

**REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY**

Chairman Rattner called the meeting to order at 7:33 PM. Following salute to colors, 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, Michael Grogan, Melanie Michetti, Daren Phil, Michael Pucilowski, Steven Rattner, Joseph Schwab
- MEMBERS ABSENT:** Brian McNeilly, Edward Schwartz, John Sylvester
- OTHERS PRESENT:** Patrick Dwyer, Esq., Lee Purcell, PE, Fenton Purcell, PE, James Schilling, Marvin Joss, John Kieser, Rich Schindelar

Chairman Rattner opened and closed the meeting to the public.

MSA Attorney Patrick Dwyer swore in Rich Schindelar to fill the unexpired term of John Kieser until January 31, 2016.

The Regular Meeting Minutes of June 26, 2014 were approved on a motion offered by Mr. Pucilowski, seconded by Mr. Grogan. Roll Call:

Mr. Bates	Yes	Mr. Pucilowski	Yes
Mr. Benson	Abstained	Mr. Rattner	Yes
Mr. Grogan	Yes	Mr. Schindelar	Abstained
Mrs. Michetti	Yes	Mr. Schwab	Yes
Mr. Phil	Yes		

The Closed Session Meeting Minutes of June 26, 2014 were approved on a motion offered by Mr. Phil, seconded by Mr. Schwab. Roll Call:

Mr. Bates	Yes	Mr. Pucilowski	Yes
Mr. Benson	Abstained	Mr. Rattner	Yes
Mr. Grogan	Yes	Mr. Schindelar	Abstained
Mrs. Michetti	Yes	Mr. Schwab	Yes
Mr. Phil	Yes		

The Expenditures/Treasurer's Report for the month of June was accepted on a motion offered by Mr. Benson seconded by Mrs. Michetti. Roll Call:

Mr. Bates	Yes	Mr. Pucilowski	Yes
Mr. Benson	Yes	Mr. Rattner	Yes
Mr. Grogan	Yes	Mr. Schindelar	Abstained
Mrs. Michetti	Yes	Mr. Schwab	Yes
Mr. Phil	Yes		

**TREASURER'S REPORT JULY 1, 2014**

**OPERATING ACCOUNT**

Balance as of June 1, 2014:		<u>\$ 1,285,616.67</u>
Receipts (June):		
Hospitalization	2,040.54	
EM Still	175.96	
Disability reimbursements	6,535.44	
Workers Comp reimbursements	5,707.58	
2 <sup>nd</sup> Quarter Pass down/transfer	212,817.48	
		<u>\$ 227,277.00</u>
		<u>\$ 1,512,893.67</u>
Total Disbursements:		<u>\$ 442,140.77</u>
Balance as of July 1, 2014:		<u>\$ 1,070,752.90</u>

**RENEWAL/REPLACEMENT ACCOUNT**

Balance as of June 1, 2014:		<u>\$ 514,839.40</u>
Receipts:	2 <sup>nd</sup> Qtr Transfer	50,000.00
Disbursements:		0.00
Balance as of July 1, 2014:		<u>\$ 564,839.40</u>

**ESCROW ACCOUNT**

Balance as of June 1, 2014:	\$ 2,952.34
Receipts:	0.00
Disbursements:	0.00
Balance as of July 1, 2014:	<u>\$ 2,952.34</u>

**CAPITAL IMPROVEMENT ACCOUNT**

Balance as of June 1, 2014:	\$ 375,000.00
Receipts:	2 <sup>nd</sup> Qtr Transfer 75,000.00
Disbursements:	0.00
Balance as of July 1, 2014:	<u>\$ 450,000.00</u>

**EXPENDITURES REPORT - 2014 BUDGET**

7/1/14

	2014	YEAR-TO-DATE		%
	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>	<u>REMAINING</u>
Admin - Salaries and Wages	\$149,000.00	\$86,326.86	\$62,673.14	42.06%
Trustee Admin Fees	\$60,000.00	\$20,407.26	\$39,592.74	65.99%
Administrative - Other Expenses	\$33,000.00	\$19,713.43	\$13,286.57	40.26%
Legal	\$25,000.00	\$6,889.60	\$18,110.40	72.44%
Audit	\$14,000.00	\$7,000.00	\$7,000.00	50.00%
Engineer	\$20,000.00	\$5,090.00	\$14,910.00	74.55%
Pension	\$86,000.00	\$0.00	\$86,000.00	100.00%
Social Security	\$60,000.00	\$34,942.00	\$25,058.00	41.76%
Unemployment	\$7,000.00	\$4,968.06	\$2,031.94	29.03%
Hospitalization	\$222,800.00	\$111,331.04	\$111,468.96	50.03%
Disability Insurance	\$10,000.00	\$4,067.71	\$5,932.29	59.32%
Operating - Salaries and Wages	\$620,000.00	\$369,376.29	\$250,623.71	40.42%
Reserve for Future Retirement	\$15,000.00	\$0.00	\$15,000.00	100.00%
Telephone	\$15,000.00	\$9,158.13	\$5,841.87	38.95%
Electric	\$527,000.00	\$142,173.69	\$384,826.31	73.02%
Propane/Fuel Oil/ Gasoline	\$35,000.00	\$15,438.64	\$19,561.36	55.89%
Supplies/Chemicals	\$135,100.00	\$54,496.81	\$80,603.19	59.66%
Laboratory Supplies	\$8,000.00	\$3,502.06	\$4,497.94	56.22%
Office	\$20,000.00	\$4,841.52	\$15,158.48	75.79%
External Services	\$50,000.00	\$29,740.37	\$20,259.63	40.52%
Education/Training	\$15,000.00	\$4,198.64	\$10,801.36	72.01%
Laboratory Fees	\$25,000.00	\$10,014.20	\$14,985.80	59.94%
Maintenance/Repairs	\$100,000.00	\$14,613.94	\$85,386.06	85.39%
Insurance	\$110,000.00	\$96,056.31	\$13,943.69	12.68%
NJDEP Fees	\$25,000.00	\$550.00	\$24,450.00	97.80%
Permit/Compliance Fees	\$150,000.00	\$39,148.90	\$110,851.10	73.90%
Equipment	\$60,000.00	\$12,391.05	\$47,608.95	79.35%
Sludge Removal	\$550,000.00	\$215,027.68	\$334,972.32	60.90%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$300,000.00	\$150,000.00	\$150,000.00	50.00%
Renewal and Replacement	\$200,000.00	\$100,000.00	\$100,000.00	50.00%
<b>TOTAL</b>	<b>\$3,671,900.00</b>	<b>\$1,571,464.19</b>	<b>\$2,100,435.81</b>	<b>57.20%</b>

Chairman Rattner asked Mr. Schilling about the bill from LTPA that was not approved at last month's meeting and what was the status. Mr. Schilling said that he met with LTPA and reviewed the bill and the content of the work that was billed. He recommended that the bill be approved for payment.

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

Mr. Bates	Yes	Mr. Pucilowski	Yes
Mr. Benson	Yes	Mr. Rattner	Yes
Mr. Grogan	Yes	Mr. Schindelar	Abstained
Mrs. Michetti	Yes	Mr. Schwab	Yes
Mr. Phil	Yes		

ADP	\$277.51
Accurate Waste Removal Services	\$3,390.00
Scott Allen (disability reimbursement)	\$119.70
Atlantic Tomorrows	\$6.56
Nicholas Barbato (disability reimbursement)	\$119.70
Vincent Barbato (disability reimbursement)	\$119.70
Patrick Biasi (disability reimbursement)	\$119.70
Blue Diamond Disposal	\$530.00

Certified Health & Safety Services	\$1,498.00
Cintas First Aid	\$209.03
Cintas Corp.	\$466.96
Robert Colabella (disability reimbursement)	\$119.70
Keith DeFazio (disability reimbursement)	\$119.70
Fisher Scientific	\$966.95
Grainger	\$217.16
JCP&L	\$4,703.96
Kemira	\$4,682.22
LTPA	\$3,805.00
Lowe's	\$214.03
NJSHBP	\$19,043.60
NJ Business & Industry Association	\$220.00
NJ American Water	\$836.85
NJ Dept. Of Labor & Work Force	\$126.54
One Call	\$19.52
Patrick Pisano (disability reimbursement)	\$119.70
Polydynae	\$2,052.00
QC Labs	\$132.00
James Schilling (disability reimbursement)	\$119.70
Shell Fleet Plus	\$582.79
Spectraserve	\$27,540.05
Robert Still (disability reimbursement)	\$119.70
David Stracco (disability reimbursement)	\$119.70
Treasurer State of New Jersey	\$18,068.25
Verizon	\$705.37
Verizon Communications	\$49.99
Verizon Wireless	\$225.22

Mr. Pucilowski suggested that the commissioners discuss Resolution #14-14 and the Budget and Purchasing Procedures. Chairman Rattner noted that Resolution #14-14 did not reference the Budget and Purchasing Procedures document, although the Budget and Purchasing Procedures document was still a working document and would be revised in the future due to situations that would arise. He explained that the resolution would allow for certain bills to be paid in emergency situations, or if a bill is due before a meeting date, or other unforeseen circumstances. Mr. Pucilowski asked Mr. Joss, MSA Qualified Purchasing Agent, if he had any comments regarding the resolution. Mr. Joss said that he and Mr. Schilling had reviewed and revised the document together and he believed it was in order.

**Resolution No. 14-14 Authorizing the Payment of Certain Bills**, was moved by Mr. Pucilowski, seconded by Mr. Schwab. Roll Call:

Mr. Bates	Yes	Mr. Pucilowski	Yes
Mr. Benson	Yes	Mr. Rattner	Yes
Mr. Grogan	Yes	Mr. Schindelar	Abstained
Mrs. Michetti	Yes	Mr. Schwab	Yes
Mr. Phil	Yes		

**RESOLUTION NO. 14-14**  
**Resolution of the Musconetcong Sewerage Authority**  
**Authorizing Payment of Certain Bills**

**WHEREAS**, Musconetcong Sewer Authority ("MSA") has a need to pay its financial obligations on a timely basis; and

**WHEREAS**, on occasion certain obligations which are necessary for the day-to-day operations of the MSA may become due and payable before they have been presented for approval to the Commissioners at a regular monthly meeting; and

**WHEREAS**, the MSA now desires to authorize the payment of certain essential obligations upon the review and approval of two of the signatories needed for issuing a check;

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Musconetcong Sewerage Authority that in the event any of the following obligations become due before they have been approved by the Commissioners at a meeting then payment of such bills may be authorized upon the approval of two of the signatories needed for issuing a check:

- a) Inter-government Payments
- b) Utilities
- c) Vehicle Fuel & Propane
- d) Telecommunications
- e) Postage
- f) Payroll
- g) Debt Service
- h) Insurance & Benefits

**FURTHER RESOLVED** that in the event any such bills and/or payments are paid that a report regarding the necessity for paying same shall be made to the Commissioners at the next regularly scheduled monthly meeting; and it is

FURTHER RESOLVED that the authorization granted herein may be revoked at any time; and it is

FURTHER RESOLVED, that the Director, accountants, bookkeepers and/or such employees as are responsible for maintaining the accounts shall take such steps necessary to effectuate the authority set forth herein.

Mr. Joss left the meeting at 7:48 PM.

Chairman Rattner suggested that the letter from the USEPA regarding the Fratelli Beretta Facility in Mount Olive be sent to the project engineer and the Township. Mr. Purcell noted that he would discuss the letter in he report later in the meeting.

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

Mr. Bates	Yes	Mr. Pucilowski	Yes
Mr. Benson	Yes	Mr. Rattner	Yes
Mr. Grogan	Yes	Mr. Schindelar	Abstained
Mrs. Michetti	Yes	Mr. Schwab	Yes
Mr. Phil	Yes		

- A. 6/6/14 NJDEP – 2014 Initial Water Pollution Proficiency Test Study
- B. 6/26/14 Patrick Dwyer, Esq. – Thank you for Donation Made in Memory of Larry Kron, Esq.
- C. 6/30/14 NJDEP – Inventory/Cost Estimate Submittal
- D. 7/9/14 USEPA – Grant Waiver Request for Fratelli Beretta Facility, Mount Olive
- E. 7/10/14 LTPA – Payment of Voucher #7934
- F. 7/11/14 NJDEP – Compliance Inspection

Mr. Schilling asked if the commissioners had reviewed his monthly report and if anyone had any questions or comments. None of the commissions had received the e-mail of his monthly report.

Mr. Schilling reported that he met with the Personnel Committee to discuss appointing a labor attorney for the MSA. They are recommending the firm of Cleary, Giacobbe, Alfieri and Jacobs, LLC. Chairman Rattner asked what their hourly rates were. Mr. Schilling noted that the rates were listed in their proposal. He said it was \$175.00 an hour for attorney fees and \$65.00 an hour for paralegal fees. He said that the contract with the MSA Staff is expiring at the end of this year and he expects contract negotiations will start within the next month or two. Mr. Phil asked if a resolution could be passed to appoint Cleary, Giacobbe, Alfieri and Jacobs, LLC as the MSA labor attorney. Chairman Rattner said that the commissioners really need all the paperwork and proposals submitted for review before a resolution could be passed. He suggested that Mr. Schilling forward his report with the information received from various labor attorneys for the commissioners' review, and a resolution could be passed at next month's meeting. Chairman Rattner stated that in the meantime, before the resolution is passed, if a labor attorney is needed the MSA could still use the recommended firm and pay the hourly fees required.

Mr. Schilling also gave a personnel update on the MSA's employees that were absent due to disabilities and one employee out on workers' compensation. He explained that plant is short staffed at present and everyone is working extra hard and doing their part to keep up with the daily routines and requirements of the MSA facilities. Chairman Rattner mentioned that Mr. Schilling could hire extra help if needed. Mr. Schilling said he hopes that the two key employees should be back by September and until then he is going to send out lab sampling that is usually done in-house.

The Director's Report, and the Repairs and Maintenance Report, were tabled until next month's meeting after the commissioners receive and review the reports.

Mr. Purcell reported on the grant waiver request for the Fratelli Beretta facility and the letter received from the USEPA. He discussed the tree removal restraints and conditions indicated in the letter.

Mr. Purcell reiterated that the Asset Management Plan can be a very useful tool for the MSA facilities. A plan should be implemented at the MSA. LTPA is available in any way to help the Authority prepare a plan.

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

Motion made by Mr. Pucilowski, seconded by Mr. Schwab and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:07 PM:

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

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

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

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

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

Motion to reopen the meeting to the public at 8:40 PM was offered by Mrs. Michetti, seconded by Mr. Pucilowski and the affirmative vote of members present.

Lee Purcell, PE, Fenton Purcell, PE and John Keiser left the meeting at 8:41 PM.

Motion made by Mr. Phil, seconded by Mr. Schwab and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:42 PM:

MSA Director James Schilling and Administrative Assistant Susan Grebe left the meeting at 8:43.

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

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

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

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

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

Motion to reopen the meeting to the public at 9:30 PM was offered by Mr. Benson, seconded by Mr. Grogan and the affirmative vote of members present.

MSA Director James Schilling and Administrative Assistant Susan Grebe re-entered the meeting at 9:31.

A motion was made by Mr. Phil to raise the MSA's Administrative Assistant's salary from \$40,000.00 per year to \$42,500.00 per year, retroactive to January 1, 2014, seconded by Mr. Bates and the affirmative vote of members present.

A motion was made by Mr. Phil to raise the MSA's Director's salary from \$94,000.00 per year to \$98,000.00 per year retroactive, to January 1, 2014 along with an increase in vacation time from four weeks to five weeks. Mr. Phil also requested that Mr. Dwyer amend Mr. Schilling's contract omitting the stipend for holding the S-4 License in that the S-4 License is not needed to run the MSA facilities. In the event that an S-4 License is required at the plant in the future a stipend would still not be granted. The motion was seconded by Mr. Bates and the affirmative vote of members present.

Motion made by Mr. Bates, seconded by Mr. Grogan and the affirmative roll call vote of members present, Chairman Rattner adjourned the meeting at 9:37 PM.

Respectfully Submitted:



Susan Grebe,  
Administrative Assistant