

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY

Chairman Rattner called the meeting to order at 7:30 PM.

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, Thomas Bruno, Michael Grogan, Melanie Michetti, Michael Pucilowski, Steven Rattner, Joseph Schwab, Elmer Still, Jack Sylvester

MEMBERS ABSENT: Andrew Cangiano, Brian McNeilly, Richard Schindelar

OTHERS PRESENT: Patrick Dwyer Esq., James Wancho PE, Debbie Palma QPA,

OTHERS ABSENT: James Schilling - Director, Susan Grebe-Administrative Assistant

Chairman Rattner opened and closed the meeting to the public.

The Reorganization Meeting minutes of February 28, 2019 were approved on a motion offered by Mr. Sylvester, seconded by Mr. Grogan. Roll Call:

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

The Regular Meeting minutes of February 28, 2019 were approved on a motion offered by Mr. Schwab, seconded by Mr. Still and the affirmative roll call vote of members present.

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

The closed session minutes of February 28, 2019 were approved on a motion offered by Mr. Still, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

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

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

Treasurer's Report- February 1, 2019

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

RENEWAL & REPLACEMENT ACCOUNT

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

ESCROW ACCOUNT

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

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of January 1, 2019:	\$ 737,312.57
Receipts:	Operating Account – 1 st 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:	<u>\$ 750,417.92</u>

ANALYSIS OF BALANCES:

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

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

PENDING VOUCHERS - MARCH 28, 2019

CAPITAL IMPROVEMENT ACCCOUNT:	
Daily Record (Publish Award of Contracts - PS&S Additional Svs)	\$18.92
GMH Associates (Contract #285)	\$89,817.34
Nusbaum Stein (Contracts #270 & 295)	\$919.80
PS&S (Contracts #279, 280, 285, 300, 305 & 310)	\$35,937.79
Suburban Consulting Engineers	\$290.00
Treasurer, State of NJ (Contract #300 TWA Fee)	\$8,052.00
CAPITAL IMPROVEMENT ACCOUNT TOTAL	\$135,035.65
RENEWAL & REPLACEMENT ACCOUNT:	
Nusbaum Stein (Contract #315)	\$132.00
PS&S (Contract #315)	\$12,101.02
RENEWAL & REPLACEMENT ACCOUNT TOTAL	\$12,233.02
OPERATING ACCOUNT:	
Accurate Waste (January)	\$20,397.50
ADP	\$698.13
Scott Allen (mileage)	\$57.76
American Wear	\$559.34
AmeriGas Propane	\$1,328.39
Aqua Pro-Tech Labs	\$757.05
Blo Triad Environmental	\$7,700.00
Cintas First Aid	\$71.25
Clit-e-net (annual subscription)	\$1,500.00
Cleary Giacobbe	\$962.50
Constellation New Energy	\$22,630.40
Daily Record (Publish Award of Contracts 2019 Consulting)	\$21.50
Environmental Resource Associates	\$410.88
Fisher Scientific (lab supplies)	\$1,750.81
Franks Trattoria	\$348.10
Grainger (hardware & supplies)	\$724.86
Susan Grebe (petty cash & mileage)	\$81.24
Hach Co. (lab supplies)	\$1,155.41
JCP&L (main plant & pump stations)	\$15,242.00
J.W. Topping (policy renewal)	\$950.00
Lowe's	\$374.74
Maryland Biochemical (bacteria for wastewater treatment)	\$5,900.01
McMaster Carr (security light)	\$35.56
MSA Payroll 3/8/19	\$36,692.45
MSA Payroll 3/22/19	\$32,229.19
Napa Auto Parts	\$208.46
Netcong Hardware	\$65.91
NJSHBP	\$14,098.62
North Jersey Pump	\$489.00
Nusbaum Stein (general, Hopalong, 2019 appointments & permit compl.)	\$5,097.00
Office Concepts Group (paper towels, Kitchen & office supplies)	\$949.72
One Call	\$28.56
Passaic Valley Sewerage Commission	\$25,536.00
PCS Pump	\$2,122.12
PS&S (general engineering & meeting attendance)	\$1,922.50
Roxbury Township Water Dept.	\$134.94
James Schilling (mileage retrib)	\$264.00
Service Tire Truck Center	\$792.00
Shell Fleet	\$245.64
Treasurer, State of NJ (lab certification)	\$1,375.00
Tritec Office Equipment (copier contract)	\$77.44
Unum Life Ins. (2nd Quarter)	\$1,464.35
USA Blue Book (foam buster)	\$666.20
Verizon	\$866.91
Verizon Communications (wifi)	\$128.42
Verizon Wireless	\$225.20
WEF (membership renewals Rattner, Schilling, Benson, Sylvester)	\$428.00
OPERATING TOTAL:	\$209,745.06
GRAND TOTAL:	\$357,013.73

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

A. 3/12/19 James Wancho, PE – QuickChek, Roxbury Township, TWA Application

Mr. Schilling was not present for the meeting to answer any questions.

Chairman Rattner mentioned the MSA phone infrastructure and potential cost as part of the Director's report.

Mr. Pucilowski mentioned that the MSA Labor Attorney recently conducted training for the MSA staff.

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

The Maintenance & Repairs Report for the month of March was accepted on a motion offered by Mr. Schwab, seconded by Mr. Pucilowski and the affirmative vote of members present.

Mr. Wancho asked if the commissioners had any questions regarding his monthly report. He informed the Board that he an update since the 3/20/19 report submission.

The Air Permitting model was finalized and the results are showing impacts well below the risk threshold for both short & long term. The NJDEP Radius Application is ready to be resubmitted. Mrs. Michetti asked if any action was required by MSA at this time. Mr. Wancho advised the Board that there will be another application fee required.

Motion was offered by Mr. Bruno, seconded by Mrs. Michetti and the affirmative vote of members present – Authorizing the NJDEP Air Radius Application and Associated Fees to be submitted.

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

New Business:

Chairman Rattner advised the Board of the recent issue with TD Bank regarding changes to the software and the problems it caused with transfers. Chairman Rattner went to the bank as

an authorized signer but was told they couldn't help. He was provided an 800 number but couldn't get any support without a Bank Card.

Mr. Benson also tried to help with this matter but received the same level of response.

Resolution No. 19-23, was moved by Mrs. Michetti, seconded by Mr. Bruno and the affirmative roll call vote of members present.

RESOLUTION NO. 19-23

**Resolution of the Musconetcong Sewerage Authority
Endorsing a Modification to a New Jersey Treatment Works Approval
(TWA-1) for a Sewer Extension for Proposed QuickChek Food Store with Fuel
Sales located at Block 9202, Lots 8 & 9,
Township of Roxbury, Morris County, New Jersey**

Resolution No. 19-24, was moved by Mr. Pucilowski, seconded by Mr. Schwab and the affirmative roll call vote of members present.

RESOLUTION NO. 19-24

**Resolution of the Musconetcong Sewerage Authority ("MSA") Authorizing
the Chairman to Sign a Treatment Works Approval ("TWA") Application
in Connection with Improvements to the MSA's Treatment Plant
at 110 Continental Drive, Budd Lake, NJ Consisting of
a New Influent Screening Facility**

Resolution No. 19-25, was moved by Mr. Schwab, seconded by Mrs. Michetti and the affirmative roll call vote of members present.

RESOLUTION NO. 19-25

Resolution of the Musconetcong Sewerage Authority ("MSA") Authorizing the Payment of a Fee in Connection with a Treatment Works Approval ("TWA") Application for Improvements to the MSA's Treatment Plant at 110 Continental Drive, Budd Lake, NJ Consisting of a New Influent Screening Facility

Resolution No. 19-26, was moved by Mr. Bruno, seconded by Mr. Grogan and the affirmative roll call vote of members present.

RESOLUTION NO. 19-26

Resolution of the Musconetcong Sewerage Authority Awarding a Contract to Pumping Services, Inc. to Purchase Pumps Utilizing PVSC Co-op Contract #B108-2

Resolution No. 19-27, was moved by Mr. Pucilowski, seconded by Mrs. Michetti and the affirmative roll call vote of members present.

RESOLUTION NO. 19-27

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 Contract #295 to Replace Micro Strainers in Plants #1 and #2 (Tertiary Treatment Project)

Resolution No. 19-28, was moved by Mr. Still, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

RESOLUTION NO. 19-28

Resolution of the Musconetcong Sewerage Authority
Awarding a Contract for Professional Services to
Paulus, Sokolowski & Sartor, LLC ("PS&S") for
Design Services in Connection with a Pump Evaluation/Replacement Program
and Contract #315

Resolution No. 19-29, was moved by Mr. Schwab, seconded by Mr. Grogan and the affirmative roll call vote of members present.

RESOLUTION NO. 19-29

Resolution of the Musconetcong Sewerage Authority
Awarding a Contract to
Paulus, Sokolowski & Sartor, LLC ("PS&S") for
Professional Engineering Services in Connection with a Procure, Deliver and Install
Contract for New Primary Clarifier #3 & 4 Drive Units
Contract No. 320

Old Business:

- A. Engineering Committee Project Recommendations
- B. Contract #295 – PS&S Revised Proposal

There were discussions amongst the Board regarding the Engineering Committee's project Recommendations, Finances and Funding Strategies.

Mr. Pucilowski outlined the list of projects by urgency for the Board's consideration.

1. Screenings Removal System
2. Tertiary Treatment
3. Sludge Pump(s) Replacement and Installation
4. Primary Clarifiers #3 & #4 Drive Replacement and Installation

The MSA approved a resolution ordering four (4) new pumps and is aware the Director had previously ordered two (2) pumps. This represents six (6) of the twenty-five (25) pumps needed. The MSA would like to consider phasing the pump replacements over time utilizing the Capital Budget and understand if MSA staff can perform the installation.

There was discussion around the Primary Clarifier Drives and Installation and which was the best option, Co-Op purchasing or NJ I Bank Funding and Bid Process.

There are two (2) other concerns shared by the Board:

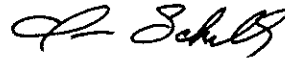
1. The potential impact of the Air Permit Process and associated cost.
2. The level of Capital Reserves. There were discussions around timing of expenditure recovery through the NJ I Bank process.

Mr. Schwab asked about engineering costs associated with the Project Budgets

Mr. Schwab pointed out to the Commissioners that the Budget Information provided did not reflect resolutions and awards encumbrance. The Board needs to be cautious of spending. Mrs. Michetti asked about the Annual Capital Budget Transfer process. The Loan Repayment timing associated with the Tertiary Project was discussed. It is estimated the Tertiary project will take a couple of years before completion and therefore the repayment would not occur until possibly 2022. Mrs. Michetti inquired as to recovery of money previously spent on these projects through the NJ I bank. Mr. Wancho indicated they were recoverable. Chairman Rattner commented that projects could be stopped if the financial information didn't support the project. Mr. Wancho advised the Board that part of PS&S services regarding the Pump Evaluation project included: budgeting, pump selection, hydraulics and piping modification.

Motion made by Mr. Bruno, seconded by Mr. Still and the affirmative vote of members present, Chairman Rattner adjourned the meeting at 8:31 PM.

Respectfully Submitted:



James Schilling
Director