

**REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY**

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

- MEMBERS PRESENT:** Donald Bates, James Benson, Thomas Bruno, Michael Grogan, Melanie Michetti, Michael Pucilowski, Steven Rattner, Richard Schindelar, Joseph Schwab
- MEMBERS ABSENT:** Andrew Cangiano, Brian McNeilly, John Sylvester
- OTHERS PRESENT:** Patrick Dwyer Esq., John Scheri PE, Debbie Palma QPA, James Schilling MSA Director, Susan Grebe Administrative Assistant

Chairman Rattner opened and closed the meeting to the public.

The regular meeting minutes of July 27, 2017 were approved on a motion offered by Mr. Schwab, seconded by Mrs. Michetti. Roll Call:

Mr. Bates	Abstain	Mrs. Michetti	Yes
Mr. Benson	Abstain	Mr. Pucilowski	Yes
Mr. Bruno	Yes	Mr. Rattner	Yes
Mr. Cangiano	Absent	Mr. Schindelar	Abstain
Mr. Grogan	Yes	Mr. Schwab	Yes
Mr. McNeilly	Absent	Mr. Sylvester	Absent

The Expenditures/Treasurer's Report of August 1, 2017 was accepted on a motion offered by Mrs. Michetti, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

**Treasurer's Report- August 1, 2017**  
**Operating Account**

<b>Balance as of July 1, 2017:</b>		<b><u>\$ 1,374,254.87</u></b>
<b>Receipts (July):</b>		
Hospitalization	2,441.88	
TD Bank Interest	3,192.27	
Municipal Revenue	473,411.51	
		<b><u>\$ 479,045.66</u></b>
		<b><u>\$ 1,853,300.53</u></b>
<b>Disbursements (July):</b>		
Administrative Salaries	\$5,943.35	
Operating Salaries	\$27,509.44	
Unemployment	\$79.84	
Social Security	\$2,588.06	
Administrative Salaries	\$5,943.95	
Operating Salaries	\$25,870.94	
Unemployment	\$74.97	
Social Security	\$2,462.71	
ADP	\$770.85	
ATS Environmental	\$350.00	
Accurate Waste Systems	\$3,506.25	
Scott Allen (disability reimbursement)	\$80.40	
American Wear	\$759.10	
Atlantic Tomorrows Office	\$37.02	
Vincent Barbato (disability reimbursement)	\$80.40	
Bears & Drive Solutions	\$5,297.61	
Patrick Blasi (disability reimbursement)	\$80.40	
Blue Diamond Disposal	\$283.55	
Cintas First Aid	\$105.49	
Robert Colabella (disability reimbursement)	\$80.40	
Communication Systems Inc.	\$702.47	
Constellation New Energy	\$13,124.78	
Coyne Chemical	\$4,646.67	
D&V Landscaping	\$1,985.00	
Daily Record	\$107.36	
Keith DeFazio (disability & mileage reimb)	\$99.66	

E&G Exterminators	\$230.00
Eurofins QC Labs	\$673.00
Frank's Trattoria	\$230.00
Gralnger	\$215.25
Susan Grebe (mileage & petty cash)	\$71.17
JCP&L	\$14,486.10
Kenvil Power Mower	\$26.05
Lowe's	\$187.00
McMaster-Carr	\$2,224.23
Mott MacDonald	\$700.00
NJEIT	\$124,911.16
NJEIT	\$28,194.15
NJEIT	\$59,708.65
NJ American Water	\$732.89
NJ Business & Industry	\$240.00
NJWEA Registrar	\$17.00
Napa Auto Parts	\$114.55
Netcong Hardware	\$111.00
Northeast Industrial Tech	\$5,280.89
Nusbaum Stein	\$330.00
One Call Concepts	\$40.00
PCS Pump and Process	\$5,655.00
Pan Metro	\$850.00
Passaic Valley Sewerage Commission	\$68,080.00
Patrick Pisano (disability reimbursement)	\$80.40
Polydyne	\$1,508.40
Pumping Services	\$4,303.50
R-D Trucking	\$31,392.00
SK Paper Shred	\$300.00
James Schilling (mileage & eye reimb)	\$571.97
Shell Fleet Plus	\$194.32
Staples	\$411.61
State of NJ (Dept. of Labor)	\$114.59
David Stracco (disability reimbursement)	\$80.40
TD Bank NA	\$408,305.09
Treasurer, State of NJ	\$150.00
Turtle & Hughes	\$3,076.00
Unum Life Ins. Co.	\$1,490.54
Verizon	\$741.14
Verizon Communications	\$69.13
Verizon Wireless	\$225.34
WEF	\$214.00
Zep	\$4,055.75

Total Disbursements for July: \$ 873,162.94  
Balance as of August 1, 2017: \$ 980,137.59

**RENEWAL & REPLACEMENT ACCOUNT**

Balance as of July 1, 2017: \$ 637,786.11  
Receipts: 0.00  
Disbursements: Nusbaum Stein (Contract #260 & 265) 1,353.00  
Mott MacDonald (Contract #260 & #265) 11,829.23  
Balance as of August 1, 2017: \$ 624,603.88

**ESCROW ACCOUNT**

Balance as of July 1, 2017: \$ 5,949.24  
Receipts: 0.00  
Disbursements: Mott MacDonald (Hopatcong State Park WQMP Amendment) 180.00  
Balance as of August 1, 2017: \$ 5,769.24

**CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT**

Balance as of July 1, 2017: \$ 1,233,237.85  
Receipts: 0.00  
Disbursements: Mott MacDonald (Headworks Facilities) 2,814.00  
Balance as of August 1, 2017: \$ 1,230,423.85

**ANALYSIS OF BALANCES:**

Capital Improvement \$ 1,180,423.85  
Reserve for Retirement \$ 50,000.00

**EXPENDITURES REPORT - 2017 BUDGET**

8/11/17

	2017	YEAR-TO-DATE		%
	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>REMAINING</u>
Admin - Salaries and Wages	\$165,000.00	\$95,511.18	\$69,488.82	42.11%
Trustee Admin Fees	\$20,000.00	\$15,030.00	\$4,970.00	24.85%
Administrative - Other Expenses	\$40,000.00	\$18,064.35	\$21,935.65	54.84%
Legal	\$30,000.00	\$14,049.30	\$15,950.70	53.17%
Audit	\$10,000.00	\$0.00	\$10,000.00	100.00%
Engineer	\$30,000.00	\$3,150.13	\$26,849.87	89.50%
Pension	\$90,000.00	\$3,010.54	\$86,989.46	96.65%
Social Security	\$68,000.00	\$39,508.60	\$28,491.40	41.90%
Unemployment	\$7,000.00	\$0.00	\$7,000.00	100.00%
Hospitalization	\$228,500.00	\$117,029.27	\$111,470.73	48.78%
Disability Insurance	\$10,000.00	\$3,668.29	\$6,333.71	63.34%
Operating - Salaries and Wages	\$700,000.00	\$405,616.59	\$294,383.41	42.05%
Reserve for Future Retirement	\$0.00	\$0.00	\$0.00	100.00%
Telephone	\$20,000.00	\$7,597.13	\$12,402.87	62.01%
Electric	\$500,000.00	\$198,151.15	\$301,848.85	60.37%
Propane/Fuel Oil/ Gasoline	\$40,000.00	\$7,834.99	\$32,165.01	80.41%
Supplies/Chemicals	\$160,000.00	\$96,187.20	\$63,812.80	39.88%
Laboratory Supplies	\$12,000.00	\$2,043.76	\$9,956.24	82.97%
Office	\$25,000.00	\$13,508.25	\$11,491.75	45.97%
External Services	\$70,000.00	\$28,815.79	\$41,184.21	58.83%
Education/Training	\$20,000.00	\$5,441.82	\$14,558.18	72.79%
Laboratory Fees	\$30,000.00	\$6,277.36	\$23,722.64	79.08%
Maintenance/Repairs	\$150,000.00	\$72,128.50	\$77,871.50	51.91%
Insurance	\$110,000.00	\$97,149.97	\$12,850.03	11.68%
NJDEP Fees	\$25,000.00	\$20,140.07	\$4,859.93	19.44%
Permit/Compliance Fees	\$25,000.00	\$468.60	\$24,531.40	98.13%
Equipment	\$60,000.00	\$11,615.20	\$48,384.80	80.64%
Sludge Removal	\$700,000.00	\$387,144.00	\$312,856.00	44.69%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$200,000.00	\$100,000.00	\$100,000.00	50.00%
Renewal and Replacement	\$200,000.00	\$100,000.00	\$100,000.00	50.00%
<b>TOTAL</b>	<b>\$3,770,500.00</b>	<b>\$1,869,140.04</b>	<b>\$1,901,359.96</b>	<b>50.43%</b>

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

ADP	\$373.36
ATS Environmental	\$1,200.00
American Wear	\$591.30
Bearing & Drive Solutions	\$967.46
Blue Diamond Disposal	\$283.55
Cintas First Aid	\$82.60
Cleary Giacobbe Alfieri Jacobs	\$87.50
Communication Systems Inc.	\$1,125.00
Constellation New Energy	\$14,428.22
Coyne Chemical	\$4,568.60
D&V Landscaping	\$550.00
Eurofins QC Labs	\$2,198.50
Grainger	\$66.69
Susan Grebe (mileage and petty cash reimb)	\$109.88
Hach	\$115.52
Hayes Pump	\$2,156.00
Horizon Tool & Mold	\$155.00
JCP&L	\$9,851.45
Corey Jozowski (work boot reimb)	\$143.01
Lowe's	\$232.59
MSA Payroll 7/28/17	\$33,131.63
MSA Payroll 8/11/17	\$33,256.52
Municipal Maintenance	\$15,569.00
NJSHBP	\$15,076.36
NJWEA Registrar	\$321.00
NJ American Water	\$799.43

Netcong Hardware	\$403.20
Nusbaum Stein	\$1,726.00
One Call	\$26.25
Polydyne	\$1,508.40
Pumping Services	\$4,192.30
R-D Trucking	\$25,056.00
R&R Pump & Control Service	\$1,490.00
Reiner Pump System	\$310.00
Reuter & Hanney	\$900.00
Shell Fleet	\$281.33
Staples	\$366.71
State Chemical Solutions	\$4,604.10
Treasurer, State of NJ	\$1,267.00
Treasurer, State of NJ	\$100.00
USA Blue Book	\$6,063.31
USALCO	\$5,998.32
Verizon	\$738.49
Verizon Communications	\$69.84
Verizon Wireless	\$225.20

Chairman Rattner discussed the correspondence from the NJDOT regarding the ADA compliant sidewalk installation on Route 46 and their request to sign a project agreement. He noted that the DOT stated it will give the Authority \$1,500.00 for engineering costs for the project and that this project should not affect any of the MSA's infrastructure. Mr. Scheri explained that the agreement is the DOT's standard agreement, and it can be adjusted as the project progresses. He also noted that this project should not affect the MSA's interceptor. He further explained that the DOT will request the Authority to review the plans to be sure it will not affect any of the MSA's infrastructure. Moit MacDonald will review the plans for the Authority when they are available.

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

- A. 7/24/17 NJDEP - Hopatcong State Park Adopted WQMP Amendment
- B. 7/27/17 NJDOT - ADA North Contract 1 Sidewalk Project (w/MSA Agreement Resolution request)
- C. 7/31/17 Ferriero Engineering - Crownpoint Multifamily Project - 34 Bank Street, Netcong
- D. 8/11/17 Patrick Dwyer, Esq. - MSA v. NJDEP
- E. 8/17/17 John Scheri, P.E. - Crownpoint Multifamily Project - 34 Bank Street, Netcong

Mr. Schilling asked if the commissioners had reviewed his monthly report and if anyone had any questions. Chairman Rattner asked about the NJDEP air permit inspection and response letter included with Mr. Schilling's regular monthly report. Mr. Schilling explained that the inspection was an unscheduled and unannounced air permit inspection by the DEP. This was the first time an air permit inspection was conducted by the DEP. The inspection went very well, however, the inspector pointed out that the permits for the compost should be terminated. After the inspection, the inspector sent some e-mails with concerns regarding the sludge handling area. Mr. Schilling responded and complied with everything being required, but was not sure what the inspection had to do with the air permits since there are no air permits for the sludge handling area. He followed up with Mr. Scheri. They prepared the draft letter attached to his monthly report in response to the inspector's questions. At this time he would like to send his response letter to the inspector, Leslie Bates, at the NJDEP. Mr. Schwab indicated that the response letter was well laid out to the issues and concerns.

Mr. Schwab also mentioned that Mr. Schilling utilized the extra help from the two summer employees very well. He thanked Mr. Schilling for his report regarding summer help with the listing of accomplishments and work performed, along with the labor cost. Mr. Schilling said the program was a great success and it really contributed to the improvements around the facilities.

Mr. Schilling also updated the commissioners on the aluminum chloride Delpak 1525 trial study. He explained how the aluminum chloride Delpak 1525 works and the positive results of the study. The aluminum chloride Delpak 1525 is better for the environment than ferric chloride. It should also result in a 20% reduction in sludge. Delpak 1525 is slightly more expensive than ferric chloride, about 20 cents per gallon, but the reduction in the sludge bills will off-set the cost. He further explained that aluminum chloride Delpak 1525 is considerably less corrosive than ferric chloride and it does not stain. He discussed how the wasting time was considerably reduced. He believed that the MSA should go out to bid for Delpak 1525 instead of ferric chloride when the contract for ferric expires. He also noted that there will be no change to the infrastructure required if the Authority switches from ferric chloride to Delpak 1525.

Mr. Scheri explained that he had some experience with other facilities that have switched from alum or ferric chloride to Delpak 1525 and they are very satisfied with the product. Mrs. Michetti advised Mr. Schilling that when the Authority bids for the Delpak 1525, since it is a proprietary chemical, he should be careful of the way it is specified. She had a similar situation where there were alternates that were submitted to Roxbury Township and the low bid had to be rejected because the acidity is off.

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

Mr. Scheri reported on the facilities planning regarding the micro strainers. He has arranged for a site visit to the Sussex County MUA's Upper Walkkill Plant where they are replacing one of their micro strainers with a new type of disk filter.

Mr. Scheri reported on the headworks facilities. Mott MacDonald has updated some conceptual cost estimates and he will review them with Mr. Schilling for distribution to the Engineering Committee.

Mr. Scheri briefly discussed NJDEP issues concerning arsenic. The DEP is considering a variance mechanism for arsenic. It does not directly impact the MSA, but it is in the same basin and his understanding is that the DEP will issue Hackettstown MUA's permit with a stay on the arsenic limit. The DEP will be conducting a scientific evaluation, with the assistance of the Steven's Institute of Technology, for implementing some type of a variance for arsenic.

Mr. Scheri also reported that Mott MacDonald reviewed plans from Ferriero Engineering for a multifamily development on Bank Street in Netcong. Ferriero Engineering asked for a "will serve" letter. The MSA cannot do a "will serve" letter. The Borough of Netcong must approve the project for sewer service. Mott MacDonald reviewed the plans and responded with a letter indicating that the MSA has sufficient capacity for the project.

Mr. Scheri reported regarding Contract #260. The contractor is currently working on-site and the project is moving along well. When the baffles were removed, the supporting structural steel was found to be extremely corroded. A change order will be required to replace the aluminum eyebeams to support the new baffles. Mott MacDonald has received a submittal and is looking at options. They would like to get eyebeams that are in stock, so the contractor can finish the contract. He further explained that the same circumstances will affect Contract #265 as well, since the problem could not be foreseen. He will have a change order for next month's meeting for Contract #260. He estimated the extra cost will be approximately \$10,000.00 for Contract #260 and three times that amount for Contract #265.

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

**Resolution No. 17-28 Authorizing Pump Purchase from Reiner Pump Systems**, was moved by Mr. Pucilowski, seconded by Mrs. Michetti and the affirmative roll call vote of members present.

**RESOLUTION NO. 17-28  
Resolution of the Musconetcong Sewerage Authority  
for the Purchase of Two (2) Pumps**

WHEREAS the Musconetcong Sewerage Authority ("MSA") has determined a need to purchase two (2) pumps; and

WHEREAS the MSA has determined that the value of the acquisition will exceed \$17,500 and has solicited quotations; and

WHEREAS, the MSA received quotes for the purchase of two (2) Sulzer/ABS submersible pumps as follow:

	<u>Contractor</u>	<u>Quote</u>
1.	R&R Pump & Control Services, LLC	\$15,580/each
2.	Chesapeake Environmental Equipment	\$14,925/each
3.	Reiner Pump Systems, Inc.	\$14,800/each

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

- a. The quote from Reiner Pump Systems, Inc. ("Reiner") is the lowest responsible quote; and
- b. Reiner has completed and submitted a Business Entity Disclosure Certification which certifies that Reiner has not made any reportable contributions to a political or candidate committee in any of the MSA member municipalities in the previous one year, and that the contract will prohibit Reiner from making any reportable contributions in the coming year; and
- c. The Commissioners believe that it is in the best interest of the Authority to purchase two (2) pumps from Reiner.
- d. The Treasurer of the Musconetcong Sewerage Authority has certified that funds are available.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority purchase two (2) pumps from Reiner Pump Systems, Inc. pursuant to their quote dated July 19, 2017 in the amount of \$14,800.00 each for a total of \$29,600.00; and it is

FURTHER RESOLVED, that the amount of the Contract shall not exceed \$29,600.00 without further approval from the Musconetcong Sewerage Authority, and the Musconetcong Sewerage Authority shall not be liable to pay any amount over and above \$29,600.00 without prior written approval; and be it

FURTHER RESOLVED, that James Schilling as Director is hereby authorized to award the Contract to Reiner Pump Systems, Inc. on behalf of the Musconetcong Sewerage Authority.

**Resolution No. 17-29 Authorizing Termination of Air Permits for Compost Facility,** was moved by Mr. Schwab, seconded by Mr. Bruno and the affirmative roll call vote of members present.

**RESOLUTION NO. 17-29  
Resolution of the Musconetcong Sewerage Authority  
Authorizing Termination of Air Permits**

WHEREAS the Musconetcong Sewerage Authority ("MSA") was issued certain Air Permits by the New Jersey Department of Environmental Protection ("DEP") (the "Air Permits") to wit:

<u>Permit Number</u>	<u>Description</u>
PCP960001	Duct Collector
PCP960005	Belt Filter
PCP960006	Bio-Reactor Cure Reactor

WHEREAS the MSA has determined that it no longer has need to maintain or use the Air Permits as they were for the purpose of operating a compost facility which the MSA no longer uses:

IT IS THEREFORE RESOLVED: The Director is hereby authorized to take such steps as are reasonably necessary to terminate the Air Permits formerly used at the MSA's facilities at 110 Continental Drive, Budd Lake, NJ.

The ADA North, Contract 1 Agreement from the NJDOT was discussed. The project is to install ADA compliant sidewalks along Route 46 in Mount Olive, Nelcong and Roxbury. The NJDOT is requiring the MSA to sign their project agreement and pass a resolution for authorization to sign the agreement. A motion was made by Mr. Bates to authorize Chairman Rattner to sign the agreement for NJDEP ADA North, Contract 1. The motion was seconded by Mr. Grogan and the affirmative vote of members present.

The memorandum prepared by Mr. Dwyer regarding procedures for the transfer of sewer reservation allocation between member municipalities was discussed. A motion was made by Mr. Pucilowski to adopt the procedures for transfer of gallonage between municipalities prepared by Mr. Dwyer, seconded by Mr. Schwab and the affirmative vote of members present.

The matter regarding the dump truck was to be continued to next month's agenda, since no responses were received from any of the towns regarding interest in the purchase of the truck and Mr. Sylvester was not present for the discussion. Mrs. Michetti indicated that Roxbury Township was not interested in the truck. Mr. Schwab suggested an e-mail should be sent to the MSA Administrative Assistant expressing whether or not each municipality was interested in purchasing the truck.

Mr. Schindelar asked about the Hopatcong State Park Water Quality Management Plan Adopted Amendment by the NJDEP. Mrs. Michetti explained about the sewer service areas and the plan for an additional restroom at the State Park. She indicated that the amendment to would not change the sewerage flows or allocations.

Chairman Rattner explained that Mr. Schilling's evaluation had not been complete, and therefore, would not be discussed in closed session that evening. Mr. Dwyer would send an extension rice notice for next month's meeting. The commissioners would discuss Mr. Grebe's evaluation in closed session.

Motion made by Mr. Pucilowski, seconded by Mr. Bruno and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:10 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 and action of the closed session of the Musconetcong Sewerage Authority;
2. The general nature of the subject matter to be discussed is as follows: Personnel

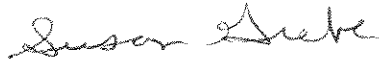
The above subject matter will be made public once negotiations are complete and it is deemed to be in the public interest.

Motion to reopen the meeting to the public at 8:55 PM was offered by Mr. Pucilowski, seconded by Mr. Schindelar and the affirmative vote of members present.

Mr. Pucilowski explained to Ms. Grebe that the Personnel Committee did not distribute all information submitted for her evaluation to the commissioners and some questions were raised due to the lack of information. The Personnel Committee will provide the additional information to all the commissioners and the discussion can be continued at the September 28th meeting. Mr. Dwyer will e-mail rice notices again.

Motion made by Mr. Schindelar, seconded by Mr. Bates and the affirmative vote of members present, Chairman Rattner adjourned the meeting at 9:00 PM.

Respectfully Submitted:



Susan Grebe,  
Administrative Assistant