

**REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY**

Chairman Rattner called the meeting to order at 7:49 PM, following the Reorganization Meeting. Announcement was made that adequate notice of this meeting had been provided for as defined by the "Open Public Meetings Act".

- MEMBERS PRESENT:** James Benson, Andrew Cangiano, Brian McNeilly, Melanie Michetti, Michael Pucilowski, Steven Rattner, Richard Schindelar, Joseph Schwab, Elmer Still
- MEMBERS ABSENT:** Thomas Bruno, Michael Grogan, John Sylvester
- OTHERS PRESENT:** Patrick Dwyer Esq., James Wancho 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 January 24, 2019 were approved on a motion offered by Mr. Still, seconded by Mr. McNeilly. Roll Call:

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

The closed session minutes of January 24, 2019 were approved on a motion offered by Mr. Schwab, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

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

The Amended Expenditures/Treasurer's Report of January 1, 2019 and the Expenditures/Treasurer's Report of February 1, 2019 were accepted on a motion offered by Mr. Schwab, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

**"Amended" Treasurer's Report- January 1, 2019**

**Operating Account**

Balance as of December 1, 2018: **\$ 1,237,989.35**  
 Receipts (December):

|                        |                        |
|------------------------|------------------------|
| Hospitalization        | 2,218.70               |
| AEA (conf refund)      | 175.00                 |
| <b>Total Receipts:</b> | <b><u>2,393.70</u></b> |

Disbursements (December):

|                                     |             |
|-------------------------------------|-------------|
| NJSHBP                              | \$13,688.06 |
| Payroll 12/14/18                    | \$36,912.59 |
| Payroll 12/28/18                    | \$32,810.24 |
| ADP                                 | \$627.76    |
| Scott Allen (mileage)               | \$81.42     |
| American Aquatic Testing            | \$950.00    |
| American Wear                       | \$607.28    |
| AmeriGas Propane                    | \$1,784.75  |
| Aqua Pro-Tech Labs                  | \$2,225.00  |
| Nicholas Barbato (dental)           | \$275.36    |
| Patrick Biasi (dental & work boots) | \$876.23    |
| Cintas First Aid                    | \$72.49     |
| Communication Systems inc.          | \$500.00    |
| Constellation New Energy            | \$19,303.49 |
| Daily Record                        | \$59.94     |
| Divita Balance Service              | \$395.00    |
| Essex Engineering                   | \$950.00    |

|                                    |             |
|------------------------------------|-------------|
| Franks Trattoria                   | \$327.06    |
| Ferraioli Wielkotz Cerullo & Cuva  | \$2,267.44  |
| Grainger                           | 63.06       |
| JCP&L                              | \$14,871.14 |
| Corey Jozowski (work boots)        | \$150.00    |
| Lackawanna Computer Repair         | \$395.00    |
| Lowe's                             | \$251.60    |
| Napa Auto Parts                    | \$415.25    |
| Netcong Hardware                   | \$46.53     |
| NJ American Water                  | \$581.15    |
| Nusbaum Stein                      | \$592.80    |
| One Call                           | \$40.00     |
| Passaic Valley Sewerage Commission | \$35,203.00 |
| PCS Pump                           | \$1,103.28  |
| Polydyne                           | \$1,562.40  |
| Printwurks                         | \$128.89    |
| PS&S                               | \$24,695.35 |
| Roxbury Twp. Water Dept.           | \$134.94    |
| James Schilling (mileage)          | \$213.47    |
| Shell Fleet                        | \$271.28    |
| Stat Pads                          | \$297.00    |
| State Industrial Products          | \$4,127.94  |
| David Stracco (work boots)         | \$139.99    |
| Tractor Supply                     | \$190.26    |
| Tritec Office Equipment            | \$68.86     |
| USALCO                             | \$11,835.25 |
| Verizon                            | \$859.42    |
| Verizon Communications             | \$79.78     |
| Verizon Wireless                   | \$225.20    |
| WEF.                               | \$386.00    |

Total Disbursements for December: \$ 213,842.95  
Balance as of January 1, 2019: \$ 1,026,540.10

**RENEWAL & REPLACEMENT ACCOUNT**

Balance as of December 1, 2018: \$ 463,203.97  
Receipts: 0.00  
Disbursements: 0.00  
Balance as of January 1, 2019: \$ 463,203.97

**ESCROW ACCOUNT**

Balance as of December 1, 2018: \$ 6,552.99  
Receipts: Saddleback Realty II, LLC (700 International Drive) 1,500.00  
Disbursements: 0.00  
Balance as of January 1, 2019: \$ 8,052.99

**CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT**

Balance as of December 1, 2018: \$ 790,798.42  
Receipts: 0.00  
Disbursements: PS&S (Contracts #270, 295 & 300) 53,485.85  
Balance as of January 1, 2019: \$ 737,312.57

**ANALYSIS OF BALANCES:**

Capital Improvement \$ 687,312.57  
Reserve for Retirement \$ 50,000.00

**EXPENDITURES REPORT – 2018 BUDGET  
January 1, 2019 – "Amended"**

|                                 | 2018         | YEAR-TO-DATE |             | %         |
|---------------------------------|--------------|--------------|-------------|-----------|
|                                 | BUDGET       | EXPENDITURES | BALANCE     | REMAINING |
| Admin - Salaries and Wages      | \$165,000.00 | \$163,648.16 | \$1,351.84  | 0.82%     |
| Trustee Admin Fees              | \$20,000.00  | \$15,030.00  | \$4,970.00  | 24.85%    |
| Administrative - Other Expenses | \$40,000.00  | \$28,627.98  | \$11,372.02 | 28.43%    |
| Legal                           | \$30,000.00  | \$18,475.60  | \$11,524.40 | 38.41%    |
| Audit                           | \$15,000.00  | \$3,875.00   | \$11,125.00 | 74.17%    |
| Engineer                        | \$30,000.00  | \$25,954.72  | \$4,045.28  | 13.48%    |
| Pension                         | \$100,000.00 | \$1,363.00   | \$98,637.00 | 98.64%    |
| Social Security                 | \$65,500.00  | \$62,194.73  | \$3,305.27  | 5.05%     |
| Unemployment                    | \$7,000.00   | \$5,654.77   | \$1,345.23  | 19.22%    |
| Hospitalization                 | \$195,000.00 | \$169,674.56 | \$25,325.44 | 12.99%    |
| Disability Insurance            | \$10,000.00  | \$6,473.32   | \$3,526.68  | 35.27%    |
| Operating - Salaries & Wages    | \$684,500.00 | \$638,950.72 | \$45,549.28 | 6.65%     |
| Reserve for Future Retirement   | \$0.00       | \$0.00       | \$0.00      | 100.00%   |

|                            |                       |                       |                     |               |
|----------------------------|-----------------------|-----------------------|---------------------|---------------|
| Telephone                  | \$20,000.00           | \$17,543.06           | \$2,456.94          | 12.28%        |
| Electric                   | \$447,550.00          | \$338,564.62          | \$108,985.38        | 24.35%        |
| Propane/Fuel Oil/ Gasoline | \$29,000.00           | \$22,341.41           | \$6,658.59          | 22.96%        |
| Supplies/Chemicals         | \$240,000.00          | \$223,968.46          | \$16,031.54         | 6.68%         |
| Laboratory Supplies        | \$12,000.00           | \$7,828.65            | \$4,171.35          | 34.76%        |
| Office                     | \$25,000.00           | \$24,942.53           | \$57.47             | 0.23%         |
| External Services          | \$70,000.00           | \$59,322.15           | \$10,677.85         | 15.25%        |
| Education/Training         | \$20,000.00           | \$13,220.85           | \$6,779.15          | 33.90%        |
| Laboratory Fees            | \$30,000.00           | \$14,117.56           | \$15,882.44         | 52.94%        |
| Maintenance/Repairs        | \$180,000.00          | \$155,387.90          | \$24,612.10         | 13.67%        |
| Insurance                  | \$110,000.00          | \$99,774.53           | \$10,225.47         | 9.30%         |
| NJDEP Fees                 | \$30,000.00           | \$28,479.35           | \$1,520.65          | 5.07%         |
| Permit/Compliance Fees     | \$40,000.00           | \$39,097.46           | \$902.54            | 2.26%         |
| Equipment                  | \$60,000.00           | \$56,514.72           | \$3,485.28          | 5.81%         |
| Sludge Removal             | \$695,000.00          | \$610,963.78          | \$84,036.22         | 12.09%        |
| Contingency                | \$0.00                | \$0.00                | \$0.00              | 0.00%         |
| Capital Improvement        | \$100,000.00          | \$100,000.00          | \$0.00              | 0.00%         |
| Renewal and Replacement    | \$300,000.00          | \$300,000.00          | \$0.00              | 0.00%         |
| <b>TOTAL</b>               | <b>\$3,770,550.00</b> | <b>\$3,251,989.59</b> | <b>\$518,560.41</b> | <b>13.75%</b> |

**Transfer Completed 12/20/18:**

|   |             |
|---|-------------|
| Contingency to Permit Compliance        | \$25,000.00 |
| Electric to Permit Compliance           | \$10,000.00 |
| Electric to NJDEP Fees                  | \$5,000.00  |
| Electric to Supplies & Chemicals        | \$20,000.00 |
| Sludge Disposal to Supplies & Chemicals | \$25,000.00 |
| Hospitalization to Supplies & Chemicals | \$25,000.00 |

**Treasurer's Report- February 1, 2019**

**Operating Account**

Balance as of January 1, 2019: **\$ 1,026,540.10**  
Receipts (January):

|  |                          |
|--|--------------------------|
| Hospitalization                                | 2,285.26                 |
| Municipal Revenue                              | 245,867.16               |
| Capital Improvement (Telecomm & Contract #310) | 14,638.10                |
| Renewal & Repl (Sludge Pump Evaluation)        | 8,042.50                 |
| TD Bank -- Interest                            | 8,628.63                 |
| OPRA Request                                   | 28.00                    |
| Caesars Enterprise (conference refund)         | 46.20                    |
| <b>Total Receipts:</b>                         | <b><u>279,535.85</u></b> |

**Disbursements (January):**

|                                       |             |
|---------------------------------------|-------------|
| NJSHBP                                | \$14,098.62 |
| Payroll (1/11/19)                     | \$40,941.99 |
| Payroll (1/25/19)                     | \$33,166.01 |
| ADP                                   | \$557.64    |
| Accurate Waste Systems                | \$21,912.50 |
| Scott Allen (mileage)                 | \$54.28     |
| American Wear                         | \$759.10    |
| AmeriGas Propane                      | \$1,299.18  |
| Aqua Pro-Tech Labs                    | \$255.00    |
| Assoc. of Environmental Authorities   | \$3,700.00  |
| Bearing & Drive Solutions             | \$684.26    |
| Blue Diamond Disposal                 | \$312.37    |
| Cintas First Aid                      | \$84.78     |
| Coburn Chemical                       | \$7,517.33  |
| Robert Colabella (dental reimb)       | \$659.70    |
| Constellation New Energy              | \$22,180.88 |
| Fisher Scientific                     | \$202.43    |
| Grainger                              | \$827.91    |
| Susan Grebe (petty cash & mileage)    | \$45.48     |
| Hach Company                          | \$117.05    |
| JCP&L                                 | \$9,121.78  |
| Lackawanna Computer                   | \$5,730.40  |
| Lowe's                                | \$168.20    |
| NJ American Water                     | \$1,339.26  |
| NJ Herald                             | \$25.50     |
| NJIB (loan payment S340 384-06 2007A) | \$13,589.75 |
| NJIB (loan payment S340 384-07 2010B) | \$9,289.22  |
| NJIB (loan payment S340 384-08 2010B) | \$23,619.91 |
| NJ Utility Authorities JIF            | \$41,158.00 |

|  |             |
|--|-------------|
| Nusbaum Stein                            | \$1,674.20  |
| Office Concepts Group                    | \$899.17    |
| One Call                                 | \$27.50     |
| Pan Metro                                | \$600.00    |
| Passaic Valley Sewerage Commission       | \$31,255.00 |
| PERS                                     | \$96,455.00 |
| PS&S                                     | \$5,699.11  |
| James Schilling (mileage)                | \$110.87    |
| Shell Fleet                              | \$229.93    |
| TD Bank, NA                              | \$45,338.51 |
| Randolph Township                        | \$1,100.00  |
| Treasurer, State of NJ                   | \$500.00    |
| Unum Life Ins. Co.                       | \$1,464.35  |
| USA Bluebook                             | \$1,128.20  |
| USALCO                                   | \$11,584.46 |
| Verizon                                  | \$856.79    |
| Verizon Communications                   | \$79.78     |
| Verizon Wireless                         | \$225.20    |
| WEF                                      | \$451.00    |
| Capital Improvement (1st Qtr Transfer)   | \$75,000.00 |
| Renewal & Replacement (1st Qtr Transfer) | \$25,000.00 |

Total Disbursements for January: \$ 553,097.60  
Balance as of February 1, 2019: \$ 752,978.35

**RENEWAL & REPLACEMENT ACCOUNT**

Balance as of January 1, 2019: \$ 463,203.97  
Receipts: Operating Account – 1<sup>st</sup> Qtr Transfer 25,000.00  
PS&S (Sludge Pump Evaluation) 7,456.48  
Disbursements: Operating Account (Sludge Pump Evaluation) 8,042.50  
Balance as of February 1, 2019: \$ 472,704.99

**ESCROW ACCOUNT**

Balance as of January 1, 2019: \$ 8,052.99  
Receipts: 0.00  
Disbursements: 0.00  
Balance as of February 1, 2019: \$ 8,052.99

**CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT**

Balance as of January 1, 2019: \$ 737,312.57  
Receipts: Operating Account – 1<sup>st</sup> Qtr Transfer 75,000.00  
Disbursements: PS&S (Contracts #270, 295, 300, 305, Air Permit Phase III) 47,256.55  
Operating Account (Air Permit Phase III & Telecommunications) 14,638.10  
Balance as of February 1, 2019: \$ 750,417.92

**ANALYSIS OF BALANCES:**

Capital Improvement \$ 700,417.92  
Reserve for Retirement \$ 50,000.00

**EXPENDITURES REPORT – 2018 BUDGET  
February 1, 2019**

|                                 | 2018         | YEAR-TO-DATE |             | %         |
|---------------------------------|--------------|--------------|-------------|-----------|
|                                 | BUDGET       | EXPENDITURES | BALANCE     | REMAINING |
| Admin - Salaries and Wages      | \$165,000.00 | \$163,648.16 | \$1,351.84  | 0.82%     |
| Trustee Admin Fees              | \$20,000.00  | \$15,030.00  | \$4,970.00  | 24.85%    |
| Administrative - Other Expenses | \$40,000.00  | \$28,563.29  | \$11,436.71 | 28.59%    |
| Legal                           | \$30,000.00  | \$19,736.20  | \$10,263.80 | 34.21%    |
| Audit                           | \$15,000.00  | \$3,875.00   | \$11,125.00 | 74.17%    |
| Engineer                        | \$30,000.00  | \$28,585.97  | \$1,414.03  | 4.71%     |
| Pension                         | \$100,000.00 | \$97,822.24  | \$2,177.76  | 2.18%     |
| Social Security                 | \$65,500.00  | \$62,194.73  | \$3,305.27  | 5.05%     |
| Unemployment                    | \$7,000.00   | \$5,654.77   | \$1,345.23  | 19.22%    |
| Hospitalization                 | \$195,000.00 | \$165,896.86 | \$29,103.14 | 14.92%    |
| Disability Insurance            | \$10,000.00  | \$6,473.32   | \$3,526.68  | 35.27%    |
| Operating - Salaries & Wages    | \$684,500.00 | \$638,950.72 | \$45,549.28 | 6.65%     |
| Reserve for Future Retirement   | \$0.00       | \$0.00       | \$0.00      | 100.00%   |
| Telephone                       | \$20,000.00  | \$18,625.05  | \$1,374.95  | 6.87%     |
| Electric                        | \$447,500.00 | \$369,867.28 | \$77,632.72 | 17.35%    |
| Propane/Fuel Oil/ Gasoline      | \$29,000.00  | \$23,770.52  | \$5,229.48  | 18.03%    |
| Supplies/Chemicals              | \$240,000.00 | \$237,264.68 | \$2,735.32  | 1.14%     |
| Laboratory Supplies             | \$12,000.00  | \$7,828.65   | \$4,171.35  | 34.76%    |
| Office                          | \$25,000.00  | \$24,967.67  | \$32.33     | 0.13%     |

|                         |                       |                       |                     |              |
|-------------------------|-----------------------|-----------------------|---------------------|--------------|
| External Services       | \$70,000.00           | \$63,364.22           | \$6,635.78          | 9.48%        |
| Education/Training      | \$20,000.00           | \$13,181.39           | \$6,818.61          | 34.09%       |
| Laboratory Fees         | \$30,000.00           | \$14,406.84           | \$15,593.16         | 51.98%       |
| Maintenance/Repairs     | \$180,000.00          | \$155,256.00          | \$24,744.00         | 13.75%       |
| Insurance               | \$110,000.00          | \$99,774.53           | \$10,225.47         | 9.30%        |
| NJDEP Fees              | \$30,000.00           | \$29,179.35           | \$820.65            | 2.74%        |
| Permit/Compliance Fees  | \$40,000.00           | \$27,612.79           | \$12,387.21         | 30.97%       |
| Equipment               | \$60,000.00           | \$58,433.02           | \$1,566.98          | 2.61%        |
| Sludge Removal          | \$695,000.00          | \$639,131.28          | \$55,868.72         | 8.04%        |
| Contingency             | \$0.00                | \$0.00                | \$0.00              | 0.00%        |
| Capital Improvement     | \$100,000.00          | \$100,000.00          | \$0.00              | 0.00%        |
| Renewal and Replacement | \$300,000.00          | \$300,000.00          | \$0.00              | 0.00%        |
| <b>TOTAL</b>            | <b>\$3,770,500.00</b> | <b>\$3,419,094.53</b> | <b>\$351,405.47</b> | <b>9.32%</b> |

**Transfer Completed 12/20/18:**

|   |             |
|---|-------------|
| Contingency to Permit Compliance        | \$25,000.00 |
| Electric to Permit Compliance           | \$10,000.00 |
| Electric to NJDEP Fees                  | \$5,000.00  |
| Electric to Supplies & Chemicals        | \$20,000.00 |
| Sludge Disposal to Supplies & Chemicals | \$25,000.00 |
| Hospitalization to Supplies & Chemicals | \$25,000.00 |

**EXPENDITURES REPORT -- 2019 BUDGET**  
February 1, 2019

|                                 | 2019<br>BUDGET        | YEAR-TO-DATE<br>EXPENDITURES | BALANCE               | %<br>REMAINING |
|---------------------------------|-----------------------|------------------------------|-----------------------|----------------|
| Admin - Salaries and Wages      | \$172,000.00          | \$26,824.17                  | \$145,175.83          | 84.40%         |
| Trustee Admin Fees              | \$20,000.00           | \$7,515.00                   | \$12,485.00           | 62.43%         |
| Administrative - Other Expenses | \$40,000.00           | \$5,115.95                   | \$34,884.05           | 87.21%         |
| Legal                           | \$30,000.00           | \$413.60                     | \$29,586.40           | 98.62%         |
| Audit                           | \$15,000.00           | \$0.00                       | \$15,000.00           | 100.00%        |
| Engineer                        | \$30,000.00           | \$0.00                       | \$30,000.00           | 100.00%        |
| Pension                         | \$102,000.00          | \$96,455.00                  | \$5,545.00            | 5.44%          |
| Social Security                 | \$65,500.00           | \$9,745.52                   | \$55,754.48           | 85.12%         |
| Unemployment                    | \$7,000.00            | \$1,893.24                   | \$5,106.76            | 72.95%         |
| Hospitalization                 | \$200,000.00          | \$23,626.72                  | \$176,373.28          | 88.19%         |
| Disability Insurance            | \$10,000.00           | \$1,464.35                   | \$8,535.65            | 85.36%         |
| Operating - Salaries and Wages  | \$667,500.00          | \$103,744.16                 | \$563,755.84          | 84.46%         |
| Reserve for Future Retirement   | \$0.00                | \$0.00                       | \$0.00                | 100.00%        |
| Telephone                       | \$20,000.00           | \$79.78                      | \$19,920.22           | 99.60%         |
| Electric                        | \$482,500.00          | \$0.00                       | \$482,500.00          | 100.00%        |
| Propane/Fuel Oil/ Gasoline      | \$29,000.00           | \$100.00                     | \$28,900.00           | 99.66%         |
| Supplies/Chemicals              | \$200,000.00          | \$5,805.57                   | \$194,194.43          | 97.10%         |
| Laboratory Supplies             | \$12,000.00           | \$319.48                     | \$11,680.52           | 97.34%         |
| Office                          | \$25,000.00           | \$6,629.57                   | \$18,370.43           | 73.48%         |
| External Services               | \$70,000.00           | \$2,122.24                   | \$67,877.76           | 96.97%         |
| Education/Training              | \$20,000.00           | \$451.00                     | \$19,549.00           | 97.75%         |
| Laboratory Fees                 | \$30,000.00           | \$20.00                      | \$29,980.00           | 99.93%         |
| Maintenance/Repairs             | \$200,000.00          | \$1,512.17                   | \$198,487.83          | 99.24%         |
| Insurance                       | \$110,000.00          | \$41,158.00                  | \$68,842.00           | 62.58%         |
| NJDEP Fees                      | \$25,000.00           | \$0.00                       | \$25,000.00           | 100.00%        |
| Permit/Compliance Fees          | \$25,000.00           | \$0.00                       | \$25,000.00           | 100.00%        |
| Equipment                       | \$60,000.00           | \$0.00                       | \$60,000.00           | 100.00%        |
| Sludge Removal                  | \$720,000.00          | \$0.00                       | \$720,000.00          | 100.00%        |
| Contingency                     | \$25,000.00           | \$0.00                       | \$25,000.00           | 100.00%        |
| <b>TOTAL</b>                    | <b>\$3,412,500.00</b> | <b>\$334,995.52</b>          | <b>\$3,077,504.48</b> | <b>90.18%</b>  |
| Capital Improvement             | \$300,000.00          | \$75,000.00                  | \$225,000.00          | 75.00%         |
| Renewal and Replacement         | \$100,000.00          | \$25,000.00                  | \$75,000.00           | 75.00%         |
| <b>TOTAL</b>                    | <b>\$3,812,500.00</b> | <b>\$434,995.52</b>          | <b>\$3,377,504.48</b> | <b>88.59%</b>  |

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

|   |             |
|---|-------------|
| <b>CAPITAL IMPROVEMENT ACCCOUNT:</b>            |             |
| GMH Associates                                  | \$22,795.48 |
| Nusbaum Stein                                   | \$66.00     |
| PS&S  | \$3,095.83  |
| <b>ESCROW ACCOUNT:</b>                          |             |
| PS&S (700 International Drive Sewer Svs)        | \$1,185.00  |
| <b>OPERATING ACCOUNT:</b>                       |             |
| Accurate Waste                                  | \$17,892.00 |
| ADP   | \$454.20    |
| Scott Allen (mileage)                           | \$86.64     |
| American Wear                                   | \$759.10    |
| AmeriGas Propane                                | \$2,793.77  |
| Aqua Pro-Tech Labs                              | \$417.15    |
| Nicholas Barbato (dental reimb)                 | \$656.04    |
| Bearing Drive Solutions                         | \$1,281.08  |
| Bio Triad Environmental                         | \$5,735.50  |
| Blue Diamond Disposal                           | \$624.74    |
| Anthony Chaaya (work boots reimb)               | \$125.97    |
| Cintas First Aid                                | \$96.73     |
| Coburn Chemicals                                | \$7,515.10  |
| Constellation New Energy                        | \$25,091.84 |
| ESRI  | \$500.00    |
| Fisher Scientific (lab supplies)                | \$27.43     |
| Grainger  | \$941.30    |
| Susan Grebe (dental, petty cash & mileage)      | \$284.13    |
| Hach Co.  | \$413.84    |
| JCP&L   | \$23,562.37 |
| Corey Jozowski (dental reimb)                   | \$141.00    |
| Lackawana Computer Repair                       | \$327.99    |
| Lowe's  | \$27.36     |
| Maryland Biochemical                            | \$2,800.35  |
| McMaster Carr                                   | \$959.36    |
| MGL Printing                                    | \$62.00     |
| MSA Payroll 1/25/19                             | \$32,023.38 |
| MSA Payroll 2/18/19                             | \$34,330.14 |
| MSA Payroll 2/22/19                             | \$31,483.69 |
| Musconetcong Watershed Association              | \$250.00    |
| Netcong Hardware                                | \$5.38      |
| NJ American Water                               | \$724.08    |
| NJSHBP  | \$14,098.62 |
| NJWEA North Section                             | \$480.00    |
| Nusbaum Stein                                   | \$710.60    |
| Office Concepts Group                           | \$150.01    |
| One Call  | \$22.26     |
| Passaic Valley Sewerage Commission              | \$29,561.00 |
| PMZ Landscaping                                 | \$550.00    |
| PS&S  | \$2,104.84  |
| Pumping Services                                | \$735.00    |
| James Schilling (dental, eye and mileage reimb) | \$1,118.28  |
| Service Experts                                 | \$1,256.92  |
| Shell Fleet                                     | \$239.60    |
| State Chemical                                  | \$4,395.59  |
| USA Blue Book                                   | \$1,693.17  |
| USALCO  | \$5,789.56  |
| US Postal Service                               | \$316.30    |
| Verizon   | \$857.30    |
| Verizon Communications                          | \$157.88    |
| Verizon Wireless                                | \$225.18    |
| WEF (membership renewals N. Barbato & DeFazio)  | \$214.00    |

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

- A. 1/16/18 Paul Cuva, CPA – Audit Services for 2019
- B. 1/17/18 Susan Grebe – OPRA Response to Jennifer Johnson, Hopatcong Resident
- C. 1/18/19 Robert E. Walsh, PE – Hopatcong State Part Sewer Extension WQM003 Form

- D. 1/24/19 James Wancho, PE – Professional Engineering Services 2019
- E. 1/24/19 Ellen Horak, Clerk Stanhope Borough – 2019 Reappointment of Brian McNeilly as MSA Commissioner
- F. 1/25/19 Amy Rhead, Clerk Roxbury Township – 2019 Reappointment of Melanie Michetti as MSA Commissioner
- G. 1/25/19 Susan Grebe – Transmittal Letter to DCA Regarding 2019 Adopted Budget Submittal
- H. 2/12/19 Matthew Kunsman, EIT – Quick Check TWA Consent, Route 206, Roxbury Township

Mr. Schilling asked the commissioners if there were any questions regarding his monthly report. Mr. Pucilowski asked about Mount Olive meter chamber calibrations. Mr. Schilling discussed the meter chamber calibrations procedures. The MSA does most of the calibrations for the other towns. Mount Olive's meter chamber is considered a confined space so the MSA does not do the calibrations on their meter. Chairman Rattner indicated that there were various issues with the meter chamber in the past and the MSA will not take over the meter chamber until it meets the Authority's standards. Mr. Schilling said he would contact Mount Olive regarding the status of their meter chamber calibrations. Mr. Schilling briefly discussed future permit requirements by the DEP.

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

Mr. Wancho thanked the commissioners for appointing him and PS&S as the MSA Consulting Engineers for another year.

Mr. Wancho asked if the commissioners had any questions regarding his monthly report. Chairman Rattner asked about the work on the air permit and the emission rates. Mr. Wancho explained that there was an issue with the model that was developed and calibrated. It was submitted to the DEP for review and they sent back comments. PS&S worked with the consultant, Trinity, to change some of the parameters in the model and when they started rerunning the model, the results were not coming back as anticipated. They are going through the input parameters as well as the parameters that were assumed and are focusing on the wind velocity readings and another parameter. PS&S sent someone to the plant last week to take some velocity readings above and in the tank. That data was given to Trinity. They are still looking at the model, but the results came back from previous runs indicating there could be a concern for a permit limit, which will require monitoring. He further explained that rather than submit the model with an inconsistency, they pulled the permit application so that they could be confident with the model results prior to re-engaging with the permit application. He was unsure what will happen with respect to the numbers at this time. The velocity readings came back as they had suspected. At this point they are still checking to see what the issue is. Chairman Rattner asked if there were any date constraints. Mr. Wancho said the date constraints were only with the permit application and there are no deadline dates currently. Additional NJDEP fees were discussed. Mr. Wancho said he will summarize the process moving forward with a schedule. Chairman Rattner asked to see dates in the future.

Mr. Schwab asked for an update regarding the application to NJIB. Mr. Wancho indicated that PS&S has submitted all the information that they can at this time. He has sent a schedule to the Authority with summarizing what the process is moving forward, including timeframes when the Authority will be able to submit for reimbursement. The schedule hinges on the completion of the designs. PS&S cannot complete the microstrainer design until he receives authorization from the MSA. Mr. Schwab asked about getting funding for the design from the NJIB loan. Mr. Wancho explained there is a process to submit for a separate planning and design loan. It would be a different process than what they were following. Mr. Schwab explained about the Capital Funding. He is working to get some true numbers for what is in place for the Capital Improvements Account and Renewal and Replacement Account. They need to make sure the funding is available to award future projects. Mr. Wancho asked if the commissioners would like PS&S to pursue the planning and design loan. They could start the process. Mr. Schwab said they would be able to decide that by the March 28<sup>th</sup> meeting. Mr. Schilling explained the forecasts and true values. Mr. Pucilowski asked if the numbers would be available so the Engineering Committee could meet before the March 28<sup>th</sup> meeting. Mr. Schilling indicated the numbers should be available before the March meeting. Mr. Pucilowski asked that an Engineering Committee meeting be scheduled sometime around March 20<sup>th</sup>. The commissioners discussed future timeframes, project phases, and submittal of the loan requests to NJIB.

The Engineer's Report for the month of February was accepted on a motion offered by Mr. Schindelar, seconded by Mrs. Michetti and the affirmative vote of members present.

**Resolution No. 19-08**, Awarding MSA Contract P-19 to Solenis, LLC for Polymer was moved by Mr. Still, seconded by Mr. Schwab and the affirmative roll call vote of members present.

**RESOLUTION NO. 19-08**  
**Resolution of the Musconetcong Sewerage Authority**  
**Awarding Contract No. P-19 to Solenis, LLC for Zetag 8818**  
**Cationic Emulsion Polymer or Approved Equivalent for a**  
**Term of Two (2) Years**

WHEREAS, on November 15, 2018, the Musconetcong Sewerage Authority received the following bids for approximately fifty (50) drums of approximately 440 net pounds each of Zetag 8818 Cationic Emulsion Polymer or approved equivalent for terms of one (1) and two (2) years, respectively, beginning January 1, 2019:

| <u>Contractor</u>  | <u>Bid Amount</u>                         | <u>Bid Amount</u>                        |
|--|---|--|
| Polydyne Inc. (Clarifloc NE 1700)<br>1 Chemical Plant Road<br>Riceboro, GA 31323       | \$1.150/lb.                               | \$1.210/lb.                              |
| Coyne Chemical Co. (Zetag 8818)<br>3015 State Road<br>Croydon, PA 19021                | \$582.9528 per<br>441# drum = \$1.321/lb. | \$607.4528 per<br>441# drum = \$1.377/lb |
| Solenis, LLC (Zetag 8818)<br>3 Beaver Valley Road<br>Suite 500<br>Wilmington, DE 19803 | \$1.57/lb.                                | \$1.65/lb.                               |

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

1. Solenis, LLC, submitted the most cost-efficient bid for the contract which bid is in the amount of \$1.57 per pound for Zetag 8818 Cationic Emulsion Polymer or Approved Equivalent for the period January 1, 2010 to December 31, 2019, and \$1.65 per pound for the period January 1, 2020 to December 31, 2020.
2. The bid of Solenis, LLC is the most cost-efficient because it uses 55% less volume than the lowest bidder which was Polydyne, Inc.
3. The bid of Solenis, LLC is a conforming bid in that it complied with all of the requirements of the Notice to Bidders and specifically:
  - A. P.L. 1975, c 127 (N.J.A.C. 17:27) Affirmative Action Requirements;
  - B. Business Registration Act;
  - C. Non-Collusion – Anti-Kickback Requirements;
  - D. P.L. 1977, c33, Ownership Disclosure Requirements; and
  - E. Public Law 2005, Chapter 51 – Contractor Certification and Disclosure of Political Contributions.
3. The Commissioners believe that it is in the best interest of the Authority to accept the bid for two (2) years as the bid for the calendar year 2020 provides for only a minor increase over the bid for the calendar year 2019 and would save the Authority the publishing fees and costs of re-advertising, and the possibility of a greater increase.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Contract P-19 for approximately fifty (50) drums of approximately 440 net pounds each of Zetag 8818 Cationic Emulsion Polymer or Approved Equivalent is hereby awarded to Solenis, LLC for the period from January 1, 2019 through December 31, 2020.

**Resolution No. 19-09**, Accepting Retirement of David Stracco as of May 1, 2019, was moved by Mrs. Michetti, seconded by Mr. Cangiano and the affirmative roll call vote of members present.

**Resolution No. 19-09**  
**Musconetcong sewerage authority**  
**Retirement of David Stracco**

WHEREAS, by letter dated February 6, 2019 David Stracco has advised the Authority of his upcoming retirement effective May 1, 2019;

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



- 1) The MSA hereby acknowledges receipt of notice from David Stracco to retire from the Musconetcong Sewerage Authority as of May 1, 2019; and
- 2) Effective May 1, 2019, David Stracco shall be retired from his position as Lab Technician with the Musconetcong Sewerage Authority; and
- 3) The MSA Director is hereby authorized to immediately process any and all requests from the State of New Jersey, Division of Pensions and Benefits regarding the retirement of David Stracco, and to commence a search for a candidate to fill the vacant position.
- 4) This Resolution shall take effect immediately.

**Resolution No. 19-18**, Awarding a Contract to PS&S for Professional Services in Connection with a Pump Evaluation/Replacement Program, was moved by Mr. Cangiano, seconded by Mr. Schindelar and the affirmative roll call vote of members present.

**RESOLUTION NO. 19-18**  
**Resolution of the Musconetcong Sewerage Authority**  
**Awarding a Contract for Professional Services to**  
**Paulus, Sokolowski & Sartor, LLC ("PS&S") for**  
**Engineering Services in Connection with**  
**a Pump Evaluation/Replacement Program**

WHEREAS, the Musconetcong Sewerage Authority ("MSA") requires consulting engineering services in connection with a plant-wide pump evaluation/replacement program; and

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

WHEREAS PS&S has submitted a proposal dated February 14, 2019 (copy attached) to render professional engineering services in connection with the project; and

WHEREAS, the Musconetcong Sewerage Authority is desirous of engaging PS&S to perform said work; and

WHEREAS PS&S has estimated the amount of time and cost for each phase of its services shall not exceed the following:

|                          |                  |
|--------------------------|------------------|
| Investigation            | \$12,600.00      |
| Alternatives Evaluation  | \$ 4,500.00      |
| Preliminary/Final Design | \$ 8,500.00      |
| Meetings                 | \$ 1,500.00      |
| Other direct charges     | <u>\$ 500.00</u> |
| Total                    | \$27,600.00; and |

WHEREAS as of this date the work herein authorized has begun and partial payment in the amount of \$15,498.98 has been made pursuant to the appointment of PS&S as Consulting Engineer to provide engineering services on an as-needed basis; and

WHEREAS the MSA now desires to formalize the authorization for the work described in the Proposal from PS&S dated February 14, 2019; and

WHEREAS the remaining amount to be paid, if earned, shall not exceed \$12,101.02;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a contract is hereby awarded to PS&S to provide engineering services in connection with a pump evaluation/replacement program in a total amount of \$27,600 less any amounts already paid; and be it

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

FURTHER RESOLVED, that James Schilling, as Director of the Musconetcong Sewerage Authority is hereby authorized to sign an Agreement between PS&S and the Musconetcong Sewerage Authority; and be it

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

Chairman Rattner noted that Resolutions Nos. 19-19, 19-20 and 19-21 were for additional engineering services for various projects at the plant. He asked if there would be fees required by the contractor. Mr. Schilling explained why the additional work was needed. He summarized the status of the various projects and contracts, along with the reasons why the additional engineering services were necessary. Mr. Schwab discussed the issues and noted that in the future if a contract award will be exceeded it will have to be approved first.

**Resolution No. 19-19**, Awarding a Contract to PS&S for Additional Engineering Services in Connection with MSA Contract #270, was moved by Mr. Schindelar, seconded by Mr. McNeilly and the affirmative roll call vote of members present.

**RESOLUTION NO. 19-19**  
**Resolution of the Musconetcong Sewerage Authority**  
**Awarding a Contract for Professional Services to**  
**Paulus, Sokolowski & Sartor, LLC ("PS&S") for**  
**Additional Engineering Services in Connection with Contract #270**

WHEREAS, the Musconetcong Sewerage Authority ("MSA") awarded a contract to GMH Associates of America, Inc. for Contract 270 for Gravity Thickeners #2 and #3 by Resolution No. 18-19 adopted on March 22, 2018; and

WHEREAS, the Musconetcong Sewerage Authority ("MSA") awarded a contract to PS&S for engineering services in connection with Contract #270 by Resolution No. 18-21 adopted on April 26, 2018; and

WHEREAS, the Musconetcong Sewerage Authority ("MSA") awarded a contract to GMH Associates of America, Inc. for Change Orders to Contract 270 by Resolution 18-26 adopted as of April 26, 2018; and

WHEREAS, the Musconetcong Sewerage Authority ("MSA") awarded a contract to PS&S in connection with additional work necessitated by the Change Orders by Resolution No. 18-41 adopted on July 26, 2018 and

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

WHEREAS PS&S has submitted a Proposal dated February 15, 2019 which indicates that during the construction phase including the additional work authorized by the Change Orders issues were discovered concerning the condition and state of repair of the gravity thickener tanks and associated equipment; and

WHEREAS as a result of the conditions discovered additional work was required of PS&S including but not limited to field inspection services; and

WHEREAS PS&S now requests that the budget for its services in connection with Contract 270 and the Change Orders be expanded to include the additional work in an amount not to exceed \$4,785;

WHEREAS, the Musconetcong Sewerage Authority is desirous of engaging PS&S to perform said work; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a contract is hereby awarded to PS&S to provide additional engineering services in connection with Contract #270 in the amount of \$4,785; and be it

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

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

**Resolution No. 19-20**, Awarding a Contract to PS&S for Additional Engineering Services in Connection with MSA Contract #275, was moved by Mr. Schindelar, seconded by Mr. Cangiano and the affirmative roll call vote of members present.

**RESOLUTION NO. 19-20**  
**Resolution of the Musconetcong Sewerage Authority**  
**Awarding a Contract for Professional Services to**  
**Paulus, Sokolowski & Sartor, LLC ("PS&S") for**  
**Additional Engineering Services in Connection with Contract #275**

WHEREAS, the Musconetcong Sewerage Authority ("MSA") awarded a contract to GMH Associates of America, Inc. for Contract 275 to Replace Primary Clarifier #1 by Resolution No. 18-28 adopted on May 24, 2018; and

WHEREAS, the Musconetcong Sewerage Authority ("MSA") awarded a contract to PS&S for engineering services in connection with Contract #275 by Resolution No. 18-29 adopted on May 24, 2018; and

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

WHEREAS PS&S has submitted a Proposal dated February 19, 2019 which indicates that during the construction phase issues arose necessitating additional work by GMH and additional services by PS&S; and

WHEREAS PS&S now requests that the budget for its services in connection with Contract #275 be expanded to include the additional work in an amount not to exceed \$1,361.01; and

WHEREAS, the Musconetcong Sewerage Authority is desirous of engaging PS&S to perform said work; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a contract is hereby awarded to PS&S to provide additional engineering services in connection with Contract #275 in the amount of \$1,361.01; and be it

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

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

**Resolution No. 19-21**, Awarding a Contract to PS&S for Additional Engineering Services in Connection with MSA Contract #295, was moved by Mr. Schindelar, seconded by Mr. Cangiano and the affirmative roll call vote of members present.

**RESOLUTION NO. 19-21**  
**Resolution of the Musconetcong Sewerage Authority**  
**Awarding a Contract for Professional Services to**  
**Paulus, Sokolowski & Sartor, LLC ("PS&S") for**  
**Additional Engineering Services in Connection with**  
**Replacing Micro Strainers in Plants 1 and 2 per Contract 295**

WHEREAS, the Musconetcong Sewerage Authority ("MSA") awarded a contract to PS&S for engineering services in connection replacement of micro strainers in Plants 1 and 2 by Resolution No. 18-35 adopted on July 26, 2018; and

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

WHEREAS PS&S has submitted a Proposal dated February 21, 2019 which indicates that during the construction phase issues arose necessitating additional work and additional services by PS&S; and

WHEREAS PS&S now requests that the budget for its services in connection with replacing the micro strainers in Plants 1 and 2 be expanded to include the additional work in an amount not to exceed \$742.09; and

WHEREAS, the Musconetcong Sewerage Authority is desirous of engaging PS&S to perform said work; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that a contract is hereby awarded to PS&S to provide additional engineering services in connection with replacing micro strainers in Plants 1 and 2 in the amount of \$742.09; and be it

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

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

Resolution No. 18-41 adopted on July 26, 2018, was to be amended. Chairman Rattner asked if a past resolution could be amended with the same resolution number. Mr. Dwyer indicated that the resolution could be renumbered. He would revise Amended Resolution No. 18-41 to be Resolution No. 19-22 Amending Resolution No.18-41. The necessity for the resolution was discussed and explained by Mr. Schwab.

**Resolution No. 19-22**, Amending Resolution No. 18-41 Awarding a Contract to PS&S for Engineering Services in Connection with MSA Contract #290, was moved by Mr. Schindelar, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

**RESOLUTION NO. 19-22**  
**Amending Resolution 18-41 of the Musconetcong Sewerage Authority**  
**Awarding a Contract for Professional Services to**  
**Paulus, Sokolowski & Sartor, LLC ("PS&S") for**  
**Engineering Services in Connection with Contracts**  
**for Work on Gravity Thickeners #2 and #3 per Contract 290**

WHEREAS the MSA contracted for sandblasting, preparation and coating of Gravity Thickeners #2 and #3 tank/equipment by Contract 290 (the "Project"); and

WHEREAS, the Musconetcong Sewerage Authority ("MSA") required consulting engineering services in connection with the Project; and

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

WHEREAS PS&S submitted a proposal dated July 13, 2018 (copy attached) to render professional engineering services in connection with the Project; and

WHEREAS PS&S estimated the amount of time and cost for each phase of its services in the amount of \$9,800.00; and

WHEREAS PS&S erroneously billed services for this Project to Contract 270;

NOW, THEREFORE, BE IT RESOLVED, services provided by PS&S for Contract 290 were billed to Contract 270 in error; and be it

FURTHER RESOLVED that monies appropriated for Contract 290 may be used to pay for those services which were erroneously billed to Contract 270 in the amount of \$9,800.00; and be it

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

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

Motion made by Mr. Schindelar, seconded by Mr. Schwab and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:34 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: Pending Litigation and Personnel  
The above subject matter will be made public once negotiations are complete.

Motion to reopen the meeting to the public at 8:43 PM was offered by Mr. McNeilly, seconded by Mr. Still and the affirmative vote of members present:

Motion made by Mr. Pucilowski to authorize Mr. Dwyer to contact the Deputy Attorney General and Administrative Law Judge, and advise them to keep the Authority's permit stay as is currently in place. The motion was seconded by Mr. Schindelar and the affirmative vote of members present.

Motion made by Mr. McNeilly, seconded by Mr. Schindelar and the affirmative vote of members present, Chairman Rattner adjourned the meeting at 8:44 PM.

Respectfully Submitted:



Susan Grebe,  
Administrative Assistant