's review of the additional work performed by Office Manager Jilliam Martucci and commensurate increase in her regular work week from 32.5 hours to 38.0 hours per week, her salary, as established in July 2024, is hereby increased from \$58,126 to \$65,000 annually, at an hourly rate of \$32.90, effective July, 2024. Additionally, pursuant to Resolution 25-43, adopted July 24, 2025, the salary of the Office Manager Jilliam Martucci was increased by 4% for a total increase to \$67,600, at an hourly rate of \$34.21, based upon a 38-hour work week, effective January 1, 2025.

**CERTIFICATION**

I hereby certify that the foregoing Resolution was adopted by the Musconetcong Sewerage Authority at its regular meeting held on November 25, 2025.

ATTEST:

Musconetcong Sewerage Authority

\_\_\_\_\_  
Joseph Schwab, Secretary/Treasurer

\_\_\_\_\_  
Steve Rattner, Chairman

Dated:

Dated:

