

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY

Chairman Rattner called the meeting to order at 8:00 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, Daren Phil, Michael Pucilowski, Steven Rattner, Richard Schindelar, Joseph Schwab, John Sylvester

MEMBERS ABSENT: All Members were present

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

Chairman Rattner opened and closed the meeting to the public.

Mr. Schwab noted that the Expenditures Sheet in the Treasurers Report for December 2014 in the January 22nd minutes indicated that the heading and second column said 2015 budget and should be corrected to 2014 budget.

The Regular Meeting Minutes of January 22, 2015, as amended, were approved on a motion offered by Mr. Sylvester seconded by Mrs. Michetti. Roll call:

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

The Litigation Closed Session Meeting Minutes of January 22, 2015 were approved on a motion offered by Mr. Schindelar, seconded by Mr. Schwab. Roll call:

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

The Personnel Closed Session Meeting Minutes of January 22, 2015 were approved on a motion offered by Mr. Schindelar, seconded by Mr. McNeilly. Roll call:

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

The Reserve for Retirement Funds Account was briefly discussed. The Finance/Audit Committee will discuss it further at their meeting scheduled on March 26th.

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

**TREASURER'S REPORT- FEBRUARY 1, 2015
 OPERATING ACCOUNT**

Balance as of January 1, 2015:		<u>\$ 1,617,472.59</u>
Receipts (January):		
Hospitalization	2,688.36	
Interest	1,736.38	
		<u>4,424.74</u>
		<u>\$ 1,621,897.33</u>
Total Disbursements - January:		<u>\$ 326,214.26</u>
Balance as of February 1, 2015:		<u>\$ 1,295,683.07</u>

RENEWAL/REPLACEMENT ACCOUNT

Balance as of January 1, 2015:		\$ 637,279.40
Receipts:		0.00
Disbursements:	Nusbaum Stein	462.00
	Hayes Pump	<u>11,589.00</u>
Balance as of February 1, 2015:		<u>\$ 625,228.40</u>

ESCROW ACCOUNT

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

CAPITAL IMPROVEMENT ACCOUNT

Balance as of January 1, 2015:		\$ 600,000.00
Receipts:	Transfer from Operating (Reserve for Retirement funds)	30,000.00
Disbursements:		0.00
Balance as of February 1, 2015:		<u>\$ 630,000.00</u>

EXPENDITURES REPORT - 2015 BUDGET

2/1/15

	2015	YEAR-TO-DATE		%
	BUDGET	EXPENDITURES	BALANCE	REMAINING
Admin - Salaries and Wages	\$149,000.00	\$22,486.60	\$126,513.40	84.91%
Trustee Admin Fees	\$60,000.00	\$10,203.63	\$49,796.37	82.99%
Administrative - Other Expenses	\$33,000.00	\$1,482.49	\$31,517.51	95.51%
Legal	\$25,000.00	\$0.00	\$25,000.00	100.00%
Audit	\$14,000.00	\$0.00	\$14,000.00	100.00%
Engineer	\$20,000.00	\$0.00	\$20,000.00	100.00%
Pension	\$86,000.00	\$77,573.00	\$8,427.00	9.80%
Social Security	\$60,000.00	\$8,891.27	\$51,108.73	85.18%
Unemployment	\$7,000.00	\$1,669.55	\$5,330.45	76.15%
Hospitalization	\$222,800.00	\$31,141.74	\$191,658.26	86.02%
Disability Insurance	\$10,000.00	\$1,384.67	\$8,615.33	86.15%
Operating - Salaries and Wages	\$620,000.00	\$92,654.88	\$527,345.12	85.06%
Reserve for Future Retirement	\$15,000.00	\$0.00	\$15,000.00	100.00%
Telephone	\$15,000.00	\$758.83	\$14,241.17	94.94%
Electric	\$527,000.00	\$0.00	\$527,000.00	100.00%
Propane/Fuel Oil/ Gasoline	\$35,000.00	\$0.00	\$35,000.00	100.00%
Supplies/Chemicals	\$135,100.00	\$131.86	\$134,968.14	99.90%
Laboratory Supplies	\$8,000.00	\$215.86	\$7,784.14	97.30%
Office	\$20,000.00	\$6,124.40	\$13,875.60	69.38%
External Services	\$50,000.00	\$1,447.80	\$48,552.20	97.10%
Education/Training	\$15,000.00	\$188.00	\$14,812.00	98.75%
Laboratory Fees	\$25,000.00	\$141.00	\$24,859.00	99.44%
Maintenance/Repairs	\$100,000.00	\$314.63	\$99,685.37	99.69%
Insurance	\$110,000.00	\$40,954.67	\$69,045.33	62.77%
NJDEP Fees	\$25,000.00	\$200.00	\$24,800.00	99.20%
Permit/Compliance Fees	\$150,000.00	\$90.00	\$149,910.00	99.94%
Equipment	\$60,000.00	\$0.00	\$60,000.00	100.00%
Sludge Removal	\$550,000.00	\$0.00	\$550,000.00	100.00%
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%
TOTAL	\$3,671,900.00	\$298,054.88	\$3,373,845.12	91.88%

EXPENDITURES REPORT - 2014 BUDGET

2/1/15

	2014	YEAR-TO-DATE		%
	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>REMAINING</u>
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	\$22,067.88	\$2,932.12	11.73%
Audit	\$14,000.00	\$4,330.00	\$9,670.00	69.07%
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	\$466,292.29	\$83,737.71	15.23%
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%
TOTAL	\$3,671,900.00	\$3,071,183.02	\$600,716.98	16.36%

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

RENEWAL & REPLACEMENT	
Applied Analytics	\$4,780.00
Daily Record	\$145.88
LTPA	\$2,170.00
Nusbaum Stein	\$209.00
Star Ledger	\$424.08
OPERATING ACCOUNT	
ADP	\$1,026.52
AEA	\$3,700.00
AmeriGas Propane	\$3,113.16
Amwell/McNish	\$4,167.26
Blue Diamond Disposal	\$265.00
Cintas Corp.	\$468.09
Cintas First Aid	\$64.71
Culligan - Tri County Water	\$120.00
Envirodyne Systems	\$1,392.00
Fisher Scientific	\$865.07
Grainger	\$312.54
Susan Grebe (petty cash & mileage reimb)	\$173.21
Hach Company	\$60.15
JCP&L	\$86,158.73
Kemira	\$4,799.02
LTPA	\$680.00
Lowe's	\$251.93
MSA Payroll 1/30/15	\$29,729.32
MSA Payroll 2/13/15	\$29,500.94
MSA Payroll 2/27/15	\$30,405.04

NJSHBP	\$17,287.14
NJ American Water	\$2,896.76
NJWEA	\$450.00
NJWEF Registrar	\$149.00
Napa Auto Parts	\$243.95
Northeast Computer	\$219.37
Northeast Industrial Tech	\$4,983.43
Nusbaum Stein	\$2,270.40
One Call	\$17.08
PMZ Landscaping	\$1,100.00
Passaic Valley Sewerage Commission	\$38,978.03
Patrick Pisano (dental reimb)	\$600.00
Polydyne	\$1,944.00
QC Labs	\$879.00
R&J Control	\$10,215.50
James Schilling (mileage reimb)	\$115.34
Shell Fleet Plus	\$204.43
Spectraserve	\$18,096.00
Staples	\$322.29
US Postal Service	\$268.55
Verizon	\$704.05
Verizon Communications	\$54.99
Verizon Wireless	\$225.22
Westchester Machinery	\$4,750.00

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

- A. 1/28/15 To Joan Scatton, DAG regarding Permit
- B. 2/5/15 VM Associates – Proposal for Audit & Accounting Services for 2015
- C. 2/9/15 Robert Beinfeld – Bond Counsel Services for 2015
- D. 2/10/15 Robert Walsh, PE – Lake Hopatcong Sewer Extension/Manhole Connection, Roxbury Township
- E. 2/11/15 LTPA – Engineering Services for 2015
- F. 2/11/15 Stanhope Borough Clerk – Appointing Thomas Bruno as MSA Commissioner
- G. 2/19/15 LTPA – Recommendation of Award for Contract #255
- H. 2/6/15 County of Morris – Request for Consent Jefferson Township Morris County Municipal Chapter Proposed Amendment to the Northeast & Sussex County WQMP
- I. 2/13/15 Woodmont Properties – Roxbury Park/Roxwoods Associates Sanitary Sewer Capacity
- J. 2/20/15 John Napolitano, Esq. – Professional Labor Attorney Services

Mr. Schilling asked the commissioners if they had reviewed his monthly report and if anyone had any questions or comments. Mr. Schilling reported that a mapping revision for Mount Olive Township was received from the NJDEP earlier that afternoon and he forwarded to LTPA for review.

Mr. Schilling also noted that the NJWEA Conference will be held May 12th through May 15th. It is the centennial anniversary for the conference and he encouraged the commissioners to attend the conference.

Mr. Schilling reported that Governor Christie signed a bill on February 5th call the Water Infrastructure Protection Act. He suggested that if any of the commissioners have a public system in their towns they should review the bill. He briefly explained the bill to the commissioners.

Lastly, Mr. Schilling reported on the FEMA claim. The claim has been slightly reduced. The MSA will be receiving another \$15,000.00 after receiving approximately \$65,000.00 previously. He will need the Chairman to sign off on the last part of the claim after the meeting.

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

Fenton Purcell, PE reported that the new dilution water pump was installed on Wednesday. The project was completed by the contractor on time. Presently, the motor being used is the contractor's motor because the new US Motor to be installed has not yet been delivered. The pump is functioning very well and is pumping approximately 460 GPM.

Mr. Purcell also reported on the bids received for Contract #255 for the removal and replacement of service water and dilution water pumping assemblies. He reviewed the bids received on February 19th for the commissioners. LTPA is recommending the award of contract to the lowest bidder, AC Schultes.

Resolution No. 15-13 Awarding Contract No. 255 to A.C. Schultes, Inc. For Removal and Replacement of Service Water and Dilution Water Pumping Assemblies, was moved by Mrs. Michetti, seconded by Mr. Sylvester and the affirmative roll call vote of members present.

RESOLUTION NO. 15-13

Resolution of the Musconetcong Sewerage Authority
Awarding Contract No. 255 to A.C. Schultes, Inc.
For Removal and Replacement of Service Water and
Dilution Water Pumping Assemblies

WHEREAS, on February 19, 2015, the Musconetcong Sewerage Authority received the following bids for removal and replacement of service water and dilution water pumping assemblies:

- | | | |
|----|---|---------------|
| 1. | A.C. Schultes, Inc.
664 S. Evergreen Avenue
Woodbury Heights, NJ 08097 | \$ 84,000.00 |
| 2. | Rapid Pump & Meter Service Co.
P.O. Box AY – 285 Straight Street
Paterson, NJ 07509 | \$ 84,570.00 |
| 3. | CFM Construction Inc.
5 Bay Street
Stirling, NJ 07980 | \$ 94,800.00 |
| 4. | Ray Palmer Associates
95 King Street
Dover, NJ 07801 | \$ 99,700.00 |
| 5. | Samuel Stothoff
59 Route 31
Flemington, NJ 08822 | \$ 109,500.00 |

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

1. A.C. Schultes, Inc., submitted the lowest, responsible, responsive bid for Contract No. 255 in the amount of Eighty Four Thousand (\$84,000.00) Dollars; and
2. The bid from A.C. Schultes, Inc. is a conforming bid in that it complied with all of the requirements of the Notice to Bidders and submitted all of the required documentation, namely:
 - a. Consent of Surety;
 - b. Bid Bond;
 - c. Disclosure Statement;
 - d. Public Works Contractor's Registration Act;
 - e. Business Registration Certificate;
 - f. Non-Collusion Affidavit;
 - g. Affirmative Action Plan;
 - h. Certificate of Registration;
 - i. Material and Equipment Information;
 - j. Statement of Experience; and
 - k. Certificate of Subcontractors Participation; and

WHEREAS, the MSA has sufficient funds available to pay for said Contract; and

WHEREAS, Lee T. Purcell Associates, Consulting Engineers for the Musconetcong Sewerage Authority have reviewed the bid, and by letter dated February 19, 2015, have recommended that the Musconetcong Sewerage Authority award Contract No. 255 to A.C. Schultes, Inc. on its bid of \$84,000.00 as the lowest, responsible, responsive bidder.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Contract No. 255 be awarded to A.C. Schultes, Inc. on its bid of \$84,000.00; and be it

FURTHER RESOLVED, that the Secretary is hereby authorized and directed to return the bid bonds all of the unsuccessful bidders, except for Rapid Pump and Meter Service Co. and CFM Construction, Inc.; and be it

FURTHER RESOLVED, that the Secretary is hereby authorized and directed to return the bid bonds of Rapid Pump and Meter Service Co. and CFM Construction, Inc. upon receipt of the fully executed Contract and all other required documents from A.C. Schultes, Inc.; and be it

FURTHER RESOLVED, that the amount of the Contract shall not exceed \$84,000.00 without further approval from the Musconetcong Sewerage Authority, and the Musconetcong Sewerage Authority shall not be liable to pay any amount over and above \$84,000.00 without prior written approval; and be it

FURTHER RESOLVED, that Steven Rattner as Chairman is hereby authorized to execute the Contract with A.C. Schultes, Inc., on behalf of the Musconetcong Sewerage Authority.

Lee Purcell, PE discussed correspondence received from Morris County regarding an amendment to Jefferson Township Water Quality Management Plan. He briefly reviewed the plans submitted with the request letter. He commented on past approvals for Jefferson Township. He said he could complete a full review of the information submitted and report to the commissioners at the next month's meeting. Mr. Purcell discussed the importance of the review for the Authority and the Member Municipalities of the MSA. A motion was made by Mr. Schwab to authorize Lee T. Purcell Associates to review the information submitted by Morris County for an amendment to the Jefferson Township Water Quality Management Plan at a budget not to exceed \$1,000.00, seconded by Mr. Rattner and the affirmative roll call vote of members present.

Mr. Purcell also discussed correspondence received from E.I. Associates representing Hopatcong State Park. He explained that E.I. Associates has been working to implement a sewer connection to the MSA interceptor for over three years. Mr. Purcell further explained the flow process from the State Park to the MSA interceptor. Mrs. Michetti explained that there is a force main that will come from the site up to the fence line where the connection manhole will be. She said there is about 444 feet of gravity sewer from that fence line down to Center Street. Roxbury is discussing the gravity sewer with Lake Hopatcong and the State about eventually owning and maintaining that section, but the on-site force main, pump station and anything else on the site would be the responsibility of the NJDEP Fish and Wildlife. She noted that the original design that was submitted approximately six years ago had the force main going all the way out to the manhole. Mr. Purcell said he perceived the problem to be that the pump station will function full load three months of the year during the summer season and it will function well for those three months. Nine months out of the year the State Park closes until spring. The only operation during those months will be at the main building and it will take a month to fill up the wet well which will cause corrosion and odor problems. The flow will go into Roxbury's line and then into Center Street where it will discharge. He said that the manhole and the 27 inch line going in and out of the manhole are in very good condition and there has never been any odor or corrosion problems in that area. He said the State does not want any responsibility with the operation, maintenance or repairs off of their property. Mrs. Michetti explained that she believed it was more of a liability with the way the State's operations were regulated and that the State is not able to maintain or fund anything that is not on private property. Mr. Purcell said that there has never been an odor problem in that area and the MSA should not be in a position where there could be damage to the crown of the interceptor from corrosion and a problem with odor control. He explained that the State Park should have a low capacity pump to operate during the nine months of low flow and there would be little or no problems. Mr. Purcell suggested that he could prepare a letter indicating his concerns to E.I. Associates so the MSA will not end up with any problems. Mrs. Michetti informed the commissioners that with regard to the odor, the current plans for the project propose Sweet Filter manhole inserts to be installed and maintained along the four manholes that are off-site of the property and if there is maintenance required for the gravity sewer it will be Roxbury Township's responsibility. Mr. Schilling asked who will be operating the pump station and if there would be any venting. Mr. Purcell said it would be on the State's property. Mr. Phil asked if Roxbury was aware of these issues. Mrs. Michetti explained that the odor and low flows were always a concern for Roxbury and that is why the project will have Sweet Filter manhole inserts. The manholes will also have polyethylene lining to prevent corrosion. She indicated that the Township is not maintaining any of the pump stations and the Township has no jurisdiction to go on State land to maintain a pump station. She said that Roxbury Township has provided their comments. She suggested that if the MSA has any comments the Authority should address them in a letter to E.I. Associates and a copy of the letter should be sent to Bill White at the NJDEP. Mr. Purcell said without a low head pump with a small force main there will be odor and corrosion problems during the nine off-season months. Mr. Schwab indicated that it seemed to be that some of the original plans for the project have changed and suggested that the plans need to be reviewed again. Mr. Purcell said last time he reviewed the project for the MSA it was during 2009. Mrs. Michetti noted the State should be notified as soon as possible if there are going to be any changes required by the MSA before the project goes out to bid. A motion was made by Mr. Sylvester to authorize Lee T. Purcell Associates to review the revised plans submitted by E.I. Associates for the project with an escrow of \$2,000.00 to be provided by E.I. Associates for the review, seconded by Mr. Schwab and the affirmative roll call vote of members present.

Mr. Campanile suggested that he could review the contract for the project when the work is to start. Mrs. Michetti explained that the performance bond and insurance would be the contractor's responsibility for the project and recommended that if there would be anything else that the MSA would require for insurance purposes it should be stated in Mr. Purcell's letter to E.I. Associates. She also indicated that Roxbury's approval for the project was subject to a review and approval from the MSA for the connection to the MSA interceptor. Mr. Campanile explained about the Site Access Agreement that the MSA has used in recent projects. Mrs. Michetti pointed out that the MSA interceptor is a structure and reiterated that if a Site Access Agreement applies and is required for the project, then it should be indicated in Mr. Purcell's letter and sent to the State.

Mr. Purcell also discussed correspondence received from Woodmont Properties regarding a proposed project for a Roxbury Flex Building on Route 46 in Ledgewood. He briefly reviewed the request and plans. The project is not in the MSA's service area and he notified the developer to contact Roxbury Township.

Mr. Purcell also reported on a separate request sent from Woodmont Properties for Roxwood Associates, LLC. He explained the scope of the project to the commissioners. He indicated that there is a need for an inter-municipal agreement between Roxbury and Netcong because the flow is going to flow through a sewer line in Netcong to get to the MSA facilities and a meter chamber would have to be installed. At this point, the developer is only asking if the MSA has capacity for the flow from the project and if Roxbury has the allocation. He suggested the MSA can respond to the request by saying the MSA has the capacity and Roxbury has the allocation, which would answer the developer's question, but it will not address the problem. Mr. Schilling asked about the interconnect and the meter chamber between Roxbury and Netcong. Mr. Purcell said his understanding is that Roxbury Township would expect the MSA to maintain, own and operate the meter chamber. There was some discussion that plans for this project were reviewed in 2006 for an age restricted community and what was now being proposed for the project is not the same. Mr. Pucilowski suggested that the matter be put on the meeting agenda again next month to give Roxbury and Netcong time to communicate.

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

Resolution No. 15-03 Authorizing Payment to Lee T. Purcell Associates for Engineering Services in Connection with Contract No. 255 for Dilution Water Pump and Two Service Water Pumps, was moved by Mr. Schwab, seconded by Mr. Sylvester and the affirmative roll call vote of members present.

RESOLUTION NO. 15-03

**Resolution of the Musconetcong Sewerage Authority (the "Authority")
Authorizing Payment for Engineering Services in
Connection with Contract No. 255 for Dilution Water
Pump and Two Service Water Pumps**

WHEREAS, the Authority has determined a need to purchase and have installed a dilution water pump and two (2) service water pumps in order to continue efficient and safe operation of its facility; and
WHEREAS the Authority did authorize Lee T. Purcell Associates to prepare Technical Specifications for these goods and services, which specifications were incorporated into a bid package; and

WHEREAS the Authority has distributed the bid package and scheduled the bid opening for February 19, 2015 at 10:30 a.m.; and

WHEREAS, the Authority will require engineering services, namely, Inspection, Shop Drawing Review and Bid Period Services in connection with the award of the bid and subsequent installation of the pump equipment; and

WHEREAS, Lee T. Purcell Associates has submitted an estimate of fees dated January 15, 2015 for performance of the engineering services required, which estimate is Five Thousand Seven Hundred Eighty (\$5,780) Dollars; and

WHEREAS the Authority does desire to hire and engage Lee T. Purcell Associates to perform said services in an amount not to exceed Five Thousand Seven Hundred Eighty (\$5,780) Dollars;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Lee T. Purcell Associates is hereby hired and engaged to perform the services outlined in its proposal dated January 15, 2015 in connection with the bid and installation of pump equipment pursuant to Contract No. 255; and it is

FURTHER RESOLVED, that the amount of the engagement shall not exceed Five Thousand Seven Hundred Eighty (\$5,780) Dollars without further approval from the Musconetcong Sewerage Authority.

Resolution No. 15-04 Authorizing the Chairman to Enter into an Agreement with Former Employee Elmer Still Regarding Compensation for Unused Vacation Time, was moved by Mr. Grogan, seconded by Mr. Phil and the affirmative roll call vote of members present.

RESOLUTION NO. 15-04

**Resolution of the Musconetcong Sewerage Authority
Authorizing the Chairman to Enter into an Agreement with Former Employee
Elmer Still Regarding Compensation for Unused Vacation Time**

WHEREAS, Elmer Still (hereinafter "Still"), having been employed by the Musconetcong Sewerage Authority (hereinafter "Authority") for approximately thirty-seven (37) years, gave notice to the Authority of his retirement effective July 1, 2014; and

WHEREAS, Still was on an extended period of sick and disability leave prior to his notifying the Authority of his retirement, and has requested the Authority pay him for unused vacation time accumulated during his leave; and

WHEREAS, Still and the Authority have entered into an Agreement dated January 28, 2015 addressing the issue and authorizing a payment in full and final settlement of Still's claim for unused vacation time;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that Steven Rattner as Chairman of the Authority is hereby authorized to execute the Agreement between Elmer Still and the Musconetcong Sewerage Authority dated January 28, 2015; and be it

FURTHER RESOLVED, that the Authority authorizes the payment of \$7,704.00 less any applicable deductions for payroll taxes or otherwise, in full and final settlement of Still's claims; and be it

FURTHER RESOLVED, that the payment of compensation has been authorized by the Commissioners of the Authority as a result of the unique circumstances existing in this particular case and shall not be regarded as precedent for any future claims for unused vacation time for any other employee of the Authority.

Mr. Campanile of Stanford Risk Management gave a presentation explaining what his services for the MSA include and discussed what is entailed with insurance contracts and the on-going changes with insurance requirements. He discussed some of the revised contracts that the MSA has been using in their specifications with vendors and contractors for various recent projects and services. Mr. Campanile also discussed the New Jersey Utilities Authority Joint Insurance Fund, what they provide for the MSA, and some of the insurance coverages provided and not provided. He also talked about some of the uncertainties and the lack of risk management with MEL JIF. There were some questions and discussion about changing insurance from the JIF and what the other options would be. Mr. McNeilly suggested that the MSA should research cost comparisons and services with the outside market along with a comprehensive review to see if the JIF is insufficient for the MSA's needs. Mr. Campanile explained he is in the process of reviewing the JIF policies and comparing what each policy says, what it means, and what it should say, and communicating with the JIF representatives. He further explained about the MSA's revised contracts and how everything is contingent on a contractual obligation. The commissioners further discussed the pros and cons of the JIF and other options available. Mr. Campanile offered to send the commissioners the reviews he had prepared if they would like to read them. Chairman Rattner and the commissioners thanked Mr. Campanile for his presentation.

Mr. Campanile and Mr. Joss left the meeting at 9:33 PM.

Mr. Pucilowski mentioned a seminar that concerns the JIF and ethics for elected and appointed officials. It can now be viewed on-line. Chairman Rattner suggested that the link should be distributed to the commissioners.

Chairman Rattner briefly discussed CP Engineers position as alternate engineer for the MSA. He asked that the Engineering, Operations, Maintenance and Safety Committee to review the matter and report their recommendation at the next month's meeting. He also discussed the possibility of a conflict and asked Mr. Dwyer to research the issue further.

Motion made by Mr. Sylvester, seconded by Mrs. Michetti and the affirmative roll call vote of members present, Chairman Rattner adjourned the meeting at 9:44 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant