

**REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY**

Chairman Rattner called the meeting to order at 7:39 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:** Donald Bates, James Benson, Thomas Bruno, Michael Grogan, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Richard Schindelar, Joseph Schwab

**MEMBERS ABSENT:** Daren Phil, Jack Sylvester

**OTHERS PRESENT:** Patrick Dwyer, Esq., Lee Purcell, PE, Fenton Purcell, PE, James Schilling, Marvin Joss

Chairman Rattner opened and closed the meeting to the public.

The Regular Meeting Minutes of March 26, 2015, were approved on a motion offered by Mr. Pucilowski, seconded by Mr. McNeilly and the affirmative vote of members present.

Chairman Rattner noted that office expenses on the Expenditures Report were already over 25% of the yearly budgeted amount and future office expenses should be monitored.

The Expenditures/Treasurer's Report for the month of March was accepted on a motion offered by Mr. Schwab, seconded by Mr. Bruno and the affirmative roll call vote of members present.

**TREASURER'S REPORT- APRIL 1, 2015**

**OPERATING ACCOUNT**

Balance as of March 1, 2015:		<u>\$ 1,021,185.17</u>
Receipts (March):		
	Hospitalization	2,688.36
	Cleary Giacobbe (overpayment refund)	1,903.24
	1 <sup>ST</sup> Quarter Revenue Transfer	792,975.06
	Transfer from Debt Service (close-out)	169,958.12
		<u>\$ 967,524.78</u>
		<u>\$ 1,988,709.95</u>
Total Disbursements - March:		<u>\$ 270,579.39</u>
Balance as of April 1, 2015:		<u>\$ 1,718,130.56</u>

**RENEWAL & REPLACEMENT ACCOUNT**

Balance as of March 1, 2015:		<u>\$ 617,499.44</u>
Receipts:	1 <sup>ST</sup> Quarter Revenue Transfer	50,000.00
Disbursements:	LTPA (Contract #255)	425.00
Balance as of April 1, 2015:		<u>\$ 667,074.44</u>

**ESCROW ACCOUNT**

Balance as of March 1, 2015:		<u>\$ 2,952.34</u>
Receipts:		0.00
Disbursements:		0.00
Balance as of April 1, 2015:		<u>\$ 2,952.34</u>

**CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT**

Balance as of March 1, 2015:		<u>\$ 630,000.00</u>
Receipts:	1 <sup>ST</sup> Quarter Revenue Transfer	75,000.00
Disbursements:		0.00
Balance as of April 1, 2015:		<u>\$ 705,000.00</u>

**ANALYSIS OF BALANCE:**

Capital Improvement	\$ 675,000.00
Reserve for Retirement	\$ 30,000.00

**EXPENDITURES REPORT - 2015 BUDGET**

4/1/15

	<b>2015</b>	<b>YEAR-TO-DATE</b>		<b>%</b>
	<b>BUDGET</b>	<b>EXPENDITURES</b>	<b>BALANCE</b>	<b>REMAINING</b>
Admin - Salaries and Wages	\$149,000.00	\$45,164.75	\$103,835.25	69.69%
Trustee Admin Fees	\$60,000.00	\$10,203.63	\$49,796.37	82.99%
Administrative - Other Expenses	\$33,000.00	\$8,146.25	\$24,853.75	75.31%
Legal	\$25,000.00	\$1,720.10	\$23,279.90	93.12%
Audit	\$14,000.00	\$0.00	\$14,000.00	100.00%
Engineer	\$20,000.00	\$3,900.00	\$16,100.00	80.50%
Pension	\$86,000.00	\$77,573.00	\$8,427.00	9.80%
Social Security	\$60,000.00	\$18,063.62	\$41,936.38	69.89%
Unemployment	\$7,000.00	\$3,392.38	\$3,607.62	51.54%
Hospitalization	\$222,800.00	\$73,294.34	\$149,505.66	67.10%
Disability Insurance	\$10,000.00	\$2,749.31	\$7,250.69	72.51%
Operating - Salaries and Wages	\$620,000.00	\$193,066.41	\$426,933.59	68.86%
Reserve for Future Retirement	\$15,000.00	\$0.00	\$15,000.00	100.00%
Telephone	\$15,000.00	\$2,727.73	\$12,272.27	81.82%
Electric	\$527,000.00	\$135,910.03	\$391,089.97	74.21%
Propane/Fuel Oil/ Gasoline	\$35,000.00	\$9,289.26	\$25,710.74	73.46%
Supplies/Chemicals	\$135,100.00	\$22,550.60	\$112,549.40	83.31%
Laboratory Supplies	\$8,000.00	\$2,451.23	\$5,548.77	69.36%
Office	\$20,000.00	\$8,926.85	\$11,073.15	55.37%
External Services	\$50,000.00	\$15,913.46	\$34,086.54	68.17%
Education/Training	\$15,000.00	\$1,153.70	\$13,846.30	92.31%
Laboratory Fees	\$25,000.00	\$5,693.70	\$19,306.30	77.23%
Maintenance/Repairs	\$100,000.00	\$41,368.44	\$58,631.56	58.63%
Insurance	\$110,000.00	\$41,904.67	\$68,095.33	61.90%
NJDEP Fees	\$25,000.00	\$200.00	\$24,800.00	99.20%
Permit/Compliance Fees	\$150,000.00	\$692.80	\$149,307.20	99.54%
Equipment	\$60,000.00	\$18,626.00	\$41,374.00	68.96%
Sludge Removal	\$550,000.00	\$101,510.03	\$448,489.97	81.54%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$300,000.00	\$0.00	\$300,000.00	100.00%
Renewal and Replacement	\$200,000.00	\$0.00	\$200,000.00	100.00%
<b>TOTAL</b>	<b>\$3,671,900.00</b>	<b>\$846,192.29</b>	<b>\$2,825,707.71</b>	<b>76.95%</b>

**EXPENDITURES REPORT - 2014 BUDGET**

4/1/15

	<b>2014</b>	<b>YEAR-TO-DATE</b>		<b>%</b>
	<b>BUDGET</b>	<b>EXPENDITURES</b>	<b>BALANCE</b>	<b>REMAINING</b>
Admin - Salaries and Wages	\$149,000.00	\$142,543.36	\$6,456.64	4.33%
Trustee Admin Fees	\$60,000.00	\$20,407.26	\$39,592.74	65.99%
Administrative - Other Expenses	\$33,000.00	\$32,728.11	\$271.89	0.82%
Legal	\$25,000.00	\$20,164.88	\$4,835.12	19.34%
Audit	\$14,000.00	\$11,330.00	\$2,670.00	19.07%
Engineer	\$20,000.00	\$14,710.00	\$5,290.00	26.45%
Pension	\$86,000.00	\$65,069.00	\$20,931.00	24.34%
Social Security	\$60,000.00	\$57,165.32	\$2,834.68	4.72%
Unemployment	\$7,000.00	\$5,223.31	\$1,776.69	25.38%
Hospitalization	\$222,800.00	\$181,616.02	\$41,183.98	18.48%
Disability Insurance	\$10,000.00	\$6,763.94	\$3,236.06	32.36%
Operating - Salaries and Wages	\$620,000.00	\$559,031.79	\$60,968.21	9.83%
Reserve for Future Retirement	\$15,000.00	\$15,000.00	\$0.00	0.00%
Telephone	\$15,000.00	\$13,753.72	\$1,246.28	8.31%
Electric	\$527,000.00	\$372,683.96	\$154,316.04	29.28%
Propane/Fuel Oil/ Gasoline	\$35,000.00	\$26,236.21	\$8,763.79	25.04%
Supplies/Chemicals	\$135,100.00	\$128,653.86	\$6,446.14	4.77%
Laboratory Supplies	\$8,000.00	\$7,991.11	\$8.89	0.11%
Office	\$20,000.00	\$15,273.28	\$4,726.72	23.63%
External Services	\$50,000.00	\$48,201.80	\$1,798.20	3.60%
Education/Training	\$15,000.00	\$8,730.45	\$6,269.55	41.80%
Laboratory Fees	\$25,000.00	\$18,009.77	\$6,990.23	27.96%
Maintenance/Repairs	\$100,000.00	\$96,514.99	\$3,485.01	3.49%

Insurance	\$110,000.00	\$96,056.31	\$13,943.69	12.68%
NJDEP Fees	\$25,000.00	\$18,768.25	\$6,231.75	24.93%
Permit/Compliance Fees	\$150,000.00	\$68,597.60	\$81,402.40	54.27%
Equipment	\$60,000.00	\$58,793.43	\$1,206.57	2.01%
Sludge Removal	\$550,000.00	\$469,616.29	\$80,383.71	14.62%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$300,000.00	\$300,000.00	\$0.00	0.00%
Renewal and Replacement	\$200,000.00	\$200,000.00	\$0.00	0.00%
<b>TOTAL</b>	<b>\$3,671,900.00</b>	<b>\$3,079,634.02</b>	<b>\$592,265.98</b>	<b>16.13%</b>

Mr. Schwab discussed the pending voucher in the amount of \$20,689.20 submitted for payment by A.C. Schultes for the new water dilution pump and installation. He explained that the payment will be reduced by \$8,000.00 to a partial payment of \$12,689.20 because the contract has not been fulfilled due to the fact that the new motor has not been installed. He indicated that A.C. Schultes did include 10% retainage and a \$900.00 credit on their invoice. He revised the total amount due on the voucher to \$12,689.20. When the motor is installed and the project is complete the \$8,000.00 being withheld can be paid.

The pending vouchers, as amended, for the month of April were approved for payment on a motion offered by Mr. Schwab, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

<b>ESCROW</b>	
LTPA	\$1,500.00
<b>RENEWAL &amp; REPLACEMENT</b>	
A.C. Schultes	\$12,689.20
Nusbaum Stein	\$314.60
<b>OPERATING ACCOUNT</b>	
ADP	\$680.96
Scott Allen (NJWEA Conf)	\$328.00
AmeriGas	\$699.18
Atlantic Tomorrow	\$30.92
Bally's (NJWEA conf)	\$3,720.00
Donald Bates (NJWEA Conf)	\$328.00
James Benson (NJWEA Conf)	\$328.00
Blue Diamond Disposal	\$530.00
Cintas Corp.	\$582.80
Cintas First Aid	\$26.90
City Fire Equipment	\$3,174.60
Keith DeFazio (mileage reimb)	\$113.76
Federal Express	\$300.41
Grainger	\$126.10
Susan Grebe (mileage & petty cash)	\$145.00
Michael Grogan (NJWEA Conf)	\$328.00
Hach Company	\$139.54
JCP&L	\$44,329.75
Kemira	\$4,832.68
LTPA	\$630.00
Lowe's	\$452.99
MSA Payroll 4/10/15	\$30,538.34
MSA Payroll 4/24/15	\$29,654.71
McMaster	\$23.40
Brian McNeilly (NJWEA Conf)	\$328.00
Musconetcong Watershed Association	\$250.00
NJSHBP	\$17,287.14
NJWEA	\$4,441.00
NJ American Water	\$971.59
NJ Utilities Authorities JIF	\$55,650.75
Nusbaum Stein	\$3,728.00
One Call	\$31.28
Pan Metro	\$600.00
Daren Phil (NJWEA Conf)	\$452.00
Michael Pucilowski (NJWEA Conf)	\$328.00
R-D Trucking	\$19,436.00
Steven Rattner (NJWEA Conf)	\$452.00
QC Labs	\$187.00
James Schilling (mileage & NJWEA conf)	\$479.61
Richard Schindelar (NJWEA Conf)	\$328.00
Joseph Schwab (NJWEA Conf)	\$452.00
Shell Fleet Plus	\$262.53
Staples	\$390.34
USA Bluebook	\$312.86

US Postal Service	\$17.65
Univar USA	\$9,785.31
VM Associates	\$7,000.00
Verizon	\$703.99
Verizon Communications	\$64.99
Verizon Wireless	\$225.42
Westchester Machinery	\$95.00

The following correspondence for the month of April was received and filed on a motion offered by Mr. Pucilowski, seconded by Mrs. Michetti and the affirmative vote of members present.

- A. 3/26/15 MSA to NJDEP – Comments regarding Jefferson Township WQMP Amendment
- B. 3/27/15 Patrick Dwyer, Esq. – Acorn Street Pump Station Neighboring Property Owner regarding Tree Removal
- C. 4/13/15 Patrick Dwyer, Esq. – MSA 2014 Audit
- D. 4/13/15 Kiersten Osterkron, PE, Omland Engineering – Morris Habitat for Humanity TWA Application, Township of Mount Olive
- E. 4/17/15 LTPA - Morris Habitat for Humanity TWA Application, Township of Mount Olive

Mr. Schilling asked the commissioners if they had reviewed his monthly report and if anyone had any questions or comments. He indicated that a few updates needed to be included since he forwarded his report to the commissioners on Friday. Chairman Rattner suggested that Mr. Schilling report on the recent emergency situation at the facilities. Mr. Schilling reported that there is a pit outside of the maintenance area that takes all of the potable water and sanitary water from the building. There was a breach in the discharge pipe in the driveway which did not create an immediate emergency. The emergency was created because of the association of the pipe with the ferric chloride storage tank. He explained that ferric chloride is a hazardous acidic chemical. The other purpose of the pit and discharge is for part of the containment and mitigation in case of a breach, leak or failure of the ferric chloride tank. He further explained that if there were a leak or beach of the tank of associated piping or pumps of the ferric chloride distribution system it would be contained in that area and then pumped into the treatment plant where it would be diluted accordingly. Since the line is ruptured, not only does it interfere with the process, but if there was a situation where the mitigation process was needed it would end up pumping into the ground. He worked with LTPA's office and they were on site the first day. He thanked Mr. Black of LTPA for how quickly he was able to start the scope of work for the repairs and get a contractor onsite to make the repairs. At this point the problem is now in the restoration mode. He further discussed other associated items that were involved with the repairs and said that the contractors were all doing a fantastic job. He estimated that everything will be 100% restored by the following Tuesday. He also noted that this was an opportunity to make some improvements.

Mr. Schilling also reported that VM Associates had conducted the 2014 Audit. VM Associates also sent the Audit Management Letter which mentioned that they were happy there were no findings or recommendations and it was a clean audit. All past issues have been addressed and corrected. It took VM Associates about half the time to complete the audit as compared to previous years' audits. He thanked MSA Administrator Susan Grebe and, Marvin Joss, MSA Purchasing Agent, for their efforts. Copies of the audit were available at the meeting for review. Chairman Rattner said that the commissioners would vote on the audit at the MSA's May meeting.

Mr. Schilling also reported that Pump Station No. 6 was fully restored as of April 17<sup>th</sup>. Also, the tree was removed. Everything is 100% fully restored.

Mr. Schilling also discussed the new process for DMR Permits and schedules. As of 2016, the DEP will not accept paper reports or checks anymore. The Physical Connection Permits will have to be filed electronically and payments will have to be made with a credit card or by electronic check. He also mentioned that the MSA is working on getting a credit card which will be required for AEA conference reservations next spring. Chairman Rattner mentioned that Mr. Schilling should check with the MSA Accountant concerning the Local Government requirements for acquiring a credit card.

Mr. Schilling also reported that the annual DRBC report is due. It is complete. He needs to send it to the DRBC and a resolution will be required for the May meeting.

Mr. Schilling mentioned that the Personnel Committee had two meetings over the past month. The first Union Contract Negotiation Meeting is scheduled for May 5<sup>th</sup>.

Lastly, Mr. Schilling reported that he and the MSA Staff along with the representative from PSI will be finalizing the installation of a trial unit to analyze for phosphorus which he will have for two months or longer. He said it's a very inexpensive unit and he is going to set it up to sample every 15 minutes. He expects to see the MSA's typical 0.4 phosphorus level during high demand and high loading and he expects to see 0 phosphorus during low loadings. He looks forward to presenting the data to the commissioners.

The Director's Report, and Maintenance and Repairs Report, for the month of April were accepted on a motion offered by Mr. Pucilowski, seconded by Mr. Schwab and the affirmative vote of members present.

Lee Purcell, PE reported that LTPA has reviewed the Revoke and Reissue Permit from the State and everything seems to be in order.

Fenton Purcell, PE reported on Contract #255. LTPA has approved the shop drawings so the pumping motor can be sent in for fabrication and the motor can also be installed in the new dilution pump.

Mr. Purcell also reported that LTPA has prepared the spread sheet for the Facilities Component List for Plant No. 3. LTPA has sent everything to the MSA Director and the information can be incorporated into the Asset Management Plan.

Mr. Purcell also reported on the emergency repairs for the discharge force main from the main service building at the plant. He explained that the first stage took the longest because the contractor had to go under duct banks and concrete and then under the ferric chloride lines which is a very sensitive installation. He said the repairs should be complete by next Monday or Tuesday. Mr. Schwab asked if any sketches were being prepared while the work was being done. Mr. Schilling indicated that LTPA did a great job on the as-builts. Mr. Schwab commented on the idea of digitizing the as-builts and plans for the Authority which had been discussed over the past years.

Lee Purcell, PE discussed the Jefferson Township Wastewater Management Plan Amendment. He and the Chairman were both in contact with the County. Morris County suggested that the MSA's comments regarding the WQMP amendment be sent directly to the State because the State would be making the changes to the plan. He spoke to Paul DeMuro at the NJDEP and was assured that the modifications would be made to the plan and the NJDEP understood exactly what the MSA's concerns were.

Mr. Purcell also discussed E.I. Associates request for review of a connection to the MSA's interceptor sewer at Center Street in Roxbury Township. An escrow has not been issued to the MSA, so LTPA has not done any further reviews of the plan.

Mr. Purcell also reported the review for the Roxbury Park sanitary sewer capacity on Route 46 in Ledgewood. The review is on hold until Roxbury and Netcong discuss the development proposal.

Mr. Purcell also reported on the TWA application for Morris Habitat for Humanity in Mount Olive Township. LTPA has completed its review of the plans and application, and recommends the MSA's endorsement of the TWA Application.

Mr. Purcell also discussed the composite exhibit that LTPA had prepared showing the location of the MSA's water pollution control plant, 6 pump stations and 6 meter chambers. He had originally prepared the map for the MSA's Risk Manager, John Campanile of Stanford Risk Management, but suggested it may be useful for some of the commissioners and their municipalities.

The Engineer's Report for the month of April was accepted on a motion offered by Mr. Schwab, seconded by Mr. Benson and the affirmative vote of members present.

Mr. Pucilowski reported that the Engineering Committee met earlier that evening to discuss the appointment of an alternate engineer for the MSA. The Engineering Committee would like to appoint several engineering firms to be involved with possible situations of conflict of interest or for value engineering. He asked the commissioners to let the Engineering Committee know if there are any firms they would like to suggest. The MSA has the ability to do non fair and open awards. There would be no guarantee to the firms for a replacement engineer, it would be strictly a possibility for the engineering firms to address any conflicts of interest or anything else that may need to be evaluated. The Engineering Committee would like suggestions from the commissioners before next month's meeting and possibly they can make a presentation at the May meeting. The commissioners discussed how the decision making process would be conducted and which firms should or should not be considered.

Marvin Joss left the meeting at 8:25 PM.

**Resolution No. 15-15 Authorizing the MSA to Enter into and Emergency Purchase of Goods and/or Services without Competitive Bidding Pursuant to NJSA 40A:11-6, was moved by Mr. McNeilly, seconded by Mr. Benson and the affirmative roll call vote of members present.**

RESOLUTION NO. 15-15

Resolution Authorizing the Musconetcong Sewerage Authority to Enter into an Emergency Purchase of Goods and/or Services Without Competitive Bidding Pursuant to N.J.S.A. 40A:11-6

WHEREAS on March 2, 2015 an emergency occurred at the Musconetcong Sewerage Authority ("MSA") facility known as Pump Station #6 located at Acorn Street and Route 206, Stanhope, NJ, namely, a pipe froze causing it to burst; and

WHEREAS it was necessary for the MSA to undertake immediate repairs of its facility; and

WHEREAS, N.J.S.A. 40A:11-6 permits the award of a contract without public advertising when "an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services;" and

WHEREAS, Local Public Contracts Law Regulations N.J.A.C. 5:34-6.1(a) provides that the use of emergency purchasing pursuant to N.J.S.A. 40A:11-6 shall be subject to the following requirements:

1. An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service;
2. The emergency purchasing procedure may not be used unless the need for the goods or services could not have been reasonably foreseen or the need for such goods or services has arisen notwithstanding a good faith effort on the part of the contracting unit to plan for the purchase of any goods or services required by the contracting unit;
3. The contract shall be of such limited duration as to meet only the immediate needs of the emergency; and
4. Under no circumstances shall the emergency purchasing procedure be used to enter into a multi-year contract.

WHEREAS, when the Director of the MSA became aware of the emergency condition he promptly notified the Chairman and other Commissioners of the MSA, describing the nature of the emergency, the time of its occurrence, and the need for invoking this section; and

WHEREAS, the Chairman and Director of the Musconetcong Sewerage Authority determined that:

1. An actual emergency existed requiring immediate repairs;
2. The emergency condition affected the public health, safety or welfare; and
3. The need for the emergency repairs could not have been reasonably foreseen by the Musconetcong Sewerage Authority; and
4. The award of short term contracts of limited duration was necessary to make the repairs;

WHEREAS MSA thereafter undertook emergency repairs which included the following:

Generator Repairs	R&J Control, Inc.	\$10,955.57
Pump Repairs	Reiner Pumps	\$ 5,092.98
Rentals	Pumping Services	\$ 3,854.00
Wireless Alarm	PCS Pump	\$ 1,320.00
Control Panel	R&R Control	\$16,982.03
Other repairs	Lowe's	<u>\$ 314.13</u>
Total		\$38,518.71

NOW, THEREFORE, be it resolved by the Commissioners of the Musconetcong Sewerage Authority as follows:

1. All of the information set forth above is included as if repeated herein.
2. That the Musconetcong Sewerage Authority sustained damages to one of its facilities on March 2, 2015 which required immediate repairs.
3. That it was necessary for the MSA to award contracts in order to undertake emergency repairs pursuant to N.J.S.A 40A-11.6 and N.J.A.C. 5-34.
4. That the actions of the MSA were authorized; and be it

FURTHER RESOLVED, that the amount of the Contracts awarded as a result of the emergency shall not exceed \$38,518.71 without further approval from the Musconetcong Sewerage Authority; and be it

FURTHER RESOLVED, that Steven Rattner as Chairman and/or James Schilling was authorized to award the contracts set forth herein on behalf of the Musconetcong Sewerage Authority.

Chairman Rattner noted that a resolution will be needed for next month's meeting for the recent emergency situation at the plant.

**Resolution No. 15-16 A Endorsing the New Jersey Treatment Works Approval (TWA-1) Permit Application for Morris Habitat for Humanity for 18 and 20 Wallman Way, Budd Lake, Block 2203, Lots 2 & 3, Township of Mount Olive, NJ, was moved by Mr. McNeilly, seconded by Mr. Benson and the affirmative roll call vote of members present.**

**RESOLUTION NO. 15-16**  
**Resolution of the Musconetcong Sewerage Authority**  
**Endorsing the New Jersey Treatment Works Approval (TWA-1)**  
**Permit Application for Morris Habitat for Humanity for 18 and 20 Wallman Way,**  
**Budd Lake, Block 2203, Lots 2 & 3, Township of Mount Olive, NJ**

WHEREAS, Morris Habitat for Humanity has made a request to the Musconetcong Sewerage Authority for review and endorsement of a Treatment Works Approval (TWA-1) for the construction of 237 lf of gravity sewer lines to connect to the existing collection system in the Township of Mt. Olive which extension will serve two new single family homes located at 18 and 20 Wallman Way, Budd Lake, NJ known as Block 2203, Lots 2 & 3, within the Township of Mount Olive, Morris County, New Jersey; and

WHEREAS, Morris Habitat for Humanity desires to obtain approval from the MSA and NJDEP to extend the sanitary sewer lines to provide sewer service to these homes; and

WHEREAS, the following documents submitted by Omland Engineering Associates, Inc., a Bowman Consulting Company, have been reviewed by Lee T. Purcell Associates, Consulting Engineer for the Musconetcong Sewerage Authority for this project:

- A. NJDEP Treatment Works Approval (TWA-1) Permit Application;
- B. NJDEP Statements of Consent - Form WQM-003;
- C. One set (Sheets 1-3) of the Site Plans for 18 Wallman Way, Lot 2, Block 2203, prepared by Stewart Surveying & Engineering, LLC dated May 15, 2013 and revised through January 28, 2015;
- D. One set (Sheets 1-3) of the Site Plans for 20 Wallman Way, Lot 3, Block 2203, prepared by Stewart Surveying & Engineering, LLC dated May 15, 2013 and revised through January 28, 2015;
- E. Sanitary Sewer Specifications for Morris Habitat for Humanity prepared by Omland Engineering Associates, a Bowman Consulting Company, dated March 17, 2015.

WHEREAS, Lee T. Purcell Associates has submitted a letter report dated April 17, 2015 regarding the review of the Treatment Works Approval (TWA-1) Permit Application including all supporting documents and have found same to be satisfactory and have recommended the following:

1. The Treatment Works Approval (TWA-1) Permit Application for construction of 237 lf of gravity sewer lines to connect to the existing collection system in the Township of Mt. Olive which extension will serve two new single family homes at 18 and 20 Wallman Way, Budd Lake, NJ known as Block 2203, Lots 2 & 3, within the Township of Mount Olive, Morris County, New Jersey be endorsed by the MSA and Steven Rattner as Chairman be authorized to sign Sections A-2 and C of NJDEP Form WQM-003, Statements of Consent; and

2. The Authority should not endorse any future allocation requests if any of the following sewerage flow allocations are exceeded:

Mount Olive Township	1,533,000 gpd
MSA Water Pollution Control Plant	4,310,000 gpd

3. The report notes that the average daily flow for the four (4) month period (November, 2014 through February, 2015) for the Township of Mount Olive was 646,929 gpd. The average daily flow for the MSA water pollution control facility for the same four (4) month period was 2,081,093 gpd.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the above referenced Treatment Works Approval Permit Application (TWA-1) for the construction of 237 lf of gravity sewer lines to connect to the existing collection system in the Township of Mt. Olive which extension will serve two new single family homes located at 18 and 20 Wallman Way, Budd Lake, NJ known as Block 2203, Lots 2 & 3, within the Township of Mount Olive, Morris County, New Jersey is hereby endorsed; and

IT IS FURTHER RESOLVED, that Steven Rattner, Chairman of the Musconetcong Sewerage Authority is hereby authorized to sign Sections A-2 and C of NJDEP Form WQM-003, Statements of Consent.

Mr. Pucilowski discussed the issue of organizing the older plans, maps, as-builts and other documentation for the Authority so if the information is needed in the future it would be easy to access. He suggested possibly microfilming and that it should be budgeted for 2016. Mr. McNeilly explained the need for a document management program. Chairman Rattner suggested that the Authority should contact a company that specifically does document management and that could set up a program for the Authority and train the staff. He also noted that a program should be started in 2015 and could be funded through the Capital Account since it will be an asset for the Authority. Chairman Rattner also suggested that Mr. McNeilly could give the MSA Director and Administrator some guidance since had past experience with digitizing and document management.

Roxwood Associates, LLC residential development project would be put on the May meeting agenda for discussion.

Motion made by Mr. Pucilowski, seconded by Mr. Bates and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:37 PM:

**WHEREAS**, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9) permits the exclusion of the public from meeting in certain circumstances;

**WHEREAS**, the Commissioners of the Musconetcong Sewerage Authority are of the opinion that such circumstances exist.

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

1. The public shall be excluded from discussion of, action on and hearing the tape of closed session of the Musconetcong Sewerage Authority;
2. The general nature of the subject matter to be discussed is as follows: Litigation

The above subject matter will be made public as soon thereafter as it is deemed to be in the public interest.

Motion to reopen the meeting to the public at 9:06 PM was offered by Mr. Schwab, seconded by Mr. Schindelar and the affirmative vote of members present.

Lee Purcell, PE and Fenton Purcell, PE left the meeting at 9:07 PM.

Motion made by Mr. Schwab, seconded by Mrs. Michetti and the affirmative roll call vote of members present for the commissioners to go into closed session at 9:07 PM:

**WHEREAS**, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9) permits the exclusion of the public from meeting in certain circumstances;

**WHEREAS**, the Commissioners of the Musconetcong Sewerage Authority are of the opinion that such circumstances exist.

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

3. The public shall be excluded from discussion of, action on and hearing the tape of closed session of the Musconetcong Sewerage Authority;
4. The general nature of the subject matter to be discussed is as follows: Personnel

The above subject matter will be made public as soon thereafter as it is deemed to be in the public interest.

Motion to reopen the meeting to the public at 9:31 PM was offered by Mr. Pucilowski, seconded by Mr. Bates and the affirmative vote of members present.

Motion made by Mr. Schwab, seconded by Mr. Grogan and the affirmative roll call vote of members present, Chairman Rattner adjourned the meeting at 9:31 PM.

Respectfully Submitted:



Susan Grebe,  
Administrative Assistant